

June 27, 2012

RE: Payment Procedure

To Whom It May Concern:

In recent weeks, the Department of Transportation has made some important changes to the payment method of bank checks receipt process. This letter is to provide you with the necessary information regarding the new procedure for check and plan submittal.

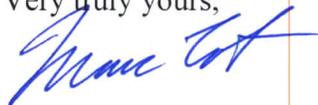
Please acknowledge that all checks and/or money orders must be made payable to the Delaware Department of Transportation. Checks submitted to the Department must be accompanied by the appropriate fee form which can be found on DelDOT's website under the Subdivisions tab by going to this web link, <http://deldot.gov/information/business/>. 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.

We thank you for your assistance and support with this matter. If you have any questions, please contact me at (302) 760-2266.

Very truly yours,



Marc Coté
Subdivision Engineer, Development Coordination

MC/

Cc: Pam Lowe
Jennifer Cohan
Tamara Lang
Joyce Hannon