

Appendix A Manual Updates

A.1 INTRODUCTION

The purpose of DelDOT's *Standards and Regulations for Subdivision Streets and State Highway Access* is to set forth the requirements of the State of Delaware, Department of Transportation for access to State-maintained roadways and for the planning, design, construction, and acceptance for maintenance of subdivision streets.

The standards and regulations are intended to regulate and control the location, design, and operation of access points and transportation facilities maintained by DelDOT. All commercial entrances, residential entrances, and subdivision streets are to be designed and constructed in accordance with these requirements. These requirements apply to the following:

- New subdivisions and land developments,
- Changed or expanded subdivisions and land developments,
- Any new access onto a State-maintained roadway, and
- Off-site improvements.

Due to the changing nature of operating policies, organizational structures and responsibilities, and design standards, these standards and regulations shall be updated to provide a comprehensive resource in terms of current policies and regulations, in addition to the current state of practice and design standards to engineers, developers and the general public.

The procedures, roles and responsibilities for updating these standards and regulations are set forth in this appendix.

A.2 ROLES AND RESPONSIBILITIES

The Assistant Director of Planning, Development Coordination, shall be responsible for the content of the *Standards and Regulations for Subdivision Streets and State Highway Access* and for ensuring that it remains up to date. The Assistant Director shall appoint a Subdivision Manual Panel and a Subdivision Manual Coordinator to assist with these tasks.

A.2.1 SUBDIVISION MANUAL PANEL

The Subdivision Manual Panel shall consist of six to eight selected DeIDOT personnel with demonstrated expertise in current policies, design standards, administrative procedures, construction, and inspection of subdivision streets and off-site improvements. Panel members will meet periodically to:

1. Review the adequacy of the manual in light of state of the art developments;
2. Deliberate the merits of proposed revisions or additions;
3. Determine the format of proposed changes; and
4. Submit recommended changes to the Assistant Director for review and approval.

The panel shall consist of the following:

- Assistant Director, Development Coordination;
- County Coordinator ;
- The Subdivision Engineer;
- A representative from The Traffic Section; and
- The Public Works Engineers for Canal, Central, and South Districts.

Other key Department employees who have specialized backgrounds and knowledge related to road design, construction, maintenance, and materials may also be included.

A.2.2 SUBDIVISION MANUAL COORDINATOR

The Subdivision Engineer shall serve as Subdivision Manual Coordinator, charged with managing the update of the manual and coordinating the activities of the Subdivision Manual Panel.

The Coordinator shall notify the panel members of the regularly scheduled meetings and prepare the agenda. Between panel meetings, the panel shall submit all suggested comments on the manual to the Coordinator in the format shown in Figure A-1. The Coordinator shall consolidate the comments for discussion purposes and lead the discussion at the meeting. The Coordinator shall attempt to reach group consensus regarding which changes will be made and how they will appear in the *Standards and Regulations for Subdivision Streets and State Highway Access*.

The Coordinator is responsible for preparing the adopted changes in final format, checking for accuracy, reproducing in sufficient quantities, and distributing to all users in DeIDOT. The Coordinator shall also maintain a current List of Revisions (see Figure A-2), so individual manual holders may check periodically to ensure that all revisions have been incorporated into their manuals. Revision numbers will consist of the year and the number of revisions for that year. For example, the first revision in 2007 would be Revision No. 07-1.

A.3 TYPES OF CHANGES

Over time, several different types of changes to the manual can be expected. These include:

- Revisions – changing the existing information or the way it is presented through modifications of procedures, techniques, quantities, policies, organizational structure, and/or responsibilities.

- Additions – providing new information about an existing topic or addressing an altogether new subject not currently addressed. This includes the insertion of tables, graphs, and other illustrations to clarify or expand upon the information presented in the text.
- Deletions – removing information that is no longer accurate or relevant.

Regardless of the type of change, it is important that all other chapters, sections, charts, and tables in the manual be carefully reviewed to ensure consistency with the proposed change.

A.4 SOURCES OF CHANGES

Changes to the *Standards and Regulations for Subdivision Streets and State Highway Access* may come from several sources.

1. One source is that of state of the art developments. This encompasses a broad range of developments in roadway design and practice, including changes in materials and work methods. Most of these changes will be prompted by reports documenting research and development conducted by AASHTO, FHWA, TRB, and other recognized agencies. The Subdivision Manual Panel should regularly review these publications and discuss the merits of adopting the new or revised criteria.
2. Another source is that of special provisions, memorandums, or oral instructions. These often evolve into standard but unofficial practices and procedures. The Coordinator shall assemble, consolidate, standardize, and incorporate them into the manual, making them official and putting them at the disposal of all users in the list of users.
3. Changes in organization and management often trigger the need for changes. When the organizational structure and/or operating policies change, the responsibilities and relationships of organizational units usually need redefinition. Such changes must be clearly documented in the *Standards and Regulations for Subdivision Streets and State Highway Access*.
4. Those individuals who regularly use the *Standards and Regulations for Subdivision Streets and State Highway Access* can provide valuable assistance by identifying needed updating and improvements. They do this individually by submitting their personal suggestions, and collectively by demonstrating which parts of the manual are most used, which need expansion or simplification, and which parts are seldom used.

A.4.1 PROCEDURES FOR MAKING CHANGES

Changes to the *Standards and Regulations for Subdivision Streets and State Highway Access* may be described as urgent or standard. Urgent changes include those of a critical nature that call for immediate updating of the manual and implementation of new criteria or procedures. Standard changes are those that can be collected over a period of time for publication at regularly scheduled intervals.

Making changes too frequently may result in confusion and error. Standard changes shall be made annually, at the same time each year. Even urgent changes should not be made too often.

The regular meeting of the Subdivision Manual Panel shall be scheduled annually. Individuals who wish to propose changes shall notify the Manual Coordinator well in advance of the meeting so that he/she can include them on the meeting agenda.

When an urgent change is proposed or otherwise becomes apparent, the Coordinator shall call a special panel meeting to consider whether the change is indeed urgently needed, and if so, to determine the final published form of the change.

Drafts of newly proposed or revised material shall be submitted to the Assistant Director of Planning, Development Coordination, for review and approval. In the case of significant changes, the Assistant Director shall consult with the Division Director and get approval from the Secretary.

Changes to the *Standards and Regulations for Subdivision Streets and State Highway Access* shall be written (and illustrated) in the same style as the original text. Uniform language and sentence style will preserve the uniformity of the presentation, and be more understandable to the reader. The Coordinator shall take the lead in ensuring that updated material is clear and concise.

Computer software and hardware, word processors, and printers shall be used to compose, format, store, and print the text of the *Standards and Regulations for Subdivision Streets and State Highway Access*. This will greatly facilitate the updating procedure. New or modified illustrations should be given the same attention. The Coordinator is responsible for verifying the accuracy of the revised sheets.

When new pages are created because the changes do not fit onto the existing number of pages, the insertions shall be identified with letter suffixes after the page numbers. For example, two new pages between 4-14 and 4-15 become 4-14a and 4-14b. The same approach shall be used for the figures. For example, a new figure added between Figure 2-3 and Figure 2-4 would be Figure 2-3a.

Individual pages are not dated in the initial publication. However, when revisions are made to a page, or a new page is added, the revision date shall be clearly shown at the bottom of the page. For example, Revised December 2007. This will provide for easy distinction between new sheets and out-dated sheets.

Attention must be given to changes that require modification of titles and/or page numbers in the Table of Contents.

The loose-leaf format of the *Standards and Regulations for Subdivision Streets and State Highway Access* makes updating a quick and simple task. Users shall be encouraged to keep their copies up-to-date. The Coordinator shall issue changes on sheets that are punched to fit the manual's binder.

When revised materials are distributed, the specific changes in the text and illustrations shall be summarized in the letter of transmittal so that users will not have to search to identify them.

Any amendment requiring notice and comment in the Delaware Register under the Administrative Procedures Act (29 Delaware Code Chapter 101) will take effect upon adoption under that procedure.

Figure A-1. (Sample Form — Suggested Revision to the Standards and Regulations to Subdivision Streets and State Highway Access)

<p style="text-align: center;">DELAWARE DEPARTMENT OF TRANSPORTATION Standards and Regulations For Subdivision Streets and State Highway Access</p> <p>MEMO TO: SUBDIVISION ENGINEER</p> <p>Subject: Revision to the Standards and Regulations For Subdivision Streets and State Highway Access</p> <p>Date:</p> <p>Suggested by:</p> <p>Suggested Change:</p> <p>Reason for the Change:</p> <p>Back-up Source Data:</p>
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