DelDOT – Development Coordination

Meeting Request Form

In an effort to improve efficiency and prepare for meetings, please complete the requested information below and submit this form via 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: __/__/____

Required Information

1. Project Name:
2. New Project: Yes or No For All projects, a Pre-Submittal Meeting is required prior to making a formal plan submittal for review of a Commercial or Subdivision Entrance along the State roadway network.
3. Tax Parcel I.D.:
4. Purpose of Meeting: Meeting Purpose

5. External Attendees (include yourself):

Name: Email/Phone: *Legal Counsel: Yes or No

Please be advised 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 of legal counsel for all parties.

6. Dates Available to Meet (Minimum Three Dates):
7. Plans: Depending on the purpose of the meeting, plans or exhibits may be helpful to allow for a productive meeting. Include pdfs of applicable plans or exhibits with this form when requesting the meeting. Plans Attached: Yes or No

9. Will the project include Roadway Vacation/Abandonments? Yes or No *If yes, need to include Robby Brown*
10. Is the project located within the Corridor Capacity Preservation Program (CCPP)? Yes or No *If yes, must include Sireen Muhtaseb*
11. Additional Sections or DelDOT Personnel Requested:
12. Anticipated Meeting Duration:
13. Additional Comments:
14. Is the project located within a Traffic Improvement District (TID)? Yes or No

Pre-Submittal Meeting: Please complete and submit the required information below (**Items A through E**), including this Meeting Request Form via the PDCA.

A. Conceptual Site Plan Attached: Yes or No
B. Trip Generation Diagram(s) based upon the current sample on the DelDOT website: Attached: Yes or No
C. Auxiliary Lane Worksheet Attached: Yes or No
D. Design Criteria Form Attached: Yes or No
E. Correspondence from the local land use agency, if applicable? Yes or No

Pre-Submittal discussions will also include these general topics & design elements.

1. Entrance Location & Type:
   a. Site Plan Submittal Requirements for Major plans (Section 3.4.2)
   b. Site Entrance (Preliminary Entrance Plan – Section 3.4.3)
   c. Traffic Information, Adjacent Entrances, Existing Roadway Features, Cross Access Easements and Interconnections.
   d. *Corridor Capacity Preservation Program* **Steve Bayer needs to be included*
2. ADT: Areawide Study Fee/Letter or TIS/TOA
3. Design Elements:
   a. ROW (Section 3.2.5.2), Easements (Sections 3.2, 3.2.5, 5.4, 5.7.2.6, Fig. 3.2.1-a. & 3.2.5-a), Stormwater setbacks (20ft) (Section 5.8), Sight Distance (use Intersection Sight Distance Worksheet) (Section 5.4), Culverts (Section 5.7.2.2)
   b. Auxiliary Lane and Bike Lanes
   c. Frontage Improvements, lane and shoulder widths, paving limits and detour plans
   d. TIS/TOA/offsite requirements, if applicable
   e. Level of Investment Area - Sidewalk or SUP along frontage
   f. Coordination requirements with Capital projects
   g. Transit Facilities requirements and locations, if required
4. Phasing of Site Development and TIS Improvements
5. Agreements: Inspection (Chapter 6), Signal (Chapter 2) & Letter Agreements (Chapter 2)
6. Signal Design (Section 5.13)
7. Noise Analysis (Section 3.6)

Refer to the *DelDOT Development Coordination Manual* for additional guidance.

Please Note: While DelDOT personnel intend to provide the best available direction at pre-submittal and project coordination meetings, all final decisions are contingent on the design details and pertinent facts as provided in a formal submission.

Post Meeting Use Only:

Meeting Notes and Action Items: