

Housekeeping – no smoking facility, leave the property.

In the event of a fire, we are in the right place!

Bathrooms

Lunch provided, do not have time to leave the property.

Answering questions at lunch – turn in at first break or immediately after Chapter 4, before lunch

Ground Rules – this is a presentation of existing regulations. We aren't here to debate what should be included or changed.

We are presenting what is in force now. IF you want to see something changed put it into a question for discussion at lunch.

We are offering PDH's, make sure you are signed in this morning and then you will need to sign in again at the 3pm break. Our T2 Center will e-mail you a certificate of completion.

We would like to thank them for all the support in providing registration, PDH certificates,

and paying for the training through DeIDOT funds.

Opening Statements

- ▶ **Welcome by Secretary Jennifer Cohan**

Secretary Cohen/Drew Boyce

- 1) Address entire group, thanking attendees for attending to learn more about the recent changes to the DC manual and find out more about initiatives underway to improve customer service and transparency.

General Changes

▶ Manual Updates adopted March 10, 2015

- Executive Order No. 36
 - Review and Reform of State Agency Regulations
 - Performed every 3 years
- Chapter 1 re-written as Preface
- Chapter 9 moved to Chapter 1
- Posted online by Chapter



We formed a working group comprised of ACEC, HBA, Counties, Delaware League of Local Governments, and DE Assoc of surveyors plus internal staff.

Worked for 2-3 years before posting a version with the Registrar's office in May of 2014. Took comments and finalized this year which became effective March 10.

Included recent policies and procedural changes that are now part of the regulations. Examples electronic handling, sidewalk policies, auxiliary lane charts, LONC and existing small sites. All items developed to improve efficiency and cut down processing time.

General Changes

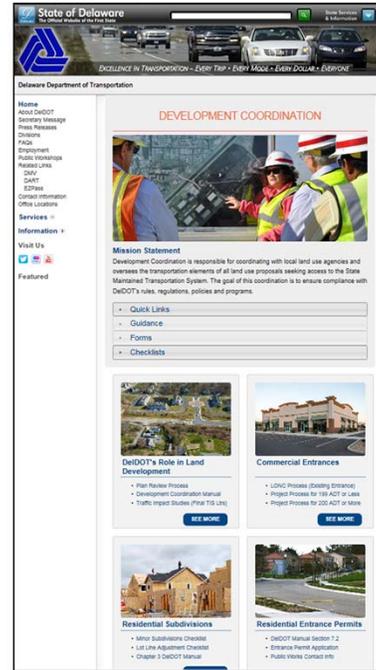
- ▶ Online content available on new webpage:

<http://www.deldot.gov/information/business/subdivisions/>

Mission Statement

Development Coordination is responsible for coordinating with local land use agencies and oversees the transportation elements of all land use proposals seeking access to the State Maintained Transportation System. The goal of this coordination is to ensure compliance with DeDOT's rules, regulations, policies and programs.

[Click here to subscribe to notifications](#)



Greatly enhanced website content.

Divided into content areas based upon what type of project you are doing.

Subscription service to be notified when there is a change/update to the website. For example if the general notes change, you will get a notification of an update.

Handy references for forms and quick references for common policies

Check submittal procedure.

General Changes

Please acknowledge that all checks and/or money orders must be made payable to the Delaware Department of Transportation. Checks submitted to the Department must be accompanied by the appropriate fee form which can be found on DelDOT's website under the Subdivisions tab by going to this web link, <http://deldot.gov/information/business/>. Checks or money orders that are submitted must be dated within 90 days of the submittal date to the Department. All bank checks or money orders, and fee forms should be mailed to the Department at the following address:

Attention: Controller
DelDOT
P.O. Box 778
Dover, DE 19903

Plan submittal packages for project reviews can continue to be submitted directly to the Subdivision Section, with a copy of the check, and the appropriate fee form. Our Controller will provide internal communication to the Subdivision Section that a check has been received and deposited.

Section P.5

Became effective June of 2012.

Hopefully, you all know that you Do not mail a check to the subdivision section.

Working well until 2 weeks ago when we got 4 checks sent to various places. The checks were eventually sent to us, but this will delay the processing of your project.

Sent to DelDOT's Controller

General Changes

- ▶ **LONOR vs. LONC vs. PEC vs. EONI**
- ▶ Letter of No Objection to Recordation (LONOR)
- ▶ Letter of No Contention (LONC)
- ▶ Permit for Entrance Construction (PEC)
- ▶ Email of No Impact (EONI) – Proposed 5/1/15 Registrar



DelDOT Development Coordination Manual 5/18/2015

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Try to tailor the amount of review to be commensurate with the level of development.

We have developed additional types of approvals to help streamline the process.

Everyone knows when you streamline or can soften the process you win!

To further that goal we have developed the
Email of No Impact (EONI) – Proposed 5/1/15 Registrar

Very simple projects that DelDOT has no interest in reviewing, but required to respond to by local code.

Examples – adding a few parking spaces to an existing lot. Minor internal changes,

restriping parking lots, small additions.

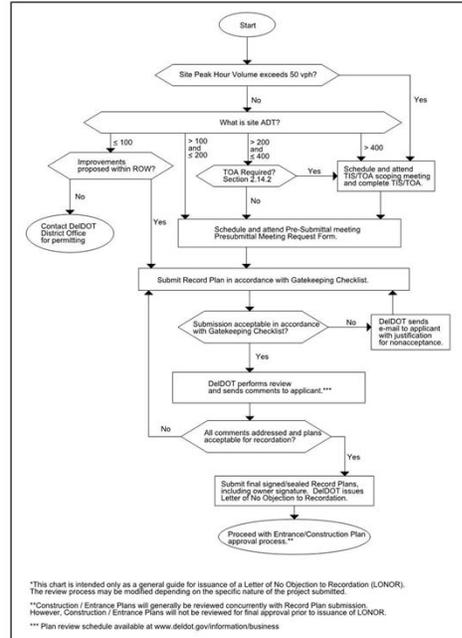
General Changes

- ▶ **LONOR vs. LONC vs. PEC vs. EONI**
- ▶ Letter of No Objection to Recordation (LONOR)
 - Not an endorsement of a project
 - Recitation of transportation improvements
 - Conforms to DeIDOT regulations
- ▶ Local land use agency responsible for project approval
- ▶ Required for commercial and major residential projects

General Changes

- ▶ LONOR vs. LONC vs. PEC vs. EONI
- ▶ Letter of No Objection to Recordation (LONOR)

Figure P3-a



Confusing flowchart that no one looked at. Simplified version to receive a LONOR.

How much traffic does the site generate to determine if you are a candidate for a LONC.

If not, then Do you have to do a TIS or TOA?

Then submit plans for review.

General Changes

- ▶ **LONOR vs. LONC vs. PEC vs. EONI**
- ▶ Letter of No Contention (LONC)
- ▶ Existing commercial projects for 199 ADT or less eligible meeting the following requirements:
 - For ex. commercial entrances seeking approval of ex. entrance facility
 - Re-use an existing building
 - Small expansion/addition to an existing building
 - Minimal changes in traffic generation
 - No significant entrance improvements required
 - No DelDOT project adjacent to site
 - No safety concerns present at site entrance
 - No ROW dedication(s) required
 - Local land use agency does not require a LONOR

Section P.6, P.7, 3.4

General Changes

- ▶ **LONOR vs. LONC vs. PEC vs. EONI**
- ▶ Letter of No Contention (LONC)
- ▶ Existing commercial projects for 200 – 1,999 ADT located in Investment Levels I or II Areas
 - Contribution required to pay Shared Use Path/Sidewalk
- ▶ LONC does not require full project submission/approval
- ▶ Process
 - Complete and submit Permit Application
 - Determination in 15 business days
 - Process time in less than 3 weeks in most cases

Section P.6, P.7, 3.4

DeIDOT will perform a cursory review based on the provided information to determine if formal plan review process is needed

DeIDOT will check items:

known safety issues by reviewing a minimum of 3 years of crash history data at the entrance location,

whether an auxiliary lane is required utilizing the Auxiliary Lane Worksheet, the general layout of the entrance facilities, the surrounding area, infrastructure and if construction is occurring in the area

If you are a candidate for a LONC and in an area where sidewalk is required, you pay a fee in lieu of constructing. You also need to conform to local

requirements such as the need for sidewalk.

General Changes

▶ LONOR vs. LONC vs. PEC vs. EONI

▶ Permit for Entrance Construction (PEC)

- Required for LONC's when minor modifications to ex. entrance(s) are needed
- Signing, striping, maybe curb ramps or sidewalk repair

Permit for Entrance Construction (PEC) is almost a LONC, but there is some minor work that needs to be done.

Signing, striping, maybe curb ramps or sidewalk repair

LONC are issued by Planning and PEC are issued by the District.

General Changes

- ▶ **LONOR vs. LONC vs. PEC vs. EONI**
- ▶ Email of No Impact (EONI)

Very simple projects that DeIDOT has no interest in reviewing, but required to respond to by local code.

Examples – adding a few parking spaces to an existing lot. Minor internal changes, restriping parking lots, small additions.

Quick review of a .pdf and then generate an e-mail to the local land use agency, that it is ok to proceed.

Preface

- ▶ **Fee Change**
- ▶ Major residential street increase pending from 125% to 150%
- ▶ Increase must be passed by Legislation
- ▶ Construction Stage Fee Form to be updated upon approval

**DeIDOT - Development Coordination
CONSTRUCTION STAGE FEE CALCULATION FORM**

Project Name: _____ County: _____
 Project Location: _____ Tax Parcel ID: _____
 Address: _____
 Engineer's Name: _____ Developer: _____
 Engineer's Company: _____ Development Company: _____
 Engineer's Phone: _____ Developer Phone: _____
 Engineer's Email: _____ Developer Email: _____

All checks and/or money orders must be made payable to the Delaware Department of Transportation, and be dated within 90 days of the scheduled date. Checks should be mailed along with this completed form to the Department's Finance Section, Attention: Controller, P.O. Box 770, Dover, DE 19903. Hand delivered checks may only be remitted at the State dock, which is located in the main lobby of the Dover Administration Building. No cash in any amount will be accepted. A photocopy of the check and this form shall be submitted to the Development Coordination Section.

I. Construction Plan Submission
 A. Residential Subdivision
 Number of Recorded Lots _____
 Number of Lots being constructed in this phase _____
 B. Non-Residential Development _____
 C. Mixed Use _____

II. Construction Stage Fee Calculation (attach a copy of the Initial Stage Fee Form)
 A. Major Residential Subdivision _____ 125% of Initial Stage Fee
 Initial Stage Fee x 1.25 = _____ Planned Cost Ratio = _____ Total _____
 (For Planned Construction Plans, adjust total by ratio of Number of Lots for Phase/Total Number of Recorded Lots)
 B. Non-Residential Development _____ 150% of Initial Stage Fee
 Initial Stage Fee x 1.50 = _____ Total _____
 C. Mixed Use = _____ A + _____ B = _____ Total _____

III. Total Amount Required \$ _____ Check/M.O. Number _____

IV. Signature Applicant: _____ Date: _____
 DeIDOT Reviewer: _____ Deposit Date: _____
 (Signatures attest that the provided fee is accurate and does not constitute approval of the project by the Department.)

REMARKS: _____

Section P.5

Make the construction stage fees the same, at 150% of the initial stage fee.

Initial stage example for a 200 lot subdivision, \$400 + \$2000 = \$2400

Construction stage fee Old review fee was 125% = \$3000

New fee \$3600.

Increase of \$3/house.