



# DelDOT – Development Coordination

## Process for Small Commercial Entrance

This document outlines the process for Small Commercial Entrance Approvals. This process is for Small Commercial Facilities that require a new commercial entrance. Project eligibility is at the Delaware Department of Transportation's (DelDOT) discretion. The applicant acknowledges and accepts additional requirements may need to be constructed in the State of Delaware Right-of-Way to promote the safety and functionality of the applicant's new commercial entrance facility. These changes may be addressed as 'field changes' and could include, but are not limited to, the following items: sign relocation or placement, striping removal, additional striping, additional paving/repairs and additional transportation facility repairs or upgrades. Further the applicant agrees to adhere to all Maintenance of Traffic requirements that will be outlined in the Pre-Construction meeting.

- \* If a parcel is covered under an existing Transportation Improvement District (TID), your site is still governed under that TID Agreement.
- \*\* Waivers for any of the following conditions shall require written approval from the Assistant Director of Planning.
- \*\*\* DelDOT's Small Commercial Entrance Plan Approval letter shall be valid for a period of 1 year. If an Entrance Permit has not been obtained within one year, then the project must be resubmitted for review and approval. No extensions of the approval will be granted.

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

- A. The project scope must be a single lot commercial project, requesting a single entrance. Multiple lots or multiple entrances will have to follow the formal plan review Letter of No Objection to Recordation (LONOR) and Entrance Plan Approval (EPA) process.
- B. The project must not currently have or cause any of the following: utility relocations, drainage issues, additional drainage to the State R/W and/or curb present.
- C. DelDOT will assess basic site criteria including: topography, conditions of pavement and markings, possible sight distance issues and existing pedestrian facilities, if present.
- D. Site must be either exempt from the DNREC Stormwater Regulations or qualify for the "Non-Residential Construction with less than 1.0 acre Disturbed" Standard Plan.
- E. The proposed site must generate less than 200 Average Daily Trips (ADT).
- F. If a Capital Transportation Program (CTP) Project is occurring contiguous to the parcel/project then the formal plan review process, LONOR and EPA may be required.
- G. If turn-lanes are warranted, then the formal plan review process, LONOR and EPA shall be required.
- H. If a project is located within Investment Level I or Investment Level II Areas as defined by the State Strategies for Policies and Spending maps, the applicant will be required to pay the Shared-Use Path (SUP)/Sidewalk fee in-lieu of construction. Any existing pedestrian facilities that are determined to be not adequate must be brought up to the current standards by the applicant. If the project is located in an area with contiguous pedestrian facilities or a nearby pedestrian network, the applicant will be required to construct the pedestrian facility per DelDOT Standard Construction Details, at the Subdivision Engineer's discretion.



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### Application process:

1. All requests should be received through DelDOT's online portal PDCA (<http://pdca.deldot.gov/>) or through the Subdivision Mailbox ([Subdivision@delaware.gov](mailto:Subdivision@delaware.gov)).
2. All applicants will be required to complete and submit a Permit Application (PA) with site traffic / trip generation information (average number of daily: vehicles using entrance, customers, and employees). All applicants will also be required to submit the Site Plan developed for the Local Land Use agency. These plans at a minimum should show the proposed entrance location in addition to any Local Land Use requirements. The applicant is encouraged to submit a trip generation diagram and an Auxiliary Lane worksheets. Additional information allows the Department to effectively process the application and to help avoid delays.
3. DelDOT will review the project for its eligibility per the Small Commercial Entrance requirements and determine eligibility. Depending on the scope of work, the project may be processed under the Small Commercial Entrance process or the formal plan review process (LONOR and EPA). This determination will be made at the discretion of the Subdivision Engineer. DelDOT will make the determination if the Small Commercial Entrance process is appropriate within 15 business days. If more time or information is needed to process the Application, DelDOT personnel will notify the Applicant with an expected response date or request that information.