

Common PDCA Issues

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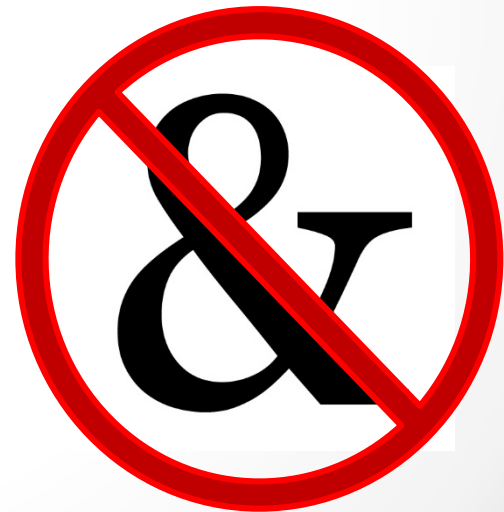
Some Common Issues

- File upload issues
- Meeting Requests
- Project Type
- Review Types
- Fees



File Uploads

- Why doesn't it like my file?? Why am I getting a file upload error??
- PDCA does not allow 'Special Characters' within file names. This includes the '&' symbol.
- Bad Examples include:
 - Aux-Lane-worksheet-Rt8&Saulsbury_rd.xlsm
 - Ma&Pa_convience-store_site plan.pdf



Meeting Requests



Meeting Types

- **TIS Scoping Meeting**
 - Needed anytime the project requires a TIS
- **Pre-Submittal Meeting**
 - Needed when a project generates over 200 trips
 - Takes place prior to submissions and after a TIS is complete if applicable
- **Project Coordination Meeting**
 - Can be used for almost anything else
 - Due diligence discussion
 - Discussion of Design Deviations
 - Etc.

Submission Requirements by Meeting Type

- TIS Scoping Meeting
 - Scoping meeting form
- Pre-Submittal Meeting
 - Must submit accurate Trip Generation
 - Must submit accurate Aux Lane Worksheet
 - Must submit Site plan
- Project Coordination Meeting
 - *Currently*, there are no requirements for this meeting



Meeting Requests in PDCA

[Upload a Recorded Record Plan](#)

Project Documents

Additional Project Engineers

[Click here for Submission Instructions](#) [Request a Project Coordination Meeting](#) [Create New Submission](#)

Project Coordination Meetings

Meeting Request

* Have you held a formal Pre-Submittal Meeting with DelDOT for this project? Yes No

* Requested Meeting Type:

Organization Name:

Primary Contact:


* Email:

* Phone:

* Preferred Meeting Date/Time:

Notes:

Please upload required file(s)



Drag files here to upload or [Browse files on your computer](#)

[Cancel](#) [Submit](#)

Meeting Requests in PDCA

Pre-Submittal and TIS Scoping Meetings

The screenshot displays a web application interface for managing meeting requests. On the left, a dropdown menu is open, listing various meeting types. The 'Pre-Submittal Meeting' and 'TIS/TOA Scoping Meeting Request' options are highlighted in yellow. The main interface shows buttons for 'Request a Project Coordination Meeting' and 'Create New Submission'. Below these, there are buttons for 'Submit For Review' and 'Delete'. There are also tabs for '3 Submission Checklists' and '4 Notes'.

- LONOR / Record Plan
- Commercial Entrance Plan
- Subdivision Construction / Entrance
- Subdivision Street
- Off-site Review
- Industrial Street
- LONOR / Record Plan – RED
- Pre-Submittal Meeting**
- TIS/TOA Scoping Meeting Request**
- Request TIS Cost Estimate - Option B
- TIS/TOA Traffic Counts
- Preliminary TIS Report
- Final TIS Report
- Perform TIS

Request a Project Coordination Meeting

Create New Submission

Submit For Review

Delete

3 Submission Checklists

4 Notes

Project Type

- There are 3 project types in PDCA
- LONC, Minor and Major
- The project type controls the review types that are available.

[<< Back to Project List Dashboard](#)

Project: test wlp 10-19

Site Information

Protocol Tax Parcel #
2-05-07709-04-1500-00001

Tax Parcel #
2-05-07709-04-1500-00001

Meeting Request

Existing Meeting Request:

Request Type Meeting Date

Required Review Types

Review Type
None

Project Information

Project Name: Developer Org:

County: Kent Developer:

Project Type: Major Primary Site Engineer Org:

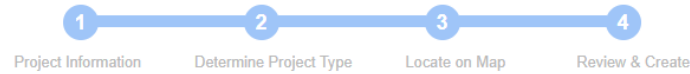
Primary Site Engineer:

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	<input type="button" value="Calculate"/>
Construction		\$0.00	<input type="button" value="Calculate and Pay"/>

Project Type

<< Back to Submissions



4 Review and Create

Please confirm project details before submitting, use the edit links to edit any information.

Project Information: [Edit](#)

Project Name: test wlp 10-19

Developer Organization: Curve Development

Developer: Circle, Cynthia

Site Engineer Organization: Quadrilateral Engineers

Site Engineer: Parallelogram, Larry

Project Type: [Edit](#)

Project Type: Major

Residential/Commercial **Residential**

Non-Conforming with \$520 total

Additional Information: **fee**

ADT Exempt: **No**

Area Wide Study Fee or TIS

ADT Summary: **may be warranted.**

Tax Parcels: [Edit](#)

2-05-07709-04-1500-00001

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Create Project

Project Type

pdcatest-app.cloudapp.net says

You are about to create a project with the following review types:
LONOR / Record Plan, Subdivision Construction / Entrance, Commercial Entrance Plan, TIS Recommendations, TOA Recommendations, Subdivision Street, Off-site Review, Industrial Street. Do you want to continue?

OK Cancel

1 Project Information

4 Review and Create

Please confirm project details before submitting, use the edit links to edit any information.

Project Information: [Edit](#)

Project Name: test wlp 10-19
Developer Organization: Curve Development
Developer: Circle, Cynthia
Site Engineer Organization: Quadrilateral Engineers
Site Engineer: Parallelogram, Larry

Project Type: [Edit](#)

Project Type: Major
Residential/Commercial: Residential
Non-Conforming with \$520 total fee
Additional Information: Non-Conforming with \$520 total fee
ADT Exempt: No
Area Wide Study Fee or TIS
ADT Summary: may be warranted.

Tax Parcels: [Edit](#)

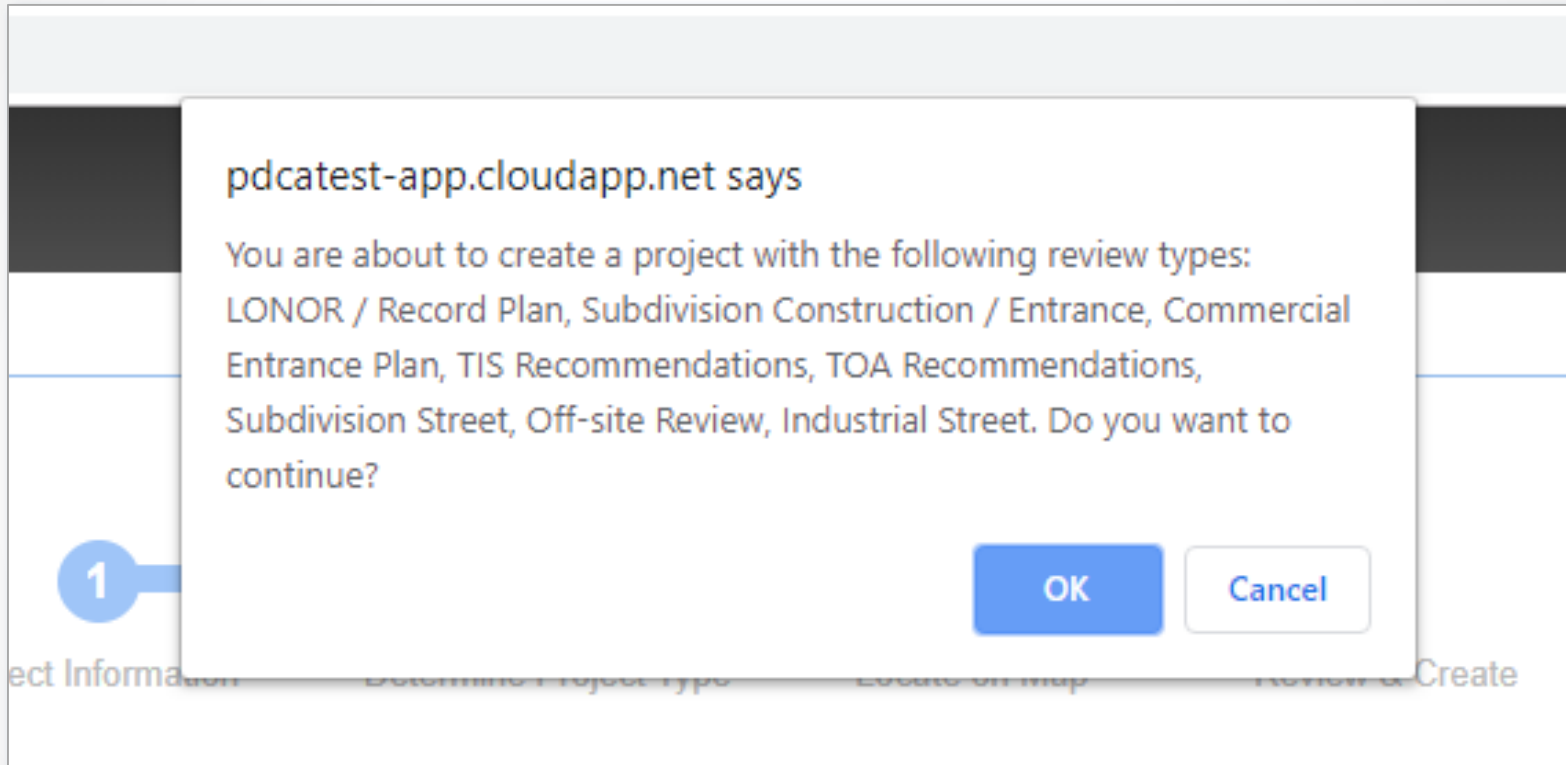
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Create Project

Please read the pop up window.

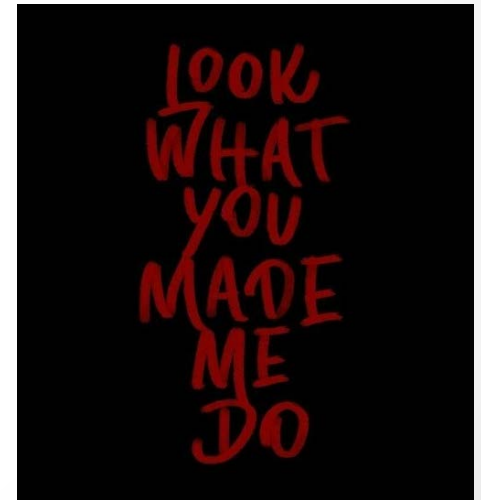
Project Type



The pop up window will show you the review types that are available with that Project Type. If what you want isn't there, either hit the back button and try again, or Create the project and give me a call/email.

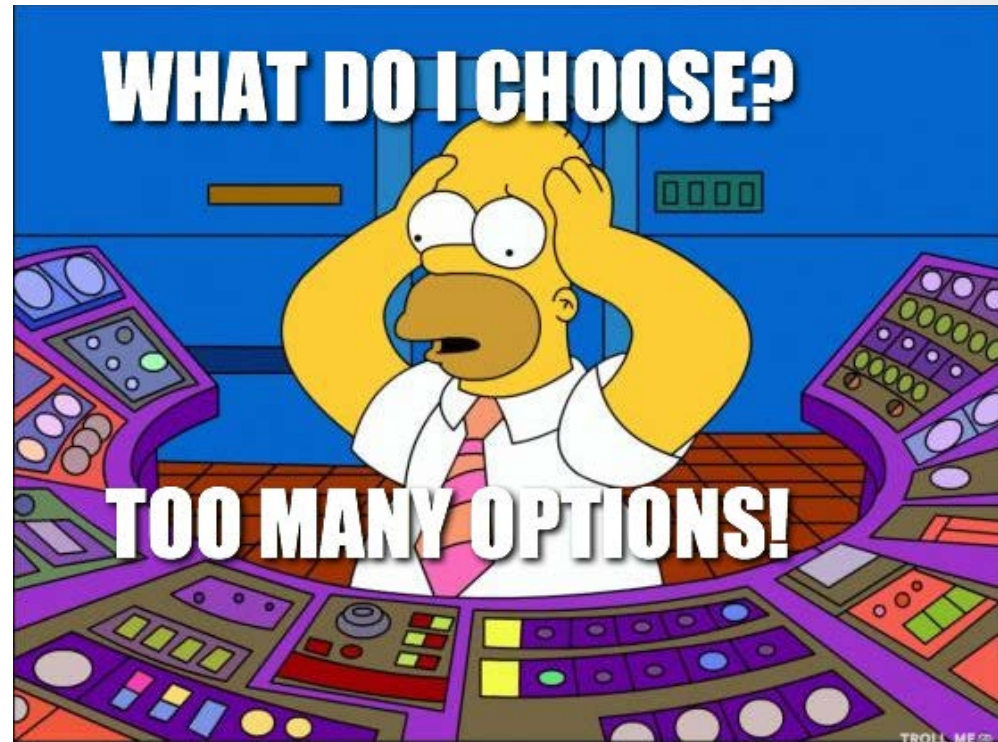
Review Types

- To get accurate results for reporting we need to make a better effort to select consistent review types.
- Please don't make us Decline your submission 😊
- Record Plan submissions.
- Entrance Plans submissions.



Review Types

- Record Plan review options include:
 - LONOR/Record Plan
 - LONOR/Record Plan – RED
- Entrance Plan review options include:
 - Commercial Entrance Plan
 - Subdivision Construction/Entrance
 - Subdivision Street
- Final Reviews
 - Repeat all of the above



Fees

- All fees are paid in PDCA, it can't be that hard....Right???
- Fee Categories
 - Initial Stage
 - Area Wide Study
 - Supplemental Initial
 - Perform TIS (for Option B)
 - Construction Stage
 - Shared Use Path
 - Other

Fee Payments			
Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	<input type="button" value="Calculate"/>
Construction		\$0.00	<input type="button" value="Calculate and Pay"/>
Area Wide Study		\$0.00	<input type="button" value="Calculate and Pay"/>
Shared Use Path		\$0.00	<input type="button" value="Calculate and Pay"/>

Select Fee Type... ▼ *

Fees

- Use these fields to help calculate the fee.

Calculate the Initial Stage Fee

Select Road Maintenance Type

Project Includes Non-Residential Development?

Yes No

Enter the Number of Residential lots:

Project includes State maintained internal streets?

Project includes privately maintained internal streets (without DeIDOT review or inspection of streets)?
May qualify for consideration as Non-Conforming Submission

Municipal maintained streets with NO DeIDOT plan review or inspection of internal streets
May qualify for consideration as Non-Conforming Submission

Municipal maintained streets with requested DeIDOT plan review or inspection of internal streets

The project description you have provided does not match a primary review category and will be reviewed as a Non-Conforming Submission. The Review Fee of \$520 applies to qualifying Non-Conforming Submittals which include but are not limited to: residential subdivisions with privately or municipally maintained internal streets, mobile home parks (accounts for on-site management space), standalone apartment complexes (accounts for on-site management space), golf courses, parks, ball fields, pump-stations/utility sites, and borrow pits.

Your Total Initial Stage Fee is:

Flat Fee:	\$520
MLR Fee:	\$0
Mixed Total:	\$0
Total:	\$520

<< [Cancel Fee Calculation](#)

Would you like DeIDOT's Assistance with this fee calculation?
[Click here to cancel and contact DeIDOT Development Coordination Section](#)

- If you don't agree with the fee shown, go ahead and select the Pay Fee button.

Pay Initial Fee

Inaccuracies within the Initial Stage Fee Questions will delay the processing of your project at the time of submittal for review. Please confirm that all answers are accurate.

[Cancel](#)

Fees

Select Payment Method

Please choose the method of payment.

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check

Exit

- Hit the Exit button and you will return to the Project Page.
- Then Select the Pay Fee button.

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$520.00	Pay Fee
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
+ Add Additional Fee Payment			

Fees

Fee Payments			
Fee Type	Date Paid	Amount	
Initial Fee		\$520.00	<input type="button" value="Pay Fee"/>
		Amount 520.00 *	<input type="button" value="Pay Fee"/>
Construction		\$0.00	<input type="button" value="Calculate and Pay"/>
Area Wide Study		\$0.00	<input type="button" value="Calculate and Pay"/>
Shared Use Path		\$0.00	<input type="button" value="Calculate and Pay"/>
<input type="button" value="+ Add Additional Fee Payment"/>			

You can edit the fee in the highlighted field.

Any Questions ??

