



# DelDOT – Development Coordination

## PDCA MEETING REQUEST GUIDANCE FOR PRE-SUBMITTAL MEETINGS

### Pre-Submittal Meeting Request

Once the project has been created, the instructions below will guide you through the updated ‘Meeting Request’, which now has a look much similar to project submissions.

1. Select Meeting Type:
  - i. Download ‘Meeting Request Form’
  - ii. Select ‘Pre-Submittal’ from the drop down

**Select Meeting Type**

**Prior to submitting a meeting request, please complete the following steps:**

- 1 Download [Meeting Request Form](#) (Fillable PDF Form)
- 2 Save the form (as a local file) and complete all fields
- 3 Upload the completed Meeting request form and any required plans, exhibits, or supporting documentation, etc to your project. For Pre-Submittal Meetings, also include: Conceptual Site Plan, Trip Generation Diagram, and Auxiliary Lane Worksheet
- 4 Fill out and submit the appropriate form

\* Requested Meeting Type:

2. Pre-Submittal Meeting Unsubmitted:
  - i. Set Review Type – Automatically defaults to ‘Pre-Submittal Meeting’
  - ii. Upload Documents – Conceptual Site Plan, Trip Generation diagram Auxiliary Lane Sheet, Design Criteria Form
  - iii. Submission Checklists – Complete
  - iv. Include any additional notes

*\*Once the above steps have been completed in full, ‘Submit For Review’ will no longer be faded allowing submission of request.*

**Pre-Submittal Meeting Unsubmitted**

Status: Creating      Submission Date: Pending

    

1 Set Review Type    2 Upload Documents    3 Submission Checklists    4 Notes

Select a review type: