



DelDOT - Minor Residential Lot-Line Adjustment Checklist

Project Title: _____ **Project Id.:** _____

Tax Parcel No.: _____ **Date:** _____

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
Are Public Internal Streets / Access-Ways being created?	Yes, see Ent/Con/Subdivision Critical Items for Acceptance No, Continue
Commercial Development / Redevelopment?	Yes, see Record Plan Critical Items for Acceptance No, Continue
Will entrance work or construction activity occur in the right-of-way (ROW)?	Yes, see Ent/Con/Subdivision Critical Items for Acceptance No, Continue

Copy of [Initial Stage Fee Calculation Form](#) and confirmation of online payment uploaded to PDCA? *Fee calculated using Formula A (Minor Residential Subdivision)
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			
List all tax parcels that are adjacent to your project parcel			
Show and dimension location of:	Existing Entrances / Exits	Utility poles	Internal Driveways
			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 Seal of Delaware
Name of town/hundred and county	Licensed engineer/surveyor (Delaware License required)
Graphic scale	Owner's signature (for final approval)
Original date and revision dates	

DATA BLOCK (3.4.2.1-B)

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

PLAN NOTES

The following notes 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.