DelDOT - Site Plan Review Checklist

Project Name: _____ **Project Id.:** _____

Tax Parcel No.: _____ **Date:** _____
(Lowest Numerical Tax Parcel I.D.)

Effective: 07/6/2021

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
	SECTION 1: SITE PLAN SUBMITTAL DOCUMENTS			
1.1	Turning Movement Diagrams for specified design vehicle(s) shown on plan set.	3.4.2.A.7 & 5.2.3		
1.2	If the development is proposed to be constructed in the proximity of any road with a functional classification of principal arterial, freeway or interstate, then a note concerning potential noise impacts shall be added to the plan set.	3.6.3		
	SECTION 2: TRAFFIC IMPACT STUDY (TIS)/TRAFFIC OPERATIONAL ANALYSIS (TOA)			
2.1	Traffic Impact Study or Traffic Operational Analysis required prior to submittal to DelDOT's Subdivision Section. (Area Wide study Fee-in-Lieu may apply as directed by DelDOT.)	2.2.1		
2.1.2	Offsite Improvements required by TIS/TOA are listed.	3.4.2.1.E.2		
2.1.3	Signal Agreement information has been provided to DelDOT Traffic Section.	2.5.1		
	SECTION 3: SITE PLAN CONTENT			
3.1	**Title & Data Blocks** Ensure the title and data blocks contains the following information: 1. Name of proposed development. 2. Name of town/hundred and county. 3. Maintenance number of highway being accessed. 4. Graphic scale shown. 5. Date of current submission and all revised dates. 6. Name, address, and telephone number of engineer or surveyor preparing the plan. 7. Name and address of owner. 8. Signature and Seal of engineer or surveyor (Delaware licensed) (Final Plan only). 9. Owner's signature (Final Plan only). 10. Gross acreage of property. 11. Zoning. 12. Proposed use. 13. Present use. 14. Sewer provider. 15. Water provider. 16. Tax parcel number. 17. Total number of lots - existing and proposed. 18. Investment level area. 19. List the TID in which the project is located (if applicable). 20. Horizontal and Vertical Datum's should be referenced.	3.4.2.1.A & 3.4.2.1.B		
3.2	**Existing Features** ***This does NOT apply to Record Plan - RED submissions* Ensure the following are shown on the plans as required by figures 3.4.2-b through 3.4.2-d: 1. Existing entrances showing dimensions, locations, and spacing on each side of the entrance and on each side of the road. 2. Identification of existing and proposed land uses adjacent to and opposite the site. 3. Shoulders. 4. Sidewalks, shared-use paths & accessways. 5. Existing rights-of-way, easements, and reservations. 6. Drainage features including inlets and pipes under entrances. 7. Transit facilities including public transit and school bus stops. 8. Buildings and other structures, including roadway striping, as defined by DelDOT based on field conditions.	3.4.2.1.C		

3.3	**Proposed Features** Ensure the following proposed features are shown on the plan: 1. Proposed land uses. 2. Proposed entrance locations. 3. Label any necessary right-of-way or easement dedication or reservation. 4. New street names (if applicable). 5. New street right-of-way widths (if applicable). 6. Future interconnection note (if applicable). 7. Dimensions of relevant physical features. 8. Existing and proposed cross-access easements (if applicable).	3.4.2.1.D		
3..4	**DelDOT Notes** Include any DelDOT General Notes for Site Plan and any related Additional Notes applicable to your project: 1. Note outlining the date a traffic study was completed and requirements submitted to the local land use agency (if applicable). 2. Note outlining any transportation improvements required by the traffic study (if applicable).	3.4.2.1.E		
3.5	**Traffic Generation Diagram (similar to Fig. 3.4.2-a) include:** 1. Traffic generation calculations and site totals (based on the ITE Manual, latest edition) and distribution for the site. 2. Truck percentage for the site traffic. 3. Existing and buildout traffic volumes for site (daily and peak hour, weekend peak-if necessary). 4. Existing and projected (10-year) directional traffic distribution volumes for the adjacent roadway (minimum). 5. Posted speed limit on frontage road(s). 6. Correct design vehicle for entrance(s) based on site usage and coordination with owner/developer (refer to Fig. 5.2.3-a for examples).	3.4.2.1.F		
3.6	**Typical Plan Set Requirements are shown within the plan set:** 1. Provide a Legend illustrating existing and proposed features (symbols, linestyles, etc.). 2. North arrow, with correct orientation and horizontal datum labeled, in all plan views.	4.3.2.K & 4.3.5.A.2		
3.6.1	Intersection sight distance triangles are shown	3.4.2.B.5.v		
	SECTION 4: RIGHT OF WAY AND EASEMENTS - STATE MAINTAINED ROADWAYS			
4.1	Label and dimension all drainage easements on all plans.	5.7.2.6		
4.1.2	Stormwater facilities are located a minimum of 20 feet from the State right-of-way as measured from the top of slope of the facility.	3.8		
4.1.3	All easements are shown for sidewalk/paths.	3.2		
4.1.4	All ROW and easements shown for any additional construction and location of proposed improvements.	3.2		
4.1.5	Dedicated Right-of-Way adjacent to existing State maintained roadways are shown in accordance with Fig. 3.2.5-a.	3.2.5		
4.1.6	Existing Right-of-Way is shown, dimensioned and labeled on both sides of frontage roads.	3.4.2.1.C.3		
4.1.7	Show all permanent easement along the DelDOT frontage roads.	3.2.5.1.2		
4.1.8	Sight Triangles using DelDOT's Intersection Sight Distance Worksheet have been shown, dimensioned and noted on the record plan. (www.deldot.gov)	3.4.2.A.6, 3.4.2.A.6.v, 5.4, 5.4.B & 5.4.D		
4.1.9	Permanent Sight Distance Easements have been established (if required).	3.4.2.1.D.3 & 5.4.D		
	SECTION 5: CONNECTIVITY			
5.1	**The Site Plan identifies the following:** Location and spacing of existing or proposed bicycle and pedestrian connections [3.5.3.1.A.3].	3.5.3.1		
5.1.2	For industrial, institution, retail, and office developments, a transit stop on-site or adjacent to the site, or a pedestrian connection to an existing stop is provided, as required by DelDOT or DTC.	3.5.5.1		
5.1.3	A minimum distance of 60 feet is provided between a cross-access-way and an intersection or driveway entrance.	3.5.7.4.B		

DelDOT: Site Plan Review Checklist Standard Comment to Engineer

	SECTION 1: RECORD PLAN CONTENT
1.1	Include a Turning Movement Diagram based on the Design Vehicle criteria found in Figure 5.2.3-a. DCM Ref: 3.4.2.A.7 & 5.2.3
1.2	Add Record Plan General Note ## to the plan. DCM Ref: 3.6
	SECTION 2: TRAFFIC IMPACT STUDY (TIS)/TRAFFIC OPERATIONAL ANALYSIS (TOA)
2.1	The Record Plan General Notes shall include all improvements included in the << Traffic Impact Study/Traffic Operational Analysis/Area-wide Study >>,recommendations sent to {COUNTY/MUNICIPALITY} for the improvements in a letter dated << Month Day, Year >>. The following improvements shall be implemented by the owner/applicant per DelDOT's discretion: << -Insert TIS/TOA/Area-wide Recommendations >> and include timing for when each improvements is required to start and the completion timeframe. DCM Ref: 2.2.1.1, 3.4.2.1.E.1 & 3.4.2.1.E.2
2.1.2	Provide a note that outlines all improvements required by the TIS/TOA/AWSF Letter. DCM Ref: 3.4.2.1.E.1 & 3.4.2.1.E.2
2.1.3	Signal Agreement information has been provided to DelDOT Traffic Section (if applicable). DCM Ref: 2.5.1.D
2.1.3	A signal agreement is required for the intersection of XXX and XXX. Please forward the following information to XXX, DelDOT Traffic (302-659-XXX, email; XXX) so that DelDOT may prepare and distribute the agreement for signatures; 1. Name and address of the company entering the agreement. 2. Name and address of the development. 3. Name of all intersections and/or streets affected. 4. Name and title of the person who will be signing the agreement The agreement must be executed prior to DelDOT granting Entrance Plan Approval. DCM Ref: 2.5.1
	SECTION 3: SITE PLAN CONTENT
3.1	**Title & Data Blocks** The title and data blocks should contain the following information: 1. Name of proposed development. 2. Name of town/hundred and county. 3. Maintenance number of highway being accessed. 4. Graphic scale shown. 5. Date of current submission and all revised dates. 6. Name, address, and telephone number of engineer or surveyor preparing the plan. 7. Name and address of owner. 8. Signature and Seal of engineer or surveyor (Delaware licensed) (Final Plan only). 9. Owner's signature (Final Plan only). 10. Gross acreage of property. 11. Zoning. 12. Proposed use. 13. Present use. 14. Sewer provider. 15. Water provider. 16.Tax parcel number. 17. Total number of lots - existing and proposed. 18. Investment level area. 19. List the TID in which the project is located (if applicable). 20. Horizontal and Vertical Datum's should be referenced. DCM Ref: 3.4.2.1.A & 3.4.2.1.B
3.2	**Existing Features** **This does NOT apply to Record Plan - RED submissions* Add the following existing features to the plan as required by figures 3.4.2-b through 3.4.2-d: 1. Existing entrances showing dimensions, locations, and spacing on each side of the entrance and on each side of the road. 2. Identification of existing and proposed land uses adjacent to and opposite the site. 3. Shoulders. 4. Sidewalks, shared-use paths & accessways. 5. Existing rights-of-way, easements, and reservations. 6. Drainage features including inlets and pipes under entrances. 7. Transit facilities including public transit and school bus stops. 8. Buildings and other structures. DCM Ref: 3.4.2.1.C

3.3	**Proposed Features** Add the following proposed features to the plan: 1. Proposed land uses. 2. Proposed entrance locations. 3. Label any necessary right-of-way or easement dedication or reservation. 4. New street names (if applicable). 5. New street right-of-way widths (if applicable). 6. Future interconnection note (if applicable). 7. Dimensions of relevant physical features. 8. Existing and proposed cross-access easements (if applicable). DCM Ref: 3.4.2.1.D
3.4	Provide a note that states when the traffic study was completed. DCM Ref: 3.4.2.1.E.1
3.4	Provide a note that outlines all improvements required by the traffic study. DCM Ref: 3.4.2.1.E.2
3.4	Update the General Notes per the latest available on DelDOT's Development Coordination webpage. DCM Ref: 3.4.2.1.E
3.4	Update the portion of the General Notes stating if the subdivision streets will be State Maintained, Privately Maintained, or Town Maintained per the latest notes available on DelDOT's Development Coordination webpage. DCM Ref: 3.4.2.1.E
3.5	Provide a Traffic Generation Diagram (similar to Fig. 3.4.2-a) DCM Ref: 3.4.2.1.F
3.5	1. Update the Traffic Generation Totals based on the latest ITE Manual 2. Change the truck percentage for the site to XXX% in the Traffic Generation Diagram DCM Ref: 3.4.2.1.F.2 3. The existing and buildout volumes for the site are as follows: XXX DCM Ref: 3.4.2.1.F.3 4. The existing and projected (10-year) directional distribution volumes for the site are as follows: XXX DCM Ref: 3.4.2.1.F.4 5. The posted speed limit on XXX Road is XXX mph. Update the Traffic Generation Diagram DCM Ref: 3.4.2.1.F.5 6. Use a XXX design vehicle for the entrance. Update the Traffic Generation Diagram and provide turning movement diagrams. DCM Ref: 3.4.2.1.F
3.6	Provide a legend of all line-types and symbols used on plan views. Including, but not limited to: << existing and proposed right-of-way, proposed property lines, proposed lot numbers, existing wood line, existing contours, wetlands line, 100-year floodplain line, easement line, drainage easement line, minimum building setback line, existing and proposed monuments and pins >>. DCM Ref: 4.3.2.K
3.6	Add a north arrow, with correct orientation to the plan view on this/these sheet(s). DCM Ref:4.3.2.H
3.6.1	Show a departure sight triangle in accordance with AASHTO's Policy on Geometric Design of Highways and Streets at the entrance. The Intersection Sight Distance Worksheet has been developed to assist with this task and can be found on DelDOT's Development Coordination website. Provide a copy of with your next submission. A sight easement is required for any portion of the sight triangle that falls outside of the right-of-way. DCM Ref: 3.4.2.A.6.v
	SECTION 4: RIGHT OF WAY AND EASEMENTS - STATE MAINTAINED ROADWAYS
4.1	Provide drainage easements on all drainage facilities that convey or receive runoff from right-of-way. Label and dimension all drainage easements on all plans. DCM Ref: 5.7.2.6
4.1	Drainage easements are shown less than 20 feet wide. Per DelDOT's Development Coordination Manual, all drainage easements must be a minimum of 20 feet wide for underground drainage facilities or the width equal to the width of open drainage facilities plus 5 feet on one side and 10 feet on the opposite side of the facility. DCM Ref: 5.7.2.6
4.1	A note which includes the following language should be added to the plan: "A(n) X-foot wide permanent easement containing X square feet is hereby established for the State of Delaware as per this plat, for emergency access to drainage facilities conveying runoff from State maintained roads and/or rights-of-way. The portions of the drainage easement and system that are upstream or offsite as well as sections that are not directly collecting and conveying the drainage runoff of the proposed State maintained roads and/or rights-of-way shall be the responsibility of the developer, property owners, or both. The State of Delaware assumes no responsibility for the future maintenance of any exempted portions of the storm drain system and/or drainage easements." DCM Ref: 3.2.5.1.4
4.1.2	Adjust the stormwater facility to provide a minimum of 20 feet from the State right-of-way as measured from the top of slope of the facility. DCM Ref: 3.8
4.1.3	Provide a 15-foot permanent easement beyond the minimum right-of-way and label it as: "A 15-foot permanent easement is hereby established for the State of Delaware as per this plat." Regardless of the location of the project or whether the project is required to construct a 5-foot sidewalk or a 10-foot shared-use path. DCM Ref: 3.2.5.1.2
4.1.4	Show any additional ROW/PE/TCE outside of the property frontage which will be needed for construction of the sites roadway improvements. DCM Ref 3.4.2.1.D.3

4.1.5	XXX Road is classified as a local road and requires 30 feet from the centerline. If the current right-of-way width is less than required, a dedication should be shown on the subdivision plan. The dedication should be labeled on the plan as: "A(n) X-foot wide strip of right-of-way, from centerline of physical roadway, is hereby Dedicated to the State of Delaware as per this plat." DCM Ref: 3.2.5.2
4.1.5	XXX Road is classified as a major / minor collector or undivided, single lane minor arterial and requires 40 feet from the centerline. If the current right-of-way width is less than required, a dedication should be shown on the subdivision plan. The dedication should be labeled on the plan as: "A(n) X-foot wide strip of right-of-way, from centerline of physical roadway, is hereby Dedicated to the State of Delaware as per this plat." DCM Ref: 3.2.5.2
4.1.5	XXX is classified as a two lane principal arterial/freeway which requires 50 feet of right-of-way measured from the centerline on multi-lane undivided highways. If the current right-of-way width is less than required, a dedication should be labeled on the plan as: "An Additional X feet of right-of-way is hereby Dedicated to the State of Delaware as per this plat." DCM Ref: 3.2.5.2
4.1.5	XXX is classified as a Multi-lane Arterial (principal/minor), collectors, freeways and expressways which requires 30 feet of right-of-way measured from the outermost edge of the through lane. If the current right-of-way width is less than required, a dedication should be labeled on the plan as: "An Additional X feet of right-of-way is hereby Dedicated to the State of Delaware as per this plat." DCM Ref: 3.2.5.2
4.1.6	Label the existing ROW on both side of the frontage roads DCM Ref: 3.4.2.1.C.3
4.1.7	Provide a 15-foot permanent easement beyond the minimum right-of-way and label it as "A 15-foot permanent easement is hereby established for the State of Delaware as per this plat". Regardless of the location of the project or whether the project is required to construct a 5-foot sidewalk or a 10-foot shared-use path. DCM Ref: 3.2.5.1.2
4.1.8	Show a departure sight triangle in accordance with AASHTO's Policy on Geometric Design of Highways and Streets at the entrance. The Intersection Sight Distance Worksheet has been developed to assist with this task and can be found on DelDOT's Development Coordination website. Provide a copy of the with your next submission. A sight easement is required for any portion of the sight triangle that falls outside of the right-of-way. DCM Ref: 3.4.2.A.6.v
4.1.8	Revise the decision point so it is located 18 feet from the edge of travel lane. DCM Ref: 3.4.2.A & 5.4.B
4.1.8	Add the sight triangles, per the lengths determined by the Intersection Sight Distance Worksheet, at all entrances. DCM Ref: 5.4.B
4.1.8	The sight triangle shown on the plan requires the following correction: XXX DCM Ref: 5.4
4.1.8	Show a sight easement for the portion of the sight triangle falling outside of the dedicated right-of-way. DCM Ref: 5.4.D
4.1.8	Consider moving the entrance so the sight easement does not affect the adjoining properties. DCM Ref: 5.4
4.1.9	Label the sight triangle line falling outside of the ROW on the Developer's property as: "dedicated sight easement" DCM Ref: 3.4.2.1.D.3 & 5.4.D
	SECTION 5: CONNECTIVITY
5.1	Show the location and spacing of existing or proposed bicycle and pedestrian connections. DCM Ref: 3.5.2.A
5.1.2	DTC requires a transit stop on-site at XXX. Please update the plans. DCM Ref: 3.5.5.1
5.1.3	To allow for car storage, increase the distance to at least 60 feet between the internal intersection and driveway entrance. DCM Ref: 3.5.7.4.B