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

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.