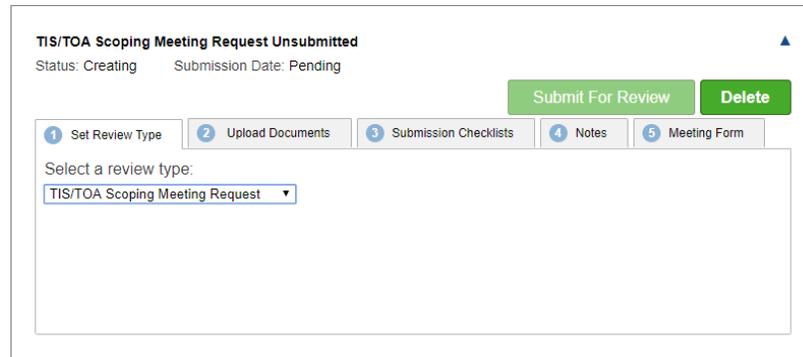


TIS/TOA Scoping Meeting Submission

1. Clicks on **Create New Submission** button

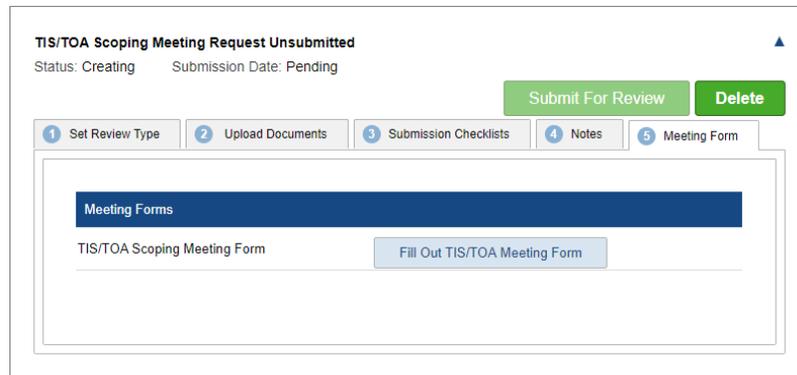


2. Select a review type **TIS/TOA Scoping Meeting Request**
a. **Meeting Form** tab appears



3. TIS/TOA Scoping Meeting Request Form required to create submission

- Click on **Meeting Form** tab
- Click on **Fill Out TIS/TOA Meeting Form** button
- Form will open



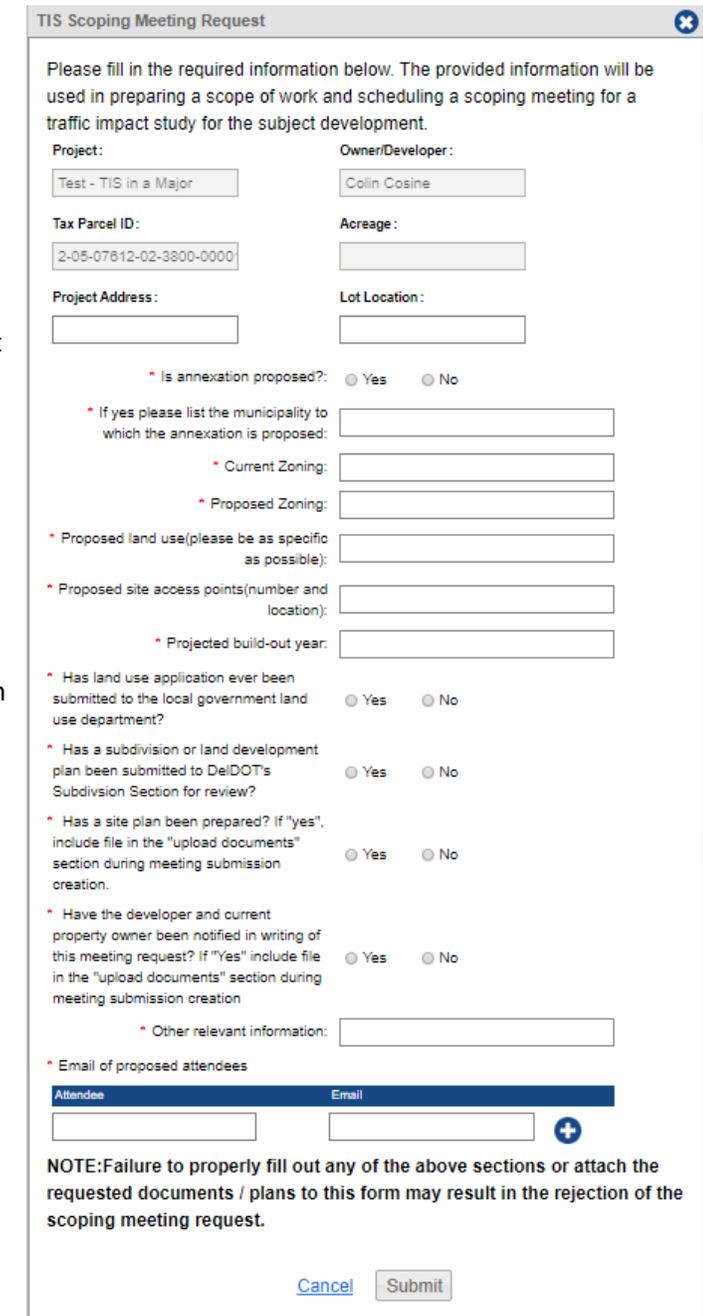
4. Complete form and click **Submit**

- Required fields must be completed to submit form
- Form closes and Submission window appears
- Meeting scheduled directly by DeIDOT, not scheduled through PDCA

*Form needs to be uploaded at the time of submission

5. Click **Submit for Review** to create submission

- Email notification sent to requestor



Please fill in the required information below. The provided information will be used in preparing a scope of work and scheduling a scoping meeting for a traffic impact study for the subject development.

Project: Test - TIS in a Major
Owner/Developer: Colin Cosine

Tax Parcel ID: 2-05-07612-02-3800-0000
Acreage:

Project Address:
Lot Location:

Is annexation proposed?: Yes No

If yes please list the municipality to which the annexation is proposed:

Current Zoning:
Proposed Zoning:

Proposed land use (please be as specific as possible):

Proposed site access points (number and location):

Projected build-out year:

Has land use application ever been submitted to the local government land use department? Yes No

Has a subdivision or land development plan been submitted to DeIDOT's Subdivision Section for review? Yes No

Has a site plan been prepared? If "yes", include file in the "upload documents" section during meeting submission creation. Yes No

Have the developer and current property owner been notified in writing of this meeting request? If "Yes" include file in the "upload documents" section during meeting submission creation. Yes No

Other relevant information:

Email of proposed attendees

Attendee	Email

NOTE: Failure to properly fill out any of the above sections or attach the requested documents / plans to this form may result in the rejection of the scoping meeting request.

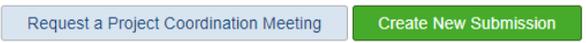
[Cancel](#) [Submit](#)

TIS Option A:

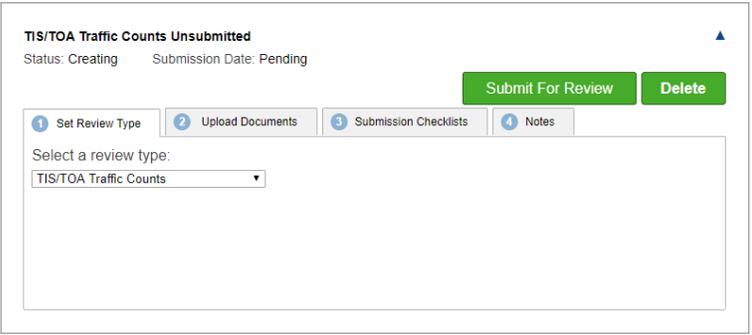


1 TIS/TOA Traffic Counts Submission

1. Clicks on **Create New Submission** button

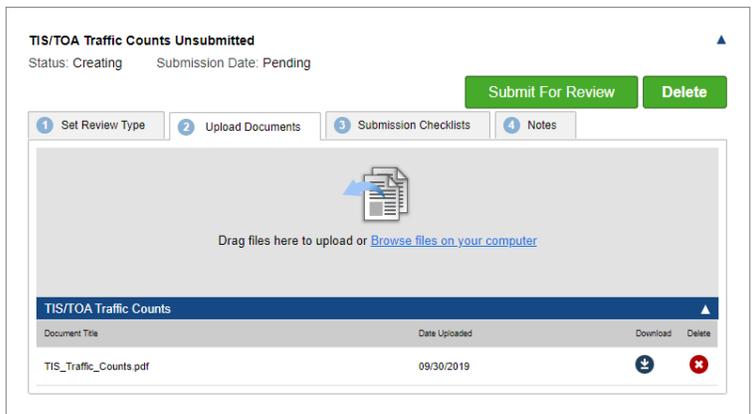


2. Select review type **TIS/TOA Traffic Counts**
 - a. Upload of Traffic Counts document required before submission can be created



3. Upload of Traffic Counts document

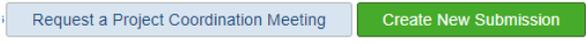
- a. Required before submission can be created



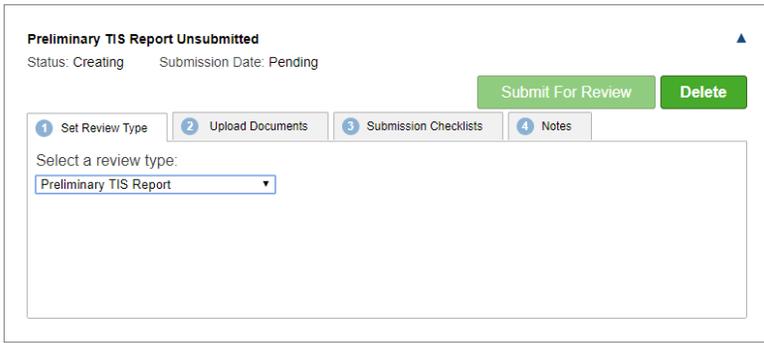
4. Click **Submit for Review**

2 Preliminary TIS Report Submission

1. Clicks on **Create New Submission** button

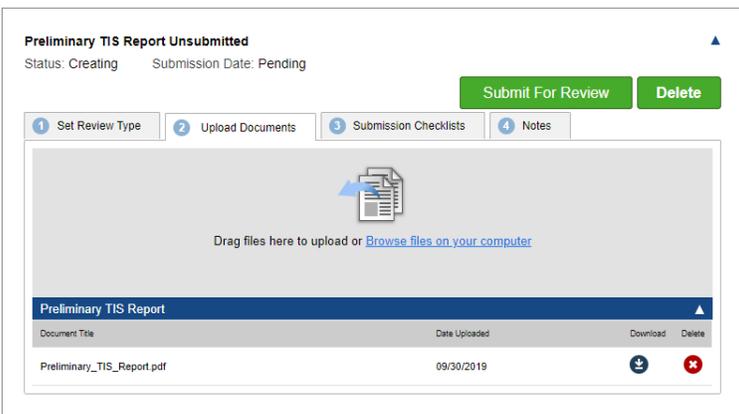


2. Select review type **Preliminary TIS Report**
 - a. Upload of Preliminary TIS Report document required before submission can be created



3. Upload of Preliminary TIS Report

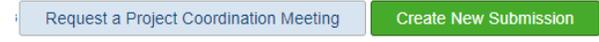
- a. Required before submission can be created



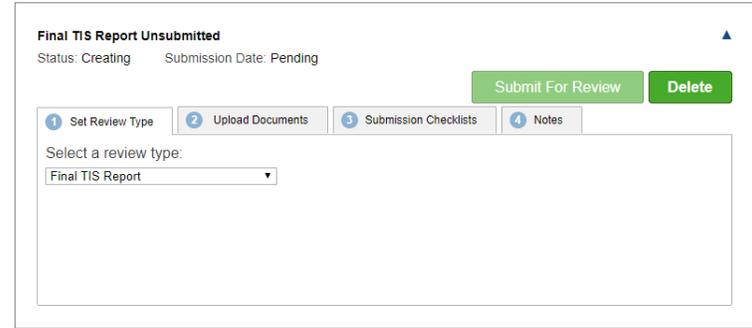
4. Click **Submit for Review**

3 Final TIS Report Submission

1. Clicks on **Create New Submission** button

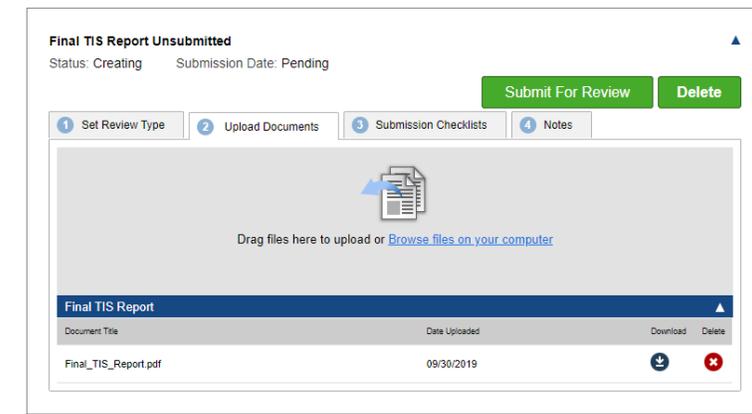


2. Select review type **Final TIS Report**
 - a. Upload of Final TIS Report document required before submission can be created



3. Upload of Final TIS Report

- a. Required before submission can be created



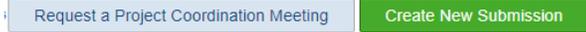
4. Click **Submit for Review**

4 Once Final TIS Report Submission is completed the **Draft TIS Review Letter** Submission is automatically created

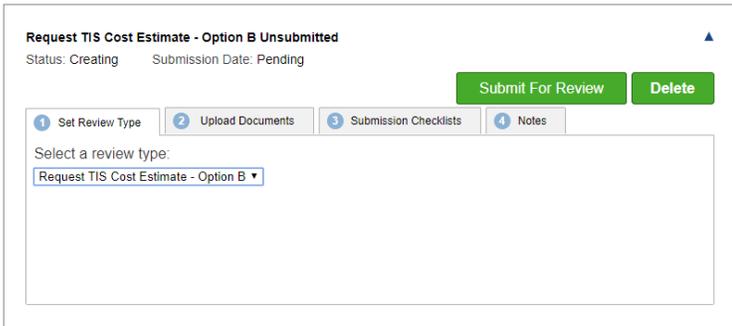
TIS Option B:



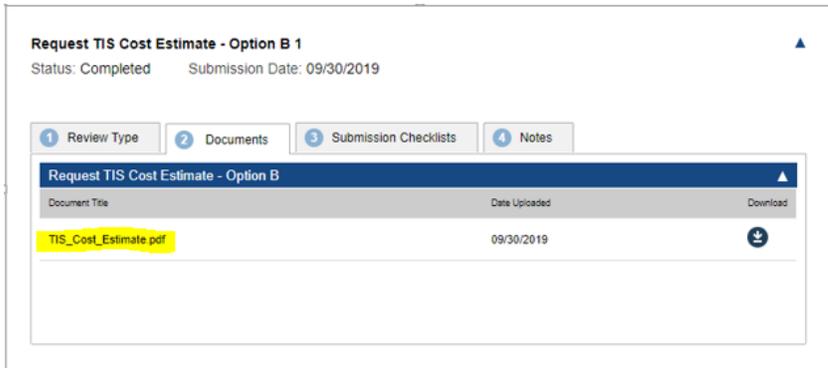
1 Request TIS Cost Estimate – Option B Submission
**TIS/TOA Scoping Meeting is required before 'TIS Cost Estimate – Option B' request can be submitted*



1. Clicks on **Create New Submission** button
2. Select review type **Request TIS Cost Estimate – Option B**
 - a. No Upload Document requirement
3. Click **Submit for Review**



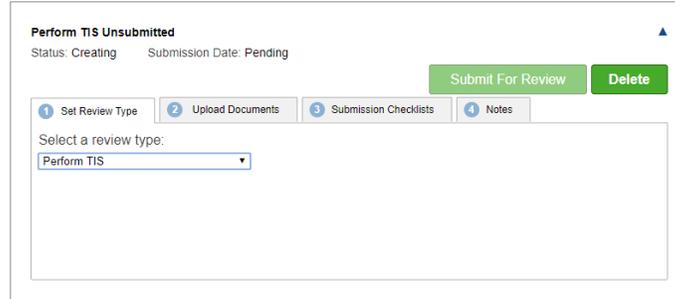
4. Cost estimate available for review once DeIDOT closes submission



2 Perform TIS Submission
 1. Clicks on **Create New Submission** button



2. Select review type **Perform TIS**

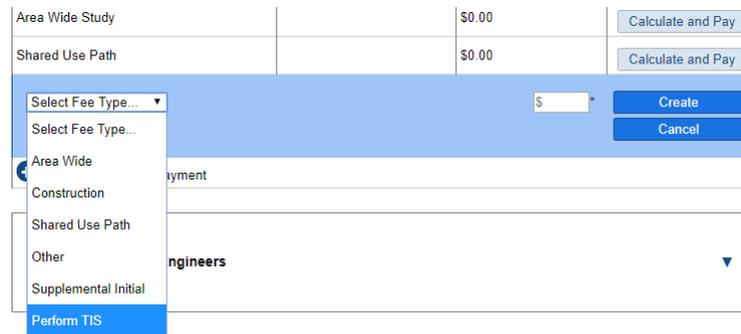


3. Click **Add Additional Fee Payment**
 a. Fee Required before submission can be created

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
+ Add Additional Fee Payment			

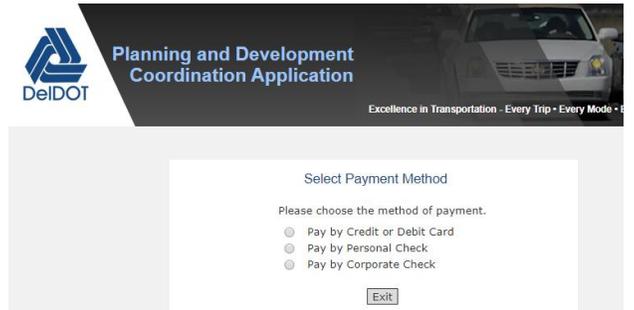
4. Select Fee Type **Perform TIS**



5. Enter fee listed in TIS Cost Estimate and click **Create**
 - a. Fee is added (confirm amount is correct)
 - b. Click **Calculate and Pay**



6. Directed to DeIDOT payment processing page
 - a) required before submission can be create
 - b) Complete payment



7. Click **Submit for Review**

3 Once DeIDOT completes the **Perform TIS** submission, the **Draft TIS Review Letter** Submission is automatically created once Final TIS Report submission closed

Draft TIS Review Letter Submission

1. Draft TIS Review Letter Submission automatically created through the PDCA when either Final TIS Report Submission (Option A) or Perform TIS Submission (Option B) is completed.

2. View Draft TIS Review Letter in **Project Documents** section
** All versions of the Draft TIS Review Letter are stored under Project Documents*

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
Perform TIS	09/30/2019	\$500.00	Paid

Document Title	Category	Date Uploaded	Uploaded By
Draft_TIS_Review_Letter.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko

3. Click **Accept** button to accept current Draft TIS Review Letter
 - a. DeIDOT will finalize TIS Review letter and create the Final TIS Review Letter submission
4. Click **Request Revision** button if Draft TIS Review Letter is not accepted
 - a. DeIDOT will review Draft Review TIS Letter and schedule a meeting to discuss TIS
 - i. Meeting not scheduled through PDCA
 - b. Click **OK** to confirm the request for revision

Note: If a revision is requested, DeIDOT will either revise the Draft TIS Review Letter or chose to keep the Draft TIS Review Letter as is

5. Click **Accept** or **Request Revision** on the Draft TIS Review Letter Submission
 - a. DeIDOT notes available in **Notes** tab
 - b. Process repeated until a Draft TIS Review Letter accepted by the developer and DeIDOT

Note By	Date	Note
Wendy.Polasko@state.de.us	10/01/2019	Draft TIS Review Letter revised to include comments discussed during the TIS meeting.

Final TIS Review Letter Submission

- Final TIS Review Letter Submission automatically created through the PDCA when the Draft TIS Review Letter Submission is closed

- Note the status is **Completed**

Final TIS Review Letter 1

Status: Completed Submission Date: 10/01/2019

1 Review Type 2 Documents 3 Submission Checklists 4 Notes

Requested Review Type:
Final TIS Review Letter

- No action required for developer within the Final TIS Review Letter Submission
- Final TIS Review Letter is available for review in **Project Documents** section
 - All versions of the Draft TIS Review Letter and the Final TIS Review Letter are stored under Project Documents section

Project Information

Delete Save Project

Project Name: Test - TIS in a Major Developer Org: Curve Development

County: Kent Developer: Cosine, Colin

Project Type: Major Primary Site Engineer Org: Axiom Engineering LLC

Primary Site Engineer: Hutchins, Steven

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
Perform TIS	09/30/2019	\$500.00	Paid

+ Add Additional Fee Payment

Project Documents

Document Title	Category	Date Uploaded	Uploaded By	
Draft_TIS_Review_Letter.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko	Download
Draft_TIS_Review_Letter_revised.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko	Download
Final_TIS_Review_Letter.pdf	Final TIS Review Letter	10/01/2019	Wendy L. Polasko	Download