Development Coordination Manual Checklist Training

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Presented By:

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Objectives

1. Understand the three checklist types

2. Become familiar with the functionality and utilization of the checklists during the plan design

Checklists: Purpose and Types

Purpose: A tool for design engineers to aid in plan design process (Could be considered a guidance document/roadmap)

- Checklists should be completed ***during*** the design

Checklist Types:

1. Record Plan (6 sections)
2. Entrance Plan (14 sections)
3. Subdivision Streets (14 sections)

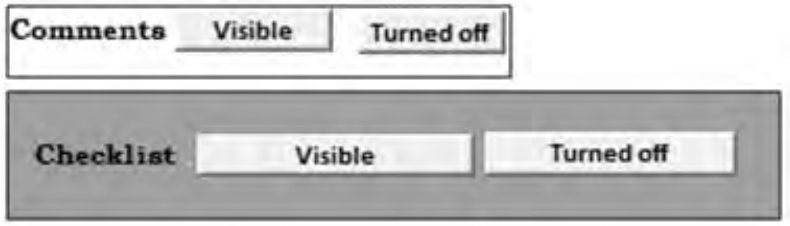
Accessing the Checklist

- Go to DelDOT's Development Coordination's section at http://www.deldot.gov/information/business/subdivisions/
- Click on "Checklists"
- Select the desired checklist and download the excel spreadsheet

Using the Checklist

- Design engineers for subdivision projects complete the left side of the checklist (DelDOT reviewer will complete the portion displayed on the right.)

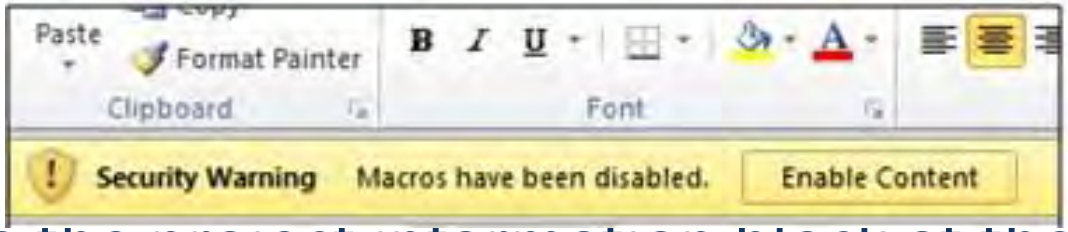
- Excel Sheet can be set to 'Visible' or 'Turned Off'
  - 'Visible' shows the possible DelD
    not adequately addressed



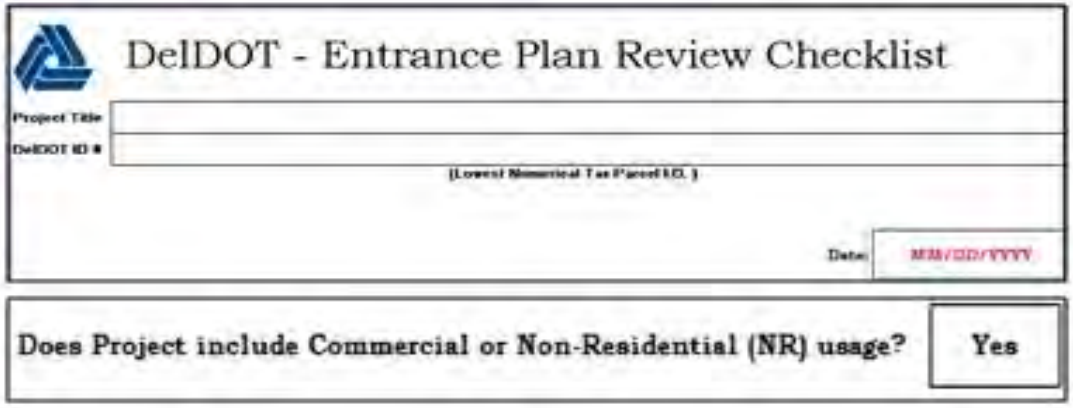
- Functionality of the checklist discussed will be the same for the 3 checklists

Using the Checklist as a Design Engineer

- After opening the desired checklist, click “Enable Content” (turns on macros to allow proper functionality)



- Complete the project information block at the top of the spreadsheet (ID # is property’s lowest tax parcel)



Using the Checklist as a Design Engineer

Checklist Item	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
EP_01.00.00	**SECTION 1: General Requirements**	4.2 & 4.4		
EP_01.01.00	A completed Entrance Plan/ Construction Plan gatekeeping checklist is submitted to DelDOT.	4.4	Y	
EP_01.02.00	A completed copy of this Entrance Plan (Subdivision or Commercial) review checklist is included with submittal to DelDOT.	4.4	N	
EP_01.03.00	Initial Stage Fee calculation has been completed on-line and payment has been provided on-line prior to time of entrance submittal.	4.4	N/A	

Sortable tab

- Checklist Elements
  - Checklist Topic/Content (Design items from DCM)
  - Manual Reference (topic location within DCM)
  - Item Addressed (Yes, No, or N/A)
  - Justification (Required for No and N/A)

**Checklist elements are sortable from drop down menu*

DelDOT's Review of Checklist

- Similar Elements of Checklist as Designer
  - Verification of addressed items and justifications as applicable
  - Potential responses if Design Engineer's section topic was not addressed

DelDOT - Entrance Plan Review Comments

Reviewer:		Date:	
_*EP_01.00.00.00_Submittal_DC	SECTION 1 - HEADER LEVEL: Submittal Requirements ALL satisfied		
EP_01.01.00.01_Submittal_DC	<<< Project was declined for lack of an accurately completed gatekeeping checklist >>> DCM Ref: 4.4	Y	
EP_01.02.00.01_Submittal_DC	Submit a completed electronic copy of the Entrance Plan (Subdivision or Commercial) review checklist. DCM Ref: 4.4	Y	
EP_01.03.00.01_Submittal_DC	Complete the On-line Initial Stage Fee calculation and provide payment on-line before submittal for entrance review. DCM Ref: 3.4.2.E	Y	

Uploading to PDCA Website

- The Checklists have to be a working excel document and not a scanned pdf when submitted through PDCA
- PDCA Version 2 will require uploading. When fully integrated the PDCA will coincide with the excel document
- The interface of upcoming PDCA Version 2 will be discussed by an upcoming presenter

Questions/Comments