DelDOT – Minor Subdivision Checklist

Project Title: _____ **Project Id.:** _____

Tax Parcel No.: _____ **Date:** _____

Effective: 02/17/2022

Please check items below as necessary: (*Section & Figure Links reference the* Development Coordination Manual)

Are there 5 lots or less (including residual lands)?	☐ Yes, Continue ☐ No, see Subdivision Record Plan Checklist
Are Public Internal Streets / Access-Ways being created?	☐ Yes, see Entrance/Construction/Subdivision Critical Items for Acceptance ☐ No, Continue
Commercial Development/Redevelopment?	☐ Yes, see Record Plan Submissions Critical Items for Acceptance ☐ No, Continue

☐ Copy of Initial Stage Fee Calculation Form and confirmation of online payment uploaded to PDCA?

☐ Electronic Plans & Documents uploaded to PDCA for ALL Submittals?

PLAN REQUIREMENTS *(3.3)*

☐ North Arrow ☐ Property Corners ☐ Location Map ☐ Legend

☐ Roadway Name, Maintenance Number, and Functional Classification (i.e. Bowers Beach Road – KCR 018, Minor Collector) see Functional Classification Map)

☐ Existing and Proposed lot lines labeled (including any to be extinguished)

☐ Accurate Existing right-of-way (ROW) lines labeled and dimensioned

☐ List all tax parcels that are adjacent to your project parcel

☐ Provide Figure 7.2.3.3-a Residential Access Design Requirements

Show and dimension location of:	☐ Utility Poles ☐ Existing and Proposed Driveways	☐ Distance to Nearest Intersection(s) ☐ Consider "Combined Residential Access", if possible

DEDICATION / RESERVATION OF RIGHT-OF-WAY (ROW) (3.2.5.2) verify required minimum ROW width *(Figure 3.2.5-a)*

☐ Local Road: 30 feet of ROW from physical centerline of road *(Figure 3.2.5-b)*

☐ Two-lane Minor Arterials and Collectors: 40 feet of ROW from physical centerline of road *(Figure3.2.5-c)*

☐ Two-lane Principal Arterial: 50 feet of right-of-way from physical centerline of road

☐ Multi-lane: Arterials (minor and principal), Collectors, Freeways, and Expressways: 30 feet of ROW from outermost edge of through lane(s) *(Figure 3.2.5-d)*

Does the existing ROW meet the minimum standards listed above?	☐ Yes, skip to **Spacing of Driveways and Entrances** ☐ No, continue (a dedication* or reservation* is required)
Does **17 Del. C. § 530** apply?	☐ Yes, see **Plan Notes**) for required certification and signature. And include these reservation* notes: - ***A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.*** ☐ No, continue
Was the ROW for the State-maintained roadway previously acquired, as: **(A)** permanent easement, or **(B)** previously acquired in fee, **ROW reservation / dedication does not apply to the residual parcel*	☐ **(A)** then the additional right-of-way dedication will be from the centerline along with the following note:Dedicate* additional ROW from the centerline & add this note: ***A(n) X-foot wide strip of right-of- way from the centerline is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.*** ☐ **(B)** then the additional right-of-way dedication will be from the existing right-of-way line along with the following note: ***An additional X-feet of right-of-way is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.***

SPACING OF DRIVEWAYS AND ENTRANCES *(Figure 1.5.1)*

Confirm all entrances (proposed vs existing) are spaced per *Figure 1.5.1*	☐ Minor Collectors & Local Roads: space entrances @ Min. 150' O.C. or combined ☐ Minor Arterials & Major Collectors: space entrances @ Min. 250' O.C. or combined ☐ Principal Arterials (excludes limited access): space entrances @ Min. 400' O.C. or combined

SIGHT DISTANCE / INTERSECTION SIGHT DISTANCE WORKSHEET *(5.4)*

☐ Sight distance triangles shown on plan for proposed entrances

☐ Calculated distances are projected by "line-of-sight" from accurate decision point (see note 3)

☐ Intersection Sight Distance Worksheet uploaded to PDCA

DRAINAGE REQUIREMENTS [New Castle County Only] *(5.7)*

Title Block *(3.4.2.1-A)*

☐ Name of proposed residential development

☐ Name of town/hundred and county

☐ Maintenance number of highway being accessed

☐ Graphic scale (1" = 30' preferred, 1" = 20' acceptable)

☐ Original date and revision dates

☐ Name, address, and telephone number of owner and engineer/surveyor

☐ Seal of Delaware Licensed engineer/surveyor (Delaware License required)

☐ Owner's signature (for final approval

DATA BLOCK *(3.4.2.1-B)*

☐ Gross acreage of property

☐ Zoning

☐ Present use

☐ Proposed use

☐ Posed speed limit on frontage

☐ Sewer Provider

☐ Water Provider

☐ Tax Parcel Number(s)

☐ Total number of lots, existing and proposed

☐ Proximity to identified Transportation Improvement Districts

PLAN NOTES

The following notes shall appear on ALL Minor Subdivision Plans:

☐ **All entrances shall conform to DelDOT's *Development Coordination Manual* (DCM) and shall be subject to its approval.**

☐ **Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.**

*The following notes on the Minor Subdivision Plans **IF** they apply to your project:*

☐ If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be required to be from an internal subdivision street.

☐ Lot X, Lot X and Lot X shall have access to _CRXXX via the 50-foot wide ingress/egress easement.

☐ Lot X and Lot X shall have a combined access to _CRXXX.

☐ Lot X shall have a single access from _CRXXX, in which the entrance shall be along the X_ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.

☐ I/We, the undersigned, hereby certify to the ownership of the property described and shown on this plan, that the plan was made at my/our direction, and that I/we acknowledge the same to be our act and that I/we desire the plan to be recorded according to law.

I certify that **17 Del. C. § 530** is applicable to the property described and shown on this plan by virtue of: (check applicable section)

☐ the parcel is subdivided into no more than 2 parcels which will be continued to be used as a farm or farmland, or

☐ the subdivided parcel or parcels will be transferred to a family member or members for purposes of use as a family member or members' principal residence or farmland.

_____

Owner Date