



DelDOT – Development Coordination Meeting Request Form

In an effort to improve efficiency and prepare for meetings, please complete the requested information below and attach this form in the PDCA. **Items Highlighted below are required information for all meetings.**

Please call (302) 760-2266 if you need assistance. Thank you.

Date of request: ____ / ____ / ____

Show Existing Form Fields



- On
- Off

Required Information

1. Project Name:
2. New Project: For All projects, a Pre-Submittal Meeting is required prior to making a formal plan submittal for review IF any of the following apply: The proposed traffic entering and exiting the site, (based upon published ITE Trip Generation Manuals), exceeds 200 Average Daily Trips (ADT), DelDOT approval is more than 3 years old, or Commercial Access (or Development Entrance) along the State roadway network is proposed. If any of these apply, refer to the **Pre-Submittal Meeting** section below.

3. Tax Parcel I.D.:

4. Purpose of Meeting:

5. External Attendees (please include yourself):

Name:

Email/Telephone:

*Legal Counsel

*Please be advised that the attendance of attorneys or legal counsel to meetings will require advanced coordination to ensure that DelDOT's legal representation can attend, otherwise meetings can only be held absent legal counsel for all parties.

6. Dates Available to Meet (Minimum Three Dates):
7. DelDOT Subdivision Reviewer ([Statewide Plan Review Map](#)):
8. Plans: Depending on the purpose of the meeting, plans or exhibits may be helpful to allow for a productive meeting. Forward pdfs of applicable plans or exhibits with this form when requesting the meeting. Plans Attached:
9. Additional Sections or DelDOT Personnel Requested:
10. Anticipated Meeting Duration:
11. Additional Comments:

Pre-Submittal Meeting: Please complete the requested information below (**Items A through C are required**) and attach it, and the following documents, to the PDCA and submit a Meeting Request Form via the PDCA at least **two weeks prior** to the meeting for review by the respective County Review Coordinator and Subdivision Reviewer as defined on the [Statewide Plan Review Map](#):

- A. Conceptual Site Plan Attached:
- B. Trip Generation Diagram(s) based upon the current sample on the DelDOT website: [Top 10 Most Frequently Seen Errors](#) (Please differentiate between Existing and Proposed ADT and provide Site Total ADT for all concurrent site uses). Attached:
- C. Auxiliary Lane Worksheet: http://www.deldot.gov > auxiliary_lane_worksheet.xlsm Attached:

