



DelDOT – Development Coordination

EMAIL BLAST

Subject:

Engineer Invite to Plan Review Meetings

Effective Date:

July 13, 2020

Notice

Development Coordination’s next improvement is on its way!

In our efforts to find ways to improve our Plan Review Process and reduce the amount of time it takes to receive an approval and continually improve customer service; we will now be inviting Development Engineers to the Departments Plan Review Meetings. We are initiating this to allow more communication between DelDOT and the Development Engineers, by discussing the review comments made on submitted plans in real time.

The new process will involve the following:

1. The meeting inclusion and invite will take place for the 1st submission for each of the formal plan approval process. This will include the 1st submission of Record Plans, Entrance Plans, RED Plans and Subdivision Street Plans.
2. The Engineer may review the comments provided beforehand and provide comments, within the Bluebeam Session, prior to the scheduled meeting.
3. Meetings, in 20 minute increments, will be scheduled according to the [Subdivision Plan Review Schedule](#), which can be found on our [website](#).
4. Prior to the scheduled Plan Review Meeting, Engineers will receive the following information, via email:
 - a) An invitation to join the Bluebeam Session will be sent 2 days in advance of the Plan Review Meeting, via the PDCA. To join the Bluebeam Session a direct link to the session will be provided, by clicking on the Session ID.
 - b) The designated Plan Review Meeting time, for the submitted plan within the Plan Review Cycle, will be sent by the Review Coordinator, via email.

**If you have submitted plans, please be aware of the dates Plan Review Meetings are scheduled to ensure your availability to participate at the scheduled time.*

While it is not required to join these meetings, it is highly encouraged to participate. We feel this will allow for questions and comments to be answered prior to comments being sent and clear up any issues early on in the process. However, for this addition to the Plan Review Process to be successful, it is important to be prepared and understand, in order to ensure we can serve ALL of our customers, the meeting length is finite.

This will go into effect the week of July 13th and begin with Sussex Count’s Plan Review on July 15th.

If you have any questions, please feel free to contact the Development Coordination Section at 302.760.2266.

**The free version of Bluebeam can be downloaded [here](#).*

July 9, 2020