



# DelDOT – Development Coordination Minor Subdivision Checklist

**Please note: This form is required for all Minor Subdivision plan submissions**

**Please check items below as necessary:** (Section & Figure Links reference the [Development Coordination Manual](#))

- Are there 5 lots or less (including residual lands)?  Yes, continue  No, (see [Dev Coord Gate-Keeping Checklist](#))
- Are public internal streets/access-ways being created?  Yes, see Checklist above  No, continue
- Commercial Development/Redevelopment?  Yes, see Checklist above  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 (see [Functional Classification Map](#))
  - i.e. Bowers Beach Road – KCR 018, Minor Collector
- 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

## 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?  Yes, skip to **Spacing** requirements
  - No, continue (a dedication\* or reservation\* is required)
- Does [17 Del. C. § 530](#) apply?  No, skip to next bullet  Yes, see Plan Notes (below) for required certification and signature. And include these reservation\* notes: **A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.**
- Was the ROW for the State-maintained roadway previously acquired as permanent easement (A) or previously acquired in fee (B)?
  - (A) Dedicate\* additional ROW from the centerline & add this note: **A(n) X-foot wide strip of right-of-way from the centerline is hereby dedicated to the State of Delaware as per this plat.**
  - (B) Dedicate\* additional ROW from the existing ROW line & add this note: **An additional X-feet of right-of-way is hereby dedicated to the State of Delaware as per this plat.**

\* ROW reservation/dedication does not apply to the residual parcel.

## Spacing of driveways and entrances (Figure 1.2.1-a)

- Show and dimension location of:  Existing and Proposed driveways  Utility poles
  - Distance to nearest intersection(s)  Consider “Combined Residential Access” if possible
- Confirm all entrances (proposed vs existing) are spaced per Figure 1.2.1-a
  - Minor Collectors & Local Roads: space entrances @ Min. 150’ O.C. or combined
  - Minor Arterials & Major Collectors: space entrances @ Min. 250’ O.C. or combined
  - Principal Arterials (excludes limited access): space entrances @ Min. 400’ O.C. or combined

## Sight Distance/ Intersection Sight Distance Worksheet (5.4)

- Sight distance triangles shown on plan for proposed entrances
- Calculated distances are projected by “line-of-sight” from accurate decision point (see note 3)
- [Intersection Sight Distance Worksheet](#) uploaded to PDCA

# Minor Subdivision Checklist (continued)

## Drainage Requirements [New Castle County Only] (5.7)

### Title Block (3.4.2.1-A)

- |   |   |
|---|---|
| <input type="checkbox"/> Name of proposed residential development | <input type="checkbox"/> Name, address, and telephone number of owner and engineer/surveyor |
| <input type="checkbox"/> Name of town/hundred and county          | <input type="checkbox"/> Owner's signature (for final approval)                             |
| <input type="checkbox"/> Graphic scale                            | <input type="checkbox"/> Seal of Delaware Licensed engineer/surveyor                        |
| <input type="checkbox"/> Original date and revision dates         |   |

### Data Block (3.4.2.1-B)

- |   |   |
|---|---|
| <input type="checkbox"/> Gross acreage of property              | <input type="checkbox"/> Water provider   |
| <input type="checkbox"/> Zoning                                 | <input type="checkbox"/> Tax parcel number(s)   |
| <input type="checkbox"/> Present use                            | <input type="checkbox"/> Total number of lots, existing and proposed                        |
| <input type="checkbox"/> Proposed use                           | <input type="checkbox"/> Proximity to identified Transportation Improvement Districts (TID) |
| <input type="checkbox"/> Posted speed limit on frontage road(s) |   |
| <input type="checkbox"/> Sewer provider                         |   |

## Plan Notes

The following notes shall appear on ALL Minor Subdivision Plans:

- All entrances shall conform to DelDOT's Development Coordination Manual (DCM) and shall be subject to its approval.**
- Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.**

Place the following notes on the Minor Subdivision Plan **IF** they apply to your project:

- If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be required to be from an internal subdivision street.
- Lot X, Lot X and Lot X shall have access to \_CRXXX via the 50-foot wide ingress/egress easement.
- Lot X and Lot X shall have a combined access to \_CRXXX.
- Lot X shall have a single access from \_CRXXX, in which the entrance shall be along the X\_ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.
- I/We, the undersigned, hereby certify to the ownership of the property described and shown on this plan, that the plan was made at my/our direction, and that I/we acknowledge the same to be our act and that I/we desire the plan to be recorded according to law.

I certify that Title 17, Section 530 is applicable to the property described and shown on this plan by virtue of: (check applicable section)

\_\_\_the parcel is subdivided into no more than 2 parcels which will be continued to be used as a farm or farmland, or

\_\_\_the subdivided parcel or parcels will be transferred to a family member or members for purposes of use as a family member or members' principal residence or farmland.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date