



# DelDOT – Development Coordination

## Paid Expedited Plan Review (PEPR)

This document outlines the process for the Paid Expedited Plan Review (PEPR). Applicants may request an expedited review of eligible plan submission types to be conducted by DelDOT's Consultant, at the Applicant's expense, in accordance with this document. Record Plans, Entrance Plans, Subdivision Street Construction Plans, and Offsite Construction Plans are collectively referred to herein as “plans” or “expedited plan”. Project and plan eligibility is determined at the sole discretion of the Delaware Department of Transportation’s (DelDOT). The applicant acknowledges and accepts the PEPR process expedites the review of eligible plan submissions only and does not imply or guarantee an expedited approval from DelDOT.

\* A parcel located within an existing Transportation Improvement District (TID) may qualify for this process, however, the site is still also governed under the executed TID Agreement.

### **To be eligible for consideration:**

- A. The project shall be located in an Investment Level I, II, or III Areas as defined by the State Strategies for Policies and Spending maps. Projects located in an Investment Level IV Area are not eligible for the Paid Expedited Plan Review (PEPR) Process.
- B. If applicable, all final traffic analysis shall be complete, and the Final Traffic Impact Study (TIS) Review Letter or Final Traffic Operational Analysis (TOA) Review Letter shall be issued by DelDOT.
- C. The expedited plan submission shall be for a new, not previously submitted plan requiring DelDOT Approval. Any plan previously submitted to DelDOT for review under the standard plan review schedule is not eligible for the PEPR process and shall continue to be reviewed and approved under the standard plan review process. Refer to DelDOT’s Development Coordination website (<https://devcoord.deldot.gov>) for the standard plan review process and schedules.
- D. The project and plan shall not be contiguous to a Capital Transportation Program (CTP) project.



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### Application and Approval Process:

The Applicant's request for an expedited plan review to be conducted by DelDOT's Consultant shall follow the process in the order shown below:

1. The Applicant shall submit for DelDOT's review and acceptance:
  - a. A new Pre-Submittal Meeting request;
  - b. A request for a cost estimate for DelDOT's Consultant to perform the expedited plan review.
2. DelDOT's Consultant shall provide to DelDOT a cost estimate within 5 business days of receipt of request. The cost estimate shall expire 31 days from the date the proposal was sent to the Applicant, absent a written extension requested by the Applicant.
3. The Applicant shall submit, in a manner to be determined by DelDOT, for DelDOT's review and acceptance, a formal request for DelDOT's Consultant to perform the expedited review, including an electronic payment to DelDOT in the full amount of the cost estimate in accordance with Development Coordination's current payment procedure.
4. DelDOT, upon receipt of the payment and formal request to perform the expedited plan review, will initiate the process of issuing a 'Notice to Proceed' to their Consultant.
5. The Applicant shall submit to DelDOT for review, plans according to the Critical Items list and the requirements outlined in Development Coordination Manual (DCM), make revisions or additions to the plan content and design upon receipt of comments from DelDOT's Consultant via DelDOT, and resubmit to DelDOT for review. DelDOT's schedule to complete an expedited review and provide plan comments shall not exceed 18 calendar days from each submission deadline. Refer to DelDOT's Development Coordination website (<https://devcoord.deldot.gov>) for the current plan review submission deadlines.
6. Once all comments and requirements outlined in the DCM and/or the Final TIS Review Letter or Final TOA Review Letter have been addressed to DelDOT's satisfaction, the applicant shall submit signed and sealed plans, according to the Critical Items list, and DelDOT will issue an Approval Letter.