DelDOT – Development Coordination
Lot-Line Adjustment Checklist

Please note: This form is required for all Lot-Line Adjustment plan submissions

Please check items below as necessary  (Section & Figure Links reference the Development Coordination Manual)

- Are additional lots being created? □ Yes, see Minor Subdivision Checklist □ No, continue
- Commercial Development/Redevelopment? □ Yes, see Dev Coord Gate-Keeping Checklist □ No, continue
- Are public internal streets/access-ways being created? □ Yes, see Gate-Keeping Checklist □ No, continue
- Will entrance work or construction activity occur in the right-of-way (ROW) □ Yes, see Gate-Keeping Checklist □ No, continue
- Copy of Initial Stage Fee Calculation Form and confirmation of online payment uploaded to PDCA
- Electronic plans & documents uploaded to PDCA for all submittals.

Plan Requirements (3.3.2)

□ North Arrow □ Property Corners □ Location Map □ Legend
□ Roadway Name, Maintenance Number, and Functional Classification
  ■ (i.e. Bowers Beach Road – KCR 018, Minor Collector) See Functional Classification Map
□ Existing and proposed lot lines labeled (including any to be extinguished)
□ Accurate existing right-of-way (ROW) lines labeled and dimensioned

Dedication/Reservation of Right-of-Way (3.2.5.2) - verify required minimum ROW width (Figure 3.2.5-a)

○ Local Road: 30 feet of ROW from physical centerline of road (Figure 3.2.5-b)
○ Two-lane Arterials and Collectors: 40 feet of ROW from physical centerline of road (Figure 3.2.5-c)
○ Multi-lane Arterials, Collectors, Freeways, and Expressways: 30 feet of ROW from outermost edge of through lane(s) (Figure 3.2.5-d)

- Does the existing ROW meet the minimum standards listed above? □ No, include the reservation* notes: **An X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.**

Driveways and entrances (Figure 1.2.1-a)  Show & dimension location of:

□ Existing Entrances/Exits □ Internal driveways □ Utility poles □ Distance to nearest intersection(s)

Title Block (3.4.2.1-A)

□ Name of proposed residential development □ Name, address, and telephone number of owner and engineer/surveyor
□ Name of town/hundred and county □ Owner’s signature (for final approval)
□ Graphic scale □ Seal of Delaware Licensed engineer/surveyor
□ Original date and revision dates

Data Block (3.4.2.1-B)

□ Gross acreage of property □ Water provider
□ Zoning □ Tax parcel number(s)
□ Present use □ Total number of lots, existing and proposed
□ Proposed use □ Proximity to identified Transportation Improvement Districts (TID)
□ Posted speed limit on frontage road(s)
□ Sewer provider

Plan Notes

The following note shall appear on all Lot-Line Adjustment Plans: **If existing entrances are altered, they shall conform to DelDOT’s Development Coordination Manual (DCM) and shall be subject to its approval. No construction activity shall occur in the right-of-way (ROW) without a DelDOT Permit.**