

# DeIDOT Subdivision Plan Review Process

## A Closer Look

At first glance, it might appear that DeIDOT's Subdivision Plan Review Process would only be of interest to developers, land owners and traffic engineers. However, a closer look makes it clear that when new development or re-development of a property is proposed, everyone in the community should take an interest. Why? Because it is early in the plan review process that important issues like safe travel and the smooth flow of traffic must be taken into consideration. DeIDOT does not make land use or zoning decisions. That power resides with local government. DeIDOT does have responsibility for the transportation

system. That responsibility and the experience that accompanies it, has shown that once development has occurred, fixing a traffic problem or finding an alternate solution is often too expensive—and too late.

So, whether you are an actual partner in the development, or are an elected official, a local business owner, or an interested community member, we encourage you to take your own closer look at the description of the Subdivision Plan Review Process that follows. Then, if you would like to learn more, visit DeIDOT's website at [www.deldot.gov](http://www.deldot.gov), acquire a copy of the Standards and Regulations for Subdivision Streets and State Highway Access, or contact a member of our Development Coordination section staff at the DeIDOT offices in Dover.

## How to Get More Information on the Subdivision Plan Review Process

DeIDOT and other State agencies can provide you with additional sources of information on this topic, including more detailed literature on specific issues. Please call or write to the address below to learn more.

For in-depth information about other transportation subjects, visit our Web site at:

[www.deldot.gov](http://www.deldot.gov)

F.Y.I. brochures are available on a wide variety of transportation subjects from DeIDOT's Office of Public Relations **(302) 760-2080**.

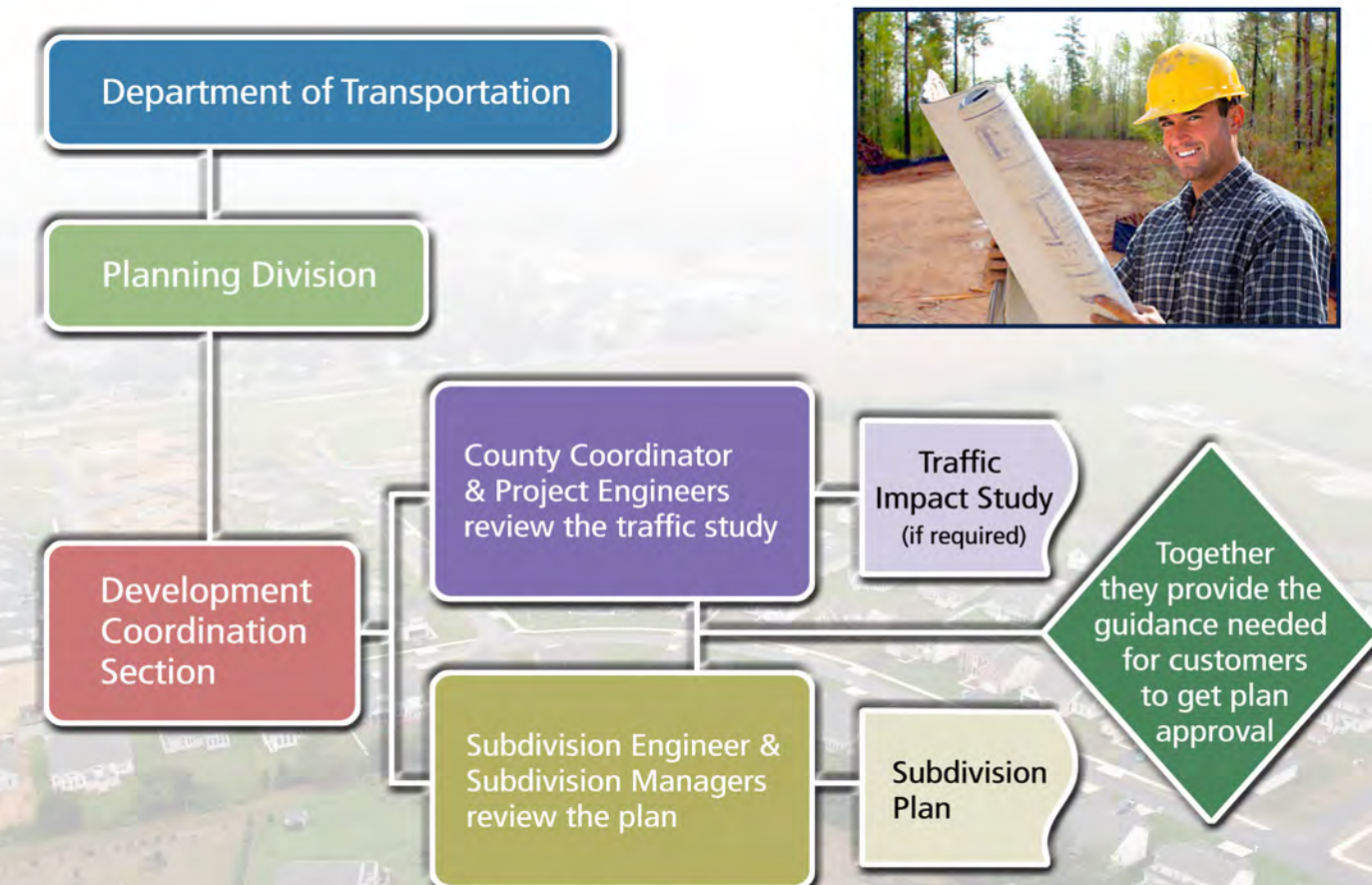
**Delaware Department of Transportation**  
P.O. Box 778 · Dover, DE 19903

(302) 760-2080 or  
1-800-652-5600 (in Delaware)



# You have some land and an idea for developing it. Now, where to begin at DeIDOT?

## The Plan Review Process – Who and What



# Subdivision Plan Review

Essential Information for DeIDOT Customers



# The Process At-A-Glance

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## Concept Plan

A concept plan is a professionally prepared scale drawing showing the property boundaries, adjoining roads, existing streams and drainage features, any major constraints such as steep slopes or wetlands, and how the commercial buildings or residential lots could be arranged on the property. This serves as a basis for discussion with DeIDOT and other agencies.

CONCEPTUAL

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## Plot Meeting

Once a concept plan is in place, a plot meeting will be held if a proposed development results in more than 200 vehicle trips per day. A "plot meeting" to discuss a specific parcel or parcels of land provides an early-in-the-process opportunity for the developer, their engineers and surveyors to meet with DeIDOT Subdivision Section staff and other division experts. Topics like safety concerns, stormwater management, traffic control requirements, access, or possible road improvements can all be considered, well before any major investment in time and money.

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## Traffic Impact Study Review

Most commercial rezoning applications and many commercial and residential developments warrant a traffic impact study. These studies typically take from four to six months to complete, so developers should find out early whether they need to do one. Traffic impact studies provide information about existing and future traffic, safety and congestion near a proposed development, how much the development will affect safety and congestion, and what can and should be done to mitigate those effects. Developers may contract with a consulting engineering firm for a study, or pay for DeIDOT to have the study done by a firm already under contract to the State.

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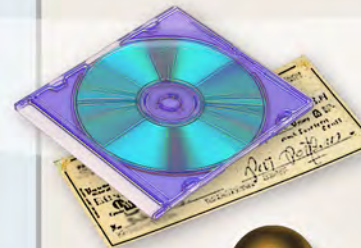
## E-Submittals

In the interest of time, monetary savings and "green communications," please replace mail and faxes with email and attached pdf files. For traffic impact studies, one paper copy of the preliminary study and three paper copies of the final study are required, in addition to files on compact disc. Plan submissions require only one set of paper plans along with a copy of the pdf files needed to reproduce that set.

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## Subdivision Plans

DeIDOT reviews subdivision and land development plans in all three counties and some municipalities. The purpose is to make sure that the entrance and any streets that will be built for future State maintenance can be built to meet State standards. Engineers and surveyors submit their plans along with an Initial Stage Fee. DeIDOT's comments are in the form of a letter to the local land use agency stating that DeIDOT has no objection to the recording of their plan.

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## E-Processing/Review

To ensure prompt reviews, DeIDOT circulates plans internally using SharePoint software for tracking purposes. Internal plan review meetings are held twice a month for each County. The deadline to submit plans is five weeks in advance of the meeting. Engineers and surveyors submitting plans for their clients are informed within one week after the deadline whether their plans were acceptable for review and are sent written comments within one week after the review meeting. Consult DeIDOT's Web site for review dates.

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PRELIMINARY

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## Construction Plans

The final step in the plan review process is the issuance of an approval for the construction of all subdivision streets or an entrance onto a State-maintained road. This is to ensure that all streets and entrances are built to meet State standards. Plans for streets to be built for future State maintenance and for higher volume entrances are reviewed through the Development Coordination Section in Dover. Engineers and surveyors submit their plans along with an application and a Construction Stage Fee. After entrance approval is received, a construction permit must be obtained through the appropriate DeIDOT District office.

APPROVED

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## Important DeIDOT Contact Information

General Information  
800-652-5600  
302-760-2080

Director of Planning  
302-760-2111

Assistant Director of Planning  
302-760-2122

Subdivision Engineer  
302-760-2266

County Coordinator  
302-760-2109