



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

SHANTÉ A. HASTINGS
SECRETARY

MEMORANDUM

TO: Maintenance & Operations Assistant Directors
Transportation Solutions Deputy Directors and Chiefs

FROM: Mark Luszcz, Chief Engineer *ML*
Pam Steinebach, Director of Maintenance & Operations *PGS*

DATE: December 12, 2025

SUBJECT: **Detours and Lane Closures on Interstates, Freeways, or Expressways**

The purpose of this guidance is to ensure effective coordination and communication between project-level staff, Executive Management (including the Secretary, Deputy Secretary, Chief Engineer, Director of Maintenance & Operations, and Director of Community Relations), and the public regarding planned detours and lane closures on Delaware's limited-access highway facilities. This guidance applies to the following roadways:

- I-95
- I-495
- US 301
- I-295 (DelDOT maintenance responsibility)
- SR 1 (from I-95 to US 9 in Lewes)
- SR 141 (from Commons Boulevard to Kirkwood Highway)
- All associated ramps

1. Initial Contact

The Project Manager should coordinate with the Traffic Safety Section during the development of detour and/or traffic control plans, including allowable detour/lane closure dates and times. The Traffic Safety District Safety Officer will serve as the initial point of contact and will involve other staff as needed.

The Project Manager will provide the following information to the Traffic Safety District Safety Officer:

- Description of work
- Work zone limits
- Start and end times
- Duration
- Required lane restrictions and typical applications or planned Temporary Traffic Control
- Anticipated concerns (e.g., congestion, delays) and proposed mitigation strategies

For projects going through the Project Development process while in design, this information will be addressed through the project's Transportation Management Plan (TMP). For work that deviates from an approved plan during construction, or does not have an approved plan (e.g., maintenance work, data collection work, etc.), the above information should be submitted at least two weeks prior to the notification timelines noted in Section 3.

2. Approval Process

- a. **Work within prescribed dates/times:** If the work is expected to be completed within the dates and times identified by Traffic Safety (i.e., periods when closures are not anticipated to cause significant disruption), then no further approval is required unless the timelines noted in Section 3 cannot be met. In that situation, the Project Manager must request approval through the chain of command, up to and including the Division Director.
- b. **Work outside of prescribed dates/times:** If the work cannot be completed within the dates/times identified by Traffic Safety, or if there are significant advantages to working outside those windows (e.g., improved safety, significantly reduced cost, shorter project duration, better final product, etc.), the Project Manager must request approval through the chain of command, up to and including the Secretary. Once final approval is obtained, the decision and related information must be shared with Traffic Safety and Community Relations. The Administering Section must then follow the notification procedures in Section 3.

3. Notification Process & Timeline

- a. **Mainline detour:** Notify Executive Management, Community Relations, the District Engineer, Traffic Safety, and the Transportation Management Center (TMC) of an anticipated detour at least **one month** prior to the scheduled start of the detour. The project team must provide graphics and/or other support, as well as a contact person, to assist with community outreach.
- b. **Other work, including ramp detours, rolling roadblocks, mobile operations, and lane closures:** Notify Executive Management, Community Relations, the District Engineer, Traffic Safety, and the TMC at least at least **one week** prior to the scheduled start of the work. This does not apply to shoulder-only closures, but typical notifications are to be followed (e.g., Traffic Reports and TMC notification).

- c. **Public outreach:** Community Relations will determine the appropriate level of public outreach and will implement it, with assistance of the design team and/or Administering Section as needed.

This guidance does not apply to emergency work. Additional details can be found in *Policy Implement C-09, Planned Lane Restrictions and Road Closure Policy*. For general questions, please contact your Division Director. For technical questions, please contact your District Traffic Safety Officer or others in the Traffic Safety Section.

ML

cc: Shanté A. Hastings, Cabinet Secretary
Lanie Clymer, Deputy Secretary
Stephanie Johnson, Director of Planning
C.R. McLeod, Director of Community Relations