

*Appendix D      Plan Review Checklists*

**CHECKLIST FOR SUBDIVISION RECORD PLAN APPROVAL**

Project #:		Reviewer:	
Project Title:		Tax ID #:	
DelDOT #:		Date:	

**I. TRAFFIC IMPACT STUDY**

	Yes	No	N/A
Traffic Impact Study Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Required Offsite Improvements (Reference TIS Requirements)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Improvements (Please list on reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. STATE MAINTAINED HIGHWAYS – REQUIRED RIGHT-OF-WAY & EASEMENTS**

Local – 30 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major / Minor Collector or Minor Arterial – 40 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Arterial or Freeway – 50 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Right-of-Way to meet requirements. “An Additional <i>X-Feet</i> is Herby Dedicated to Public Use as per this plat” <sup>(1)(2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way shown on both sides of frontage roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way is dimensioned and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15’ Permanent Easement for a shared-use path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight Triangles using AASHTO <i>Policy on Geometric Design of Highways and Streets</i> have been shown and dimensioned. <sup>(3)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Sight Easements have been established (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Reference: Section 3.6: Right-of-Way and Figure 3-3			
(2) Reference Section 3.6.5: Dedication of Right-of-Way			
(3) Reference Section 5.4 : Sight Distance and Figure 5-22			

**III. SUBDIVISION STREETS TO BE DEDICATED FOR PUBLIC USE**

Type I Street (<500 ADT) Meets Design Requirements <sup>(4)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type II Street (501 → 3000 ADT) Meets Design Requirements <sup>(4)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type III Street (>3000 ADT) Meets Design Requirements <sup>(4)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical street section (as per manual) <sup>(5)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient pins & monuments along the Right-of-Way <sup>(6)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way Dimensioning of Each Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Names Appear within the Right-of-Way Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label “Dedicated to Public Use” Appears for Each Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50’ Radius is Provided for the Right-of-Way Around Cul-de-Sacs <sup>(7)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Easement for Dead End Streets are labeled <sup>(8)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curve Data and Line Chart for all Subdivision Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Reference: 3.6.1 Site Plan Right-of-Way, 5.1 Geometric Design of Subdivision Streets, and Figure 5-1			
(5) Reference: Figures 5-23, 5-24, and 5-25			
(6) Reference Section 3.6.4 Right-of-Way Monuments			
(7) Reference: Figures 5-3			
(8) Reference: Section 5.1.4.2 Temporary Dead End Streets			

**IV. GENERAL RECORD PLAN REQUIREMENTS**

DelDOT General Notes (Appendix J)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Maintenance Note Shown (Public / Private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend of Line Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow Appears in all Plan Views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interconnections labeled “ <b>FUTURE STREET CONNECTION</b> ”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Easements Labeled and Dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Set Backs Displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Entrance Plan included for Right-of-Way Constructability Verification. <sup>(10)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Location Position has been approved by DelDOT. <sup>(10)(11)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) <i>Appendix J</i>			
(10) <i>Entrance must be able to be constructed within the limits of available Right-of-Way and Easements. Verification includes cross slopes, travelway widths, shoulder widths, foreslopes, and backslopes.</i>			
(11) <i>Reference Section 3.4.1 Site Plan Requirements for a full list</i>			

**V. ROAD PROJECTS IN THE AREA**

Road Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridor Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR-1 Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VI. REQUIRED FORMS & FEES FOR RECORD REVIEW**

Initial Stage Calculation Form (Appendix C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Entrance Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Design Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. PLANS REQUIRED FOR APPROVAL**

Subdivision (includes entrance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance only (Subdivision Streets are Private / City Run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Street Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. RECORD PLAN COMMENTS**

1 <sup>st</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IX. LETTER OF NO OBJECTION**

No Objection letter sent (date of letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

**X. ADDITIONAL COMMENTS:**

---



---



---

**CHECKLIST FOR SUBDIVISION RESIDENTIAL ENTRANCE  
PLAN APPROVAL**

Project #:		Reviewer:	
Project Title:		Tax ID #:	
DelDOT #:		Date:	

**I. TRAFFIC IMPACT STUDY**

	Yes	No	N/A
Traffic Impact Study Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Required Offsite Improvements (Reference TIS Requirements)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Improvements (Please list on reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Agreement has been executed for offsite improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Agreement has been executed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. RECORD PLAN – LETTER OF NO OBJECTION**

DelDOT has sent a Letter of No Objection (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

**III. TITLE SHEET PRESENTATION REQUIREMENTS<sup>(1)</sup>**

Name of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section of the subdivision or name of the streets to be considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of subdivision streets as PUBLIC or PRIVATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Hundred, County or City in which the subdivision is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan view insert of entire subdivision <sup>(2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan view insert location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT General Notes & Additional Required Notes <sup>(3)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording Table – County, Sheet Number, Total Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Agreement Number is Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streets Bonding Information is Shown <sup>(4)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend of Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrows in Plan View and Location Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Reference: Figure 4-5			
(2) Required scale: 1" = 200'			
(3) Reference: Appendix J			
(4) Length to be rounded to the next highest whole number			

**IV. DETAIL SHEET PRESENTATION REQUIREMENTS<sup>(5)</sup>**

Detail Sheets are provided for Special Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail Sheets are provided for Intersection Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Reference Section 4.3.3: Detail Sheets			

V. PLAN SHEET PRESENTATION REQUIREMENTS<sup>(6)</sup>

Stationing is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horizontal and Vertical control data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities - Proposed and Existing location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage locations shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensioning and Labeling of all streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrows are shown for all Plan Views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Scale Requirements met <sup>(7)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Reference Section 4.3.4: Plan Sheet			
(7) Minimum Scale for Construction Plans: 1" = 50'. Intersection details shall be at 1" = 30'			

VI. PROFILE SHEET PRESENTATION REQUIREMENTS<sup>(8)</sup>

Profiles are on the same sheet as the corresponding plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horizontal and Vertical scale meets requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vertical Curve Data is listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Reference Section 4.3.5: Profile Sheet			

VII. SUBDIVISION STREETS DESIGN ELEMENTS

Type I Street (<500 ADT) Meets Design Requirements <sup>(9)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Horizontal Curvature $\geq$ 150 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vertical Curvature meets minimum 'K' Value (Sag $\geq$ 26, Crest $\geq$ 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maximum Grades $\leq$ 10%, Minimum Grades $\geq$ 0.5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type II Street (501 $\rightarrow$ 3000 ADT) Meets Design Requirements <sup>(9)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Horizontal Curvature $\geq$ 300 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vertical Curvature meets minimum 'K' Value (Sag $\geq$ 37, Crest $\geq$ 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maximum Grades $\leq$ 8%, Minimum Grades $\geq$ 0.5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type III Street (>3000 ADT) Meets Design Requirements <sup>(9)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Horizontal Curvature $\geq$ 500 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vertical Curvature meets minimum 'K' Value (Sag $\geq$ 49, Crest $\geq$ 29)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maximum Grades $\leq$ 7%, Minimum Grades $\geq$ 0.5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical Sections have been provided for each major change of section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical Sections are labeled accordingly (as per manual) <sup>(10)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical Sections to verify slopes meet DelDOT requirements <sup>(10)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Sections have been determined and displayed with correct labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Section Layers meet minimum and maximum depth requirements <sup>(11)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Item Numbers Included <sup>(12)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision Curb meets DelDOT requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten foot wide Shared-Use Path along the Frontage of the roadway <sup>(13)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks that are compliant with ADA law are provided <sup>(14)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) Reference: Sections 3.6.1: Site Plan Right-of-Way, 5.1: Geometric Design of Subdivision Streets, Figure 3-2, and Figure 5-1			
(10) Reference: Section 4.3.2: Typical Section Sheets, 5.5 Typical Sections, Figures 5-23, 5-24, and 5-25			
(11) Reference: Figures 5-27, 5-28			
(12) Reference: Standard Items Special Provisions			
(13) Reference: Section 5.1.6 Shared Use Path			
(14) Reference: Section 5.1.5 Sidewalks			

VIII. DRAINAGE<sup>(15)</sup>

Drainage Report <sup>(16)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage – Pipes, Inlets, Ditches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules for Pipes, Catch Basins, Manholes, etc. <sup>(17)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Angles for storm water constructability has been verified <sup>(18)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HDPE Pipe Notes and Coverage details are shown(if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Size met <sup>(18)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flared end sections shown for all pipes over 15”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Connection with catch basin meets depth requirements <sup>(19)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catch Basins can accommodate proposed pipe size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct Inlet Top has been specified (Type B for curbed, Type A for lawn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flared End Section are used with Child Safe Covers where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riprap shown at all pipe outfall locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow arrows shown for all stormdrain pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT’s Subdivision Drainage details and notes are incorporated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Pond–show 2, 10 & 100 yr. elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ditches shown have a 2’ (minimum) flat bottom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(15) Reference Section 5.7: Drainage Design</p> <p>(16) Reference Section 5.7.2.8: Drainage Report. Drainage report is required for the verification of pipe sizes, area, actual and full flow pipe velocities, hydraulic grade line (HGL), pipe cover velocities, stabilization and spread on the roadways.</p> <p>(17) Reference: Figures 4-3, 4-4</p> <p>(18) Pipe Cover/Angle Worksheet has been completed and submitted</p> <p>(19) Reference DelDOT Standard Details for depth requirements</p>			

IX. ENTRANCE PLAN PRESENTATION REQUIREMENTS

<b>A. GENERAL</b>			
Entrance Plan is at the required scale (1” = 30’ is preferred, 1”=20’ is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Curb meets DelDOT Requirements and extends 25’ past entrance radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Sections have been determined and displayed with correct labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Section Layers meet minimum and maximum depth requirements. <sup>(20)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Item Numbers Included <sup>(21)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Tie-in detail shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At a Minimum, the Frontage Road is Improved to its Functional Classification Standards across the Subdivision’s Frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot Elevations tangent to the roadway every 25 feet or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot Elevations on radii every 10 feet and at the PC/PT point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements for Adjacent Entrances on Site Plans <sup>(22)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(20) Reference: Figures 5-27, 5-28</p> <p>(21) Standard Items Special Provisions</p> <p>(22) Reference: Section 4.4.1.2 and Figure 3-1</p>			
<b>B. TRAFFIC GENERATION<sup>(13)</sup></b>			
Traffic Generation Figure Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Movement Counts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posted Speed Limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Traffic Count on the roadway AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site ADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

Existing and Proposed Directional Distribution Volumes for the Adjacent Roadway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Projected 10-year AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck Percentage for Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Bus Projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest Edition ITE Manual Referenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(23) Reference Section 3.4.1.1: Traffic Information			
<b>C. Auxiliary Lanes</b>			
Right-Turn Lane Warrants are met <sup>(24)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-Turn Lane Length and Layout is shown correctly <sup>(25)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Warrants are met <sup>(26)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Tapers and Layout is shown correctly <sup>(27)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Warrants are met <sup>(28)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Length and Layout are shown correctly <sup>(25)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike Accommodations at Entrance <sup>(25)(27)(29)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Section for Auxiliary Lane has been approved by DelDOT Materials Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(24) Reference: Figures 5-13, 5-14			
(25) Reference: Figures 5-9			
(26) Reference: Section 5.2.2.2 Left-Turn Lane, Figures 5-15, 5-16, 5-17, and 5-18			
(27) Reference: Figures 5-11			
(28) Reference: Figures 5-20			
(29) Reference: Figures 5-21			
(30) Reference Section 5.2.1: Bike Accommodations at Entrances			
<b>D. The Following Items are Shown on the Entrance Plan <sup>(31)</sup></b>			
Legend of Linework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Lines shown near entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and tax parcel numbers of abutting land owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Existing & Proposed Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Right-of-Way lines labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Easements labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed finished grade contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Utility Poles, Signs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Roadway Lane Widths & Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Drainage Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed development sign(s) called out within 500' of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Limit of Construction shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed permanent sight distance easements labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Entrance Geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site parking layout shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance throat widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadway curves shown on each side of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any Crossovers <sup>(32)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections supplied at positions of interest (where the roadway widens, etc. or where constructability issues may occur)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Through Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

- Width of Proposed Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Bypass Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Drainage Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Slope of Roadside Embankment (front & back slope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cross Slope of Shoulder and Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections shown to scale (1"=5' Vertical, 1"=50' Horizontal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Construction Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Tie-in detail shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Pavement Widths meet Requirements <sup>(33)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA Compliant Ramps shown at Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramp Types Called Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bollards Shown for Shared Use Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(31) Reference Section 4.4.2: Entrance Plan			
(32) Reference Section 5.2.2.4: Crossovers			
(33) Reference: Figure 5-12			

<b>E. SIGNING AND STRIPING</b>			
Signing & Striping Plan w/ Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16" Stop Bar shown and dimensioned 4' (minimum) behind crosswalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Walk Detail Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop Sign Detail Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle Lane Detail Shown (R4-4), where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Break-A-Way details shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed Limit <b>{(R2-1-25)}</b> and <del>Pedestrian Walking</del> <b>{Watch Children(W21-11DE)}</b> <del>{(W11-2)}</del> shown at entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT Traffic Comments Provided (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>F. MAINTENANCE OF TRAFFIC</b>			
Correct MOT cases have been listed with all required notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT General Notes are Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT Approval (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>X. REQUIRED FORMS, FEES, AND PLANS FOR SUBDIVISION REVIEW</b>			
District Comments Provided (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Stage Calculation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record Plan is included in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer/Water Utility Plans (Included for information purposes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bond has been issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>XI. SUBDIVISION PLAN COMMENTS</b>			
1 <sup>st</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>XII. SUBDIVISION APPROVAL</b>			
Approval (date of letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**CHECKLIST FOR COMMERCIAL ENTRANCE PLAN  
APPROVAL**

Project #:		Reviewer:	
Project Title:		Tax ID #:	
DelDOT #:		Date:	

**I. TRAFFIC IMPACT STUDY**

	Yes	No	N/A
Traffic Impact Study Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Required Offsite Improvements (Reference TIS Requirements)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Improvements (Please list on reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Agreement has been executed for offsite improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Agreement has been executed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. STATE MAINTAINED HIGHWAYS – REQUIRED RIGHT-OF-WAY & EASEMENTS**

Local – 30 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major / Minor Collector or Minor Arterial – 40 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Arterial or Freeway – 50 ft. <sup>(1)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Right-of-Way to meet requirements. “An Additional X-Feet is Herby Dedicated to Public Use as per this plat” <sup>(1)(2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way shown on both sides of frontage roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way is dimensioned and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15’ Permanent Easement for a shared-use path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight Triangles using AASHTO <i>Policy on Geometric Design of Highways and Streets</i> have been shown and dimensioned <sup>(3)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Sight Easements have been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Reference: Section 3.6: Right-of-Way and Figure 3-3			
(2) Reference Section 3.6.5: Dedication of Right-of-Way			
(3) Reference Section 5.4: Sight Distance and Figure 5-22			

**III. TITLE SHEET PRESENTATION REQUIREMENTS**

Name of proposed business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of nearest town or county	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance number of roadway being assessed (i.e. County Road ###)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale displayed (1" = 30' is preferred, 1"=20' is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, address and telephone number of engineer or surveyor preparing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seal of engineer or surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

DelDOT General Notes (Appendix J)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow on all maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key map showing all crossroads (Size is 6" X 6", Scale is 1"=800')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Block Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Type of business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Gross acreage of property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Approximate gross leaseable floor plan area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Traffic generation (ADT) with trip distribution shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Peak hour traffic distribution in terms of vehicles per hour (vph)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Parking spaces required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Parking spaces furnished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. GENERAL PLAN REQUIRMENTS**

Legend of Line Work <sup>(4)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Set Backs Displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Location Position has been approved by DelDOT <sup>(5)(6)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Plan is at the required scale (1" = 30' is preferred, 1"=20' is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent entrance requirements are met based on speed limit <sup>(7)(8)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow shown on all plan views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curve and line table for each road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(4) Legend of line work should include, but is not limited to the following: 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.</p> <p>(5) Entrance must be able to be constructed within the limits of available Right-of-Way and Easements. Verification includes cross slopes, travelway widths, shoulder widths, foreslopes, and backslopes.</p> <p>(6) Reference Section 3.4.1: Site Plan Requirements for a full list of requirements</p> <p>(7) Reference Section 3.4.1.2: Adjacent Entrances for all requirements</p> <p>(8) Reference: Figure 3-1</p>			

**IV. TRAFFIC GENERATION<sup>(9)</sup>**

Traffic Generation Figure Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Movement Counts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posted Speed Limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Traffic Count on the roadway AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Generated ADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Projected 10-year AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck Percentage for Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Bus Projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest Edition ITE Manual Referenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<sup>(9)</sup> Reference Section 3.4.1.1: Traffic Information			

**V. AUXILLARY LANES**

Right-Turn Lane Warrants are met <sup>(10)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-Turn Lane Length and Layout is shown correctly <sup>(11)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Warrants are met <sup>(12)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Length and Layout is shown correctly <sup>(13)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Warrants are met <sup>(14)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Tapers and Layout are shown correctly <sup>(11)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike Accommodations at Entrance <sup>(11)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

Pavement Section for Auxiliary Lane has been approved by DelDOT Materials Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Reference: Figures 5-13, 5-14			
(11) Reference: Figures 5-9			
(12) Reference: Section 5.2.2.2 Left-Turn Lane, Figures 5-15, 5-16, 5-17, and 5-18			
(13) Reference: Figures 5-11			
(14) Reference: Figures 5-20			
(15) Reference: Figures 5-21			
(16) Reference Section 5.2.1: Bike Accommodations at Entrances			

V. ENTRANCE PLAN PRESENTATION REQUIREMENTS <sup>(17)</sup>

Property Lines shown near entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and tax parcel numbers of abutting land owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Existing & Proposed Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Right-of-Way lines labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Easements labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed finished grade contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Utility Poles, Signs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Roadway Lane Widths & Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Drainage Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed development sign(s) called out within 500' of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Limit of Construction shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed permanent sight distance easements labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Entrance Geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site parking layout shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance throat widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadway curves shown on each side of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any Crossovers <sup>(18)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections supplied at positions of interest (where the roadway widens, etc. or where constructability issues may occur)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections include the following:			
- Width of Through Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Proposed Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Bypass Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Drainage Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Slope of Roadside Embankment (front & back slope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cross Slope of Shoulder and Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections shown to scale (1"=5' Vertical, 1"=50' Horizontal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Construction Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA Compliant Ramps shown at Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramp Types Called Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bollards Shown for Shared Use Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) Reference: Section 4.4.2: Entrance Plan			
(18) Reference: Section 5.2.2.4: Crossovers			

VI. ENTRANCE DESIGN AND CONSTRUCTION<sup>(19)</sup>

Typical Section of Entrance Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Curb meets DelDOT Requirements and extends 25' past entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

radii			
Pavement Sections have been determined and displayed with correct labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Tie-in detail shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance pavement section layers meet minimum and maximum depth requirements based on the ADT of the site <sup>(20)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Items Numbers Included <sup>(21)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Number (SN) displayed for all pavement section layers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At a Minimum, the Frontage Road is Improved to its Functional Classification Standards across the property Frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed spot elevations tangent to the roadway every 25 feet or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed spot elevations on radii every 10 feet and at the PC/PT point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten foot wide shared-use path along the frontage of the roadway (Path is inside 15' Permanent Easement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks that are compliant with ADA law are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19) Reference: Section 5.2: Entrance Design Guidelines			
(20) Reference: Figure 5-28			
(21) Reference: Standard Items Special Provisions			

**VII. MAINTENANCE OF TRAFFIC**

Correct MOT cases have been listed with all required notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT General Notes are Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT Approval (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. SIGNING AND STRIPING**

Signing and striping plans submitted as a separate plan sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend included for signing and striping plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Walk Detail Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16" white stop bar shown and dimensioned 4' (minimum) behind crosswalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle Lane Detail Shown (R4-4), where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Break-A-Way details shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Comments Provided (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IX. DRAINAGE<sup>(22)</sup>**

Drainage Report <sup>(23)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage – Pipes, Inlets, Ditches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules for Pipes, Catch Basins, Manholes, etc. <sup>(24)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Angles for storm water constructability has been verified <sup>(25)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HDPE Pipe Notes and Coverage details are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Size met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flared end sections shown for all pipes over 15"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Coverage for storm water constructability has been verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Connection with catch basin meets depth requirements <sup>(26)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Inlets can accommodate proposed pipe size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct Inlet Top has been specified (Type B for curbed, Type A for lawn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flared End Section are used with Child Safe Covers where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riprap shown at all pipe outfall locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT's Subdivision Drainage details and notes are incorporated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Pond–show 2, 10 & 100 yr. elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*

Ditches shown have a 2' (minimum) flat bottom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(22) Reference: Section 5.7: Drainage Design			
(23) Reference: Section 5.7.2.8 Drainage Report. Drainage report is required for the verification of pipe sizes, area, actual and full flow pipe velocities, hydraulic grade line (HGL), pipe cover velocities, stabilization and spread on the roadways.			
(24) Reference: Figures 4-3, 4-4			
(25) Piper Cover/Angle Worksheet has been completed and submitted			
(26) Reference: DelDOT Standard Details for depth requirements			

**IX. ROAD PROJECTS IN THE AREA**

Road Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridor Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR-1 Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X. MISCELLANEOUS ITEMS EFFECTING ENTRANCE**

Denial of Access found	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Entrances Adjoining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Entrance can be shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XI. REQUIRED FORMS & FEES FOR ENTRANCE REVIEW**

Initial Stage Calculation Form <sup>(27)</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Stage Calculation Form <sup>(27)</sup>			
Construction Stage Fee			
Commercial Entrance Design checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(27) Reference: Appendix C			

**XII. PLANS REQUIRED FOR APPROVAL**

Entrance only (Subdivision Streets are Private / City Run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Street Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XIII. ENTRANCE PLAN COMMENTS**

1 <sup>st</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XIV. ENTRANCE PLAN APPROVALS**

No Objection letter sent (date of letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval (date of letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**XV. ADDITIONAL COMMENTS:**

---



---



---



---

---

---

---

---



**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
<b>Title Sheet</b>					
Upper Right Title Block					
1	County - project initiation form				
2	Maintenance road number - project initiation form				
3	Sheet numbers				
4	Total sheets				
Design Designation					
5	Functional class – functional class maps or INFORM				
6	Type of construction – project initiation form				
7	AADT – planning				
8	DHV - planning				
9	Design speed – <i>Road Design Manual</i>				
10	% Trucks – planning				
11	Directional distribution – planning				
Index of Sheets					
12	Follow “Suggested Sequence of Sheets” document				
Approved Design Exceptions					
13	From contract files				
Center Title Block					
14	Project title – project initiation form				
15	State contract number - project initiation form				
16	Federal aid project number - project initiation form				
17	Mile posts – from VAX Road Inquiry or Road Information application or INFORM				
18	Roadway length				
19	Structure length				
20	Total length				
Project Location Map					
21	North arrow				
22	Major routes and roads labeled				
23	Contract limits highlighted and stationing limits shown				
<b>Plan Sheet Index</b>					

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
	<b>General</b>				
24	Scale bar				
25	North arrow				
	<b>Title Block</b>				
26	Contract number				
27	County				
28	FAP number – denote by “See Title Sheet”				
29	Sheet number				
30	Total sheets				
	<b>Sheet Producers</b>				
31	Preliminary Tracing – initials of drafter				
32	Design – initials of designer				
33	Checked – initials of reviewer				
	<b>Sheet Layout</b>				
34	Mainline alignment with stationing (stationing runs South-to-North or West-to-East)				
35	Mainline road name				
36	Side street alignment with stationing				
37	Side street road name				
38	Subdivision names, etc. if side roads are not prevalent				
39	Begin contract station (mainline)				
40	End contract station (mainline)				
41	Limit(s) of construction station (side street alignment)				
42	Sheet borders with sheet type identifiers				
	<b>Sheet Type Legend</b>				
43	Use different symbol (circle, square, octagon, etc.) for each sheet type (plan, profile, grades and geometrics, drainage, construction phasing, MOT and erosion control plans, signing, striping and conduit plans, etc.)				
	<b>Legend Sheet</b>				
	<b>General</b>				
	<b>Title Block</b>				
44	Contract number				
45	County				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
46	FAP number – denote by “See Title Sheet”				
47	Sheet number				
48	Total sheets				
Sheet Producers					
49	Preliminary Tracing – initials of drafter				
50	Design – initials of designer				
51	Checked – initials of reviewer				
Existing, Proposed and Utility Legends					
52	Existing detail and proposed construction legend symbols should not be altered				
53	Additional proposed construction symbols may be given in the area provided				
54	Utilities on the project and their corresponding standard symbols must be shown				
<b>General and Project Notes</b>					
General					
Title Block					
55	Contract number				
56	County				
57	FAP number – denote by “See Title Sheet”				
58	Sheet number				
59	Total sheets				
Sheet Producers					
60	Preliminary Tracing – initials of drafter				
61	Design – initials of designer				
62	Checked – initials of reviewer				
General Notes					
63	Project erosion potential checked off				
64	Disturbed area noted				
Project Notes					
65	Organized by Standard Specification sections (100, 200, 300, etc.) (See list of Commonly Used Project Notes)				
66	Do not repeat Standard Specifications or Special Provisions				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
67	Earthwork Summary complete				
<b>Typical Sections</b>					
General					
Title Block					
68	Contract number				
69	County				
70	FAP number – denote by “See Title Sheet”				
71	Sheet number				
72	Total sheets				
Sheet Producers					
73	Preliminary Tracing – initials of drafter				
74	Design – initials of designer				
75	Checked – initials of reviewer				
Typical Sections					
76	Typical sections arranged by increasing stations from bottom of the page to the top of the page				
77	Normal sections and superelevated sections are shown				
78	Separate typical sections for transition areas are generally not necessary				
79	Existing pavement, physical features and original ground shown with dashed lines				
80	Identify type and thickness of existing pavement				
81	Proposed pavement and appurtenances shown with solid lines and shading				
82	Proposed topsoil shown with solid lines and darker shading				
83	Surfacing materials, curb and gutter, safety appurtenances, etc. referenced using identifiers				
84	Thickness of material, if applicable, placed next to identifier				
85	Label construction baseline and right-of-way baseline				
86	Identify proposed lane widths, shoulder widths, median widths, clear zones, existing and proposed right-of-way widths, sidewalk/multi-use path width, ditch width and depth, etc.				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
87	LOC shown				
88	PGA and/or POR shown				
89	Ditch PGA shown				
90	Side slopes given				
91	Pavement cross-slope shown				
92	Underdrain locations shown				
Typical Section Legend					
93	Provide descriptions of identifiers used on typical sections				
94	Use specification item numbers to call out each individual material used to construct				
95	Be sure that specification item name is correct				
<b>Horizontal and Vertical Control</b>					
General					
96	Scale bar				
97	North arrow				
Title Block					
98	Contract number				
99	County				
100	FAP number – denote by “See Title Sheet”				
101	Sheet number				
102	Total sheets				
Sheet Producers					
104	Preliminary Tracing – initials of drafter				
105	Design – initials of designer				
106	Checked – initials of reviewer				
Datum Reference Note					
107	Horizontal – This contract is referenced to the Delaware State Plane Coordinate System (NAD 83)				
108	Vertical – This contract is referenced to NAVD 88, based on State of Delaware GPS Benchmark XXXX – Elevation XXX.XX feet				
Construction Alignment Control Schedule					
109	List the following types of points in this schedule:				
110					

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
111					
112					
113					
114					
115	On long tangent sections, POT points are feet				
<b>Alignment Layout</b>					
116	Mainline alignment				
117	Mainline stationing				
118	Mainline road name				
119	Construction baseline label				
120	Tangent bearing(s)				
121	Point of beginning				
122	Point(s) of curvature & curve identification number(s)				
123	Point(s) of intersection and curve identification number(s)				
124	Point(s) of tangency and curve identification number(s)				
125	Point of ending				
126	Side street alignment(s)				
127	Side street stationing				
128	Side street name(s)				
129	Tangent bearing(s)				
130	Station equation(s) tying side street(s) stationing to mainline stationing				
<b>Curve Information</b>					
131	Curve identification number				
132	Curve type (circular)				
133	Radius				
134	Delta				
135	Length of curve				
136	Degree of curve				
137	Tangent length				
138	Middle ordinate				
139	Chord length				
140	Chord bearing				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
	<b>Horizontal and Vertical Control Data Schedule</b>				
141	All traverse points should be listed in this schedule listing traverse point number, station, offset, northing, easting and elevation.				
	<b>Traverse Points</b>				
142	Label all traverse points with traverse point number and type (DelDOT cap, rebar, spike, PK nail, GPS marker, etc.)				
	<b>Traverse Point Diagrams</b>				
143	Create traverse point diagram detailing how each traverse point has been physically tied down via dimensions to fixed points located in surveying data (Usually three tie points are used for each traverse point)				
144	Number of traverse point diagrams are determined by the designer, but should at a minimum include diagrams at the beginning of the alignment, end of alignment, at intersecting roadways and at an interval of no longer than 1000 ft.				
	<b>Construction Plans</b>				
	<b>General</b>				
145	Scale bar				
146	North arrow				
	<b>Title Block</b>				
147	Contract number				
148	County				
149	FAP number – denote by “See Title Sheet”				
150	Sheet number				
151	Total sheets				
	<b>Sheet Producers</b>				
152	Preliminary Tracing – initials of drafter				
153	Design – initials of designer				
154	Checked – initials of reviewer				
	<b>Construction Baseline (Mainline and Side Streets)</b>				
155	Construction baseline layout & stationing				
156	Construction baseline road name				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
157	Begin contract station				
158	End contract station				
159	Limit(s) of work stationing				
160	Match line stationing				
<b>Existing Right-of-Way</b>					
161	Right-of-way baseline (Usually the same as the construction baseline)				
162	Label existing right-of-way lines				
163	Dimension existing right-of-way lines from baseline (construction or right-of-way)				
164	Label and dimension easements (PE, drainage, sewer, etc.)				
<b>Property Information</b>					
165	Label property lines (PL or "Z")				
166	Label property/parcel information				
167	Parcel number (1-R, 1-L, etc.)				
168	Tax Parcel ID number				
169	Parcel owner information				
170	Deed information/instrument number				
171	Blanket easement information (record number & owner)				
<b>Existing Survey Features</b>					
172	Pattern linear features (fences, woods lines, ditches, guardrail, underground utilities, etc.)				
173	Label surface materials (hot-mix, concrete, stone, grass, etc.)				
174	Label landscape materials (tree sizes, woods, planters, wall heights, etc.)				
175	Label all drainage features (curb types, pipe sizes, material & flow direction, etc.)				
176	Label all structure features (one story frame house, shed, porch, deck, etc.)				
177	Label all utility features (utility pole owner information/number, etc.)				
178	Rotate existing signs, guy wires, valves, fire hydrants, etc. to appropriate orientation (Example: alignment or sheet orientation vs. direction sign faces)				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
<b>Proposed Construction Features</b>					
179	Pattern all proposed linear features (curbs, guardrail, etc.)				
180	Place all proposed construction cells and identifiers (drainage inlets, junction boxes, manholes, right-of way monuments, etc.)				
181	Place all construction directive identifiers (Remove by Contractor, Adjust by Contractor, Do Not Disturb, etc.)				
182	Proposed pavement shaded				
183	Pavement width dimensions given at transition points and beginning and near match lines on each sheet				
184	Proposed saw cut locations shown and noted				
185	Proposed drainage pipe shown with flow arrows				
186	Proposed stormwater management facility locations shown				
187	Clear zone (CZ) patterned, labeled and dimension shown				
188	Limits of construction (LOC) patterned and labeled				
<b>Proposed Construction Schedules</b>					
189	Curbs				
190	Curb ramp				
191	Drainage inlets				
192	Junction boxes				
193	Manholes				
194	Pipe				
195	Flared end section				
196	Convert to junction box				
197	Underdrain				
198	Guardrail				
199	Barrier				
200	Right-of-way monument				
<b>Proposed Right-of-Way</b>					
201	Parcel identifiers given for parcels with right-of-way impacts (R/W, PE, TCE)				
202	Proposed right-of-way widths shown				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
203	Fee acquisitions and easements patterned and labeled (R/W, DA, PE, TCE)				
<b>Profile</b>					
<b>General</b>					
204	Scale bar (horizontal and vertical)				
<b>Title Block</b>					
205	Contract number				
206	County				
207	FAP number – denote by “See Title Sheet”				
208	Sheet number				
209	Total sheets				
<b>Sheet Producers</b>					
210	Preliminary Tracing – initials of drafter				
211	Design – initials of designer				
212	Checked – initials of reviewer				
213	Construction baseline stationing given on horizontal axis				
214	Elevations given on vertical axis				
215	Road name labeled under horizontal axis				
<b>Existing Profile Grade Line (Mainline and side road)</b>					
216	Existing profile grade line shown (thin, dashed line)				
217	Existing grades given every 50’ to the left of station line (vertical grid line)				
218	Existing drainage system shown (thin, dashed lines)				
219	Soil profiles shown				
220					
221					
222	on shown				
<b>Proposed Profile Grade Line (Mainline and side road)</b>					
223	Proposed profile grade line (heavy, solid line)				
224	Proposed grades given every 50’ to the right of station line (vertical grid line)				
225	PVC (point of vertical curvature) station labeled on profile				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
226	PVI (point of vertical intersection) station labeled on profile				
227	PVT (point of vertical tangency) station labeled on profile				
228	Proposed drainage system shown (heavy, solid line and shaded)				
229	Drainage identifiers shown				
<b>Vertical Curve Data</b>					
230	Curve type (symmetric parabolic or asymmetric parabolic)				
231	Direction (sag or crest)				
232	L - length of vertical curve				
233	G1 – ahead tangent grade				
234	G2 – back tangent grade				
235	E – external distance				
236	K – L/A (Length of vertical curve divided by algebraic grade difference)				
237	M – middle ordinate distance				
<b>Grades and Geometrics</b>					
<b>General</b>					
238	Scale bar				
239	North arrow				
<b>Title Block</b>					
240	Contract number				
241	County				
242	FAP number – denote by “See Title Sheet”				
243	Sheet number				
244	Total sheets				
<b>Sheet Producers</b>					
245	Preliminary Tracing – initials of drafter				
246	Design – initials of designer				
247	Checked – initials of reviewer				
<b>Grades</b>					
248	Pavement cross slopes denoted by cross slope percentage and direction arrow given at break points (Break point denoted by + station on construction baseline or profile grade line)				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
249	Splined pavement grades around intersecting roadways should be given at 10' intervals along the intersection curves				
250	In transition areas from normal crown to full superelevation, pavement grades should be given every 50' along pavement cross slope break lines or a superelevation diagram should be included				
251	Grades should be given at the face of curb or at the edge of gutter pan for curb and gutter (where grades cannot be obtained from typical sections)				
252	Grades and offsets for special roadside ditches should be given at 50' intervals				
<b>Geometrics</b>					
253	Pavement widths given at all break points (Break point denoted by + station on construction baseline or profile grade line) or coordinates shown at all pavement width and sidewalk break points				
254	Show radius of all intersection curves and island curves				
<b>Geometry Layout Schedule</b>					
255	Point type				
256					
257	Curve				
258					
259					
260	Point number				
261	Baseline station				
262	Baseline offset (+ right of baseline, - left of baseline)				
263	North coordinate				
264	East coordinate				
265	Elevation (if not given on plan view)				
<b>Stormwater Management Plans (Stormwater Management Section to provide)</b>					
266					
<b>Construction Details</b>					
<b>General</b>					

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
	<b>Title Block</b>				
267	Contract number				
268	County				
269	FAP number – denote by “See Title Sheet”				
270	Sheet number				
271	Total sheets				
	<b>Sheet Producers</b>				
272	Preliminary Tracing – initials of drafter				
273	Design – initials of designer				
274	Checked – initials of reviewer				
275	Details organized on sheet by placing a border around each item being detailed				
276	Title given at the center bottom, inside of the border box for item being detailed (special drainage inlet, butt joint, energy dissipater, etc.)				
277	Sufficient views provided within the border to construct item (plan, elevation, section A-A, section B-B, etc.)				
278	Item view title labeled below each view (plan, elevation, section A-A, etc.)				
279	Item view scale given below the item view title (1/16”=1’, 1/2”=1’, etc.)				
280	Sufficient dimensioning provided to construct item				
	<b>Bridge Details (Bridge Section to provide)</b>				
281					
	<b>Environmental Compliance Plan (from Environmental Section)</b>				
	<b>General</b>				
282	Scale bar				
283	North arrow				
	<b>Title Block</b>				
284	Contract number				
285	County				
286	FAP number – denote by “See Title Sheet”				
287	Sheet number				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
288	Total sheets				
Sheet Producers					
289	Preliminary Tracing – initials of drafter				
290	Design – initials of designer				
291	Checked – initials of reviewer				
292	Natural Resource notes				
293	Cultural Resource notes				
294	Legend				
<b>Construction Phasing, MOT and Erosion Control</b>					
General					
295	Scale bar				
296	North arrow				
Title Block					
297	Contract number				
298	County				
299	FAP number – denote by “See Title Sheet”				
300	Sheet number				
301	Total sheets				
Sheet Producers					
302	Preliminary Tracing – initials of drafter				
303	Design – initials of designer				
304	Checked – initials of reviewer				
Project Notes and Details – Construction Phasing, MOT and Erosion Control					
305	Notes and details that apply throughout each phase of the project, including permanent warning signs				
Phase I – Construction Phasing, MOT and Erosion Control					
306	Phase I work areas shaded				
307	Phase I traffic control devices and configurations shown				
308	Phase I temporary work zone signing shown				
309	Phase I temporary striping shown				
310	Phase I construction sequence by major work items				
311	Phase I special details (on separate sheet				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
	if necessary)				
312	Phase I Traffic Control notes				
313	Phase I Erosion Control notes				
314	Phase I Erosion Control schedule shown				
Phase II, III, etc. – Construction Phasing, MOT and Erosion Control					
315	See Phase I listing				
<b>Detour Plans (from Traffic Section)</b>					
General					
316	Scale bar				
317	North arrow				
Title Block					
318	Contract number				
319	County				
320	FAP number – denote by “See Title Sheet”				
321	Sheet number				
322	Total sheets				
Sheet Producers					
323	Preliminary Tracing – initials of drafter				
324	Design – initials of designer				
325	Checked – initials of reviewer				
<b>Landscaping Plans</b>					
General					
326	Scale bar				
327	North arrow				
Title Block					
328	Contract number				
329	County				
330	FAP number – denote by “See Title Sheet”				
331	Sheet number				
332	Total sheets				
Sheet Producers					
333	Preliminary Tracing – initials of drafter				
334	Design – initials of designer				
335	Checked – initials of reviewer				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

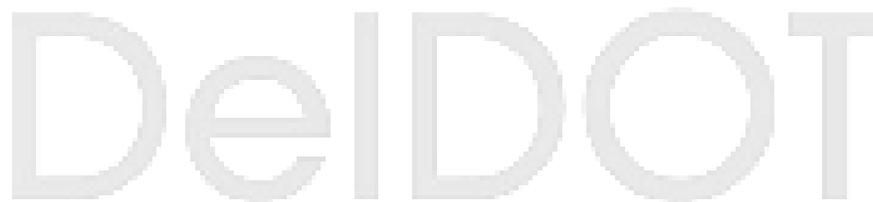
	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
<b>Project Landscape Notes and Details</b>					
336	Landscaping notes				
337	Planting details				
<b>Landscaping Plan</b>					
338	Landscaping symbols and identifiers shown				
339	Landscaping legend shown				
340	Landscaping schedule shown				
341					
342					
343					
344	Certified Landscape Architect stamp/seal				
<b>Lighting Plans</b>					
<b>General</b>					
345	Scale bar				
346	North arrow				
<b>Title Block</b>					
347	Contract number				
348	County				
349	FAP number – denote by “See Title Sheet”				
350	Sheet number				
351	Total sheets				
<b>Sheet Producers</b>					
352	Preliminary Tracing – initials of drafter				
353	Design – initials of designer				
354	Checked – initials of reviewer				
355	Lighting symbols and identifiers shown				
356	Lighting standard schedule shown				
357	Lighting service schedule shown				
358	Lighting notes shown				
359	Special lighting details shown				
<b>Signing, Striping and Conduit Plans</b>					
<b>General</b>					
360	Scale bar				
361	North arrow				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
<b>Title Block</b>					
362	Contract number				
363	County				
364	FAP number – denote by “See Title Sheet”				
365	Sheet number				
366	Total sheets				
<b>Sheet Producers</b>					
367	Preliminary Tracing – initials of drafter				
368	Design – initials of designer				
369	Checked – initials of reviewer				
370	Pavement markings legend shown				
371	Markings identifiers shown				
372	Signing legend shown				
373	Sign cells shown with appropriate legend number				
374	ITS conduit run identifiers shown				
375	ITS conduit legend shown				
<b>Traffic Signal Plans (from Traffic Section)</b>					
<b>General</b>					
376	Scale bar				
377	North arrow				
<b>Title Block</b>					
378	Contract number				
379	County				
380	FAP number – denote by “See Title Sheet”				
381	Sheet number				
382	Total sheets				
<b>Sheet Producers</b>					
383	Preliminary Tracing – initials of drafter				
384	Design – initials of designer				
385	Checked – initials of reviewer				
<b>Conduit run schedule shown</b>					
386	Conduit run identifiers shown				
387	Signal notes shown				
388	Signal pole, cabinet boxes, junction well, etc.				

**OFF-SITE IMPROVEMENT PLAN REVIEW CHECKLIST**

	<b>Construction Plan Sheet</b>	<b>Survey</b>	<b>Preliminary</b>	<b>Semi-Final</b>	<b>Final</b>
	locations shown				
389	Proposed right-of-way shown				
<b>Quantity Summary (Prepared through VAX)</b>					
<b>Cross Sections</b>					
390	Stationing of cross sections is from the bottom of the page to the top				
391	Stationing is shown under the cross section with baseline elevation given				
392	Construction baseline shown				
393	Right-of-way line (existing and proposed) shown				
394	Limit of construction shown				
395	Roadway box shown				
396	Underground (overhead if necessary) utility locations Shown				
397	Retaining wall or noise wall locations shown				
398	Cut and fill figures given				



**RIGHT-OF-WAY PLAN CHECKLIST**

(To be turned in with each plan submission)

Item	Remarks
State contract number	
Project name	
Location	
Type of request	
Date of request	
Date of completion	
In House project (*Team support will provide)	
Consultant project (+Team support will provide)	
<b>Checklist for Existing Right-of-Way Verification</b>	
*Check old contracts for previous acquisitions; If not as acquired, contact team support	
*Check miscellaneous road files for acquisitions through Falcon electronic archives	
*Check with Real Estate for excess land inventory plats for any right-of-way reservations	
*Check bridge maintenance plan through Falcon electronic archives for bridge right-of-way data	
*+Check soil conservation for existing tax ditches	
*Check existing subdivisions, commercial, businesses, etc. for right-of-way dedication	
*+Check incorporated town agreements	
*Flag unusual right-of-way acquisitions	
Place existing right-of-way and other data acquired from the previous plans	
<b>Checklist for Current Ownership Verification</b>	
Prepare a mosaic of the project using the County's property maps	
*Make a copy of the current owners from the County's property report from the internet	
Update the mosaic by comparing your mosaic map to County's original maps (Internet or County Tax Map Books)	
*By using the County's website, place current owner names on the plans	
*+Acquire Tax Ditch Manager's names, normally three (3)	
Apply County's assessment number to each parcel	

**RIGHT-OF-WAY PLAN CHECKLIST**

(To be turned in with each plan submission)

Item	Remarks
*Make a copy of plans, deeds, wills, etc. for team support files	
<b>Title Sheet Requirements</b>	
Title block	
Labeled "Right-of-way Plans"	
Location map	
Begin acquisition – end acquisition identification	
Scale	
North arrow	
Current approval blocks (If in doubt, contact Quality)	
Current revision blocks (If in doubt, contact Quality)	
<b>Title Block Requirements</b>	
County	
State contract number	
Federal aid project number	
Project name	
Plan sheet number	
Total sheets	
<b>Property Mosaic</b>	
Project location map (property mosaic)	
Road systems	
Project survey baselines	
Begin acquisition – end acquisition identification	
Property lines	
Parcel ownership	
Parcel numbers	
Individual plan sheet key guide and identification	
Scale	
North arrow	
<b>Survey Plan Review Plan Sheet Requirements</b>	
Title block	
Revision block	
North arrow	
Scale	

**RIGHT-OF-WAY PLAN CHECKLIST**

(To be turned in with each plan submission)

Item	Remarks
Survey baseline and stationing [points of intersect (PIs), points of termination (PTs)]	
Construction baseline and stationing	
Dimensions between baseline and centerline	
Existing right-of-way lines located, labeled and dimensioned from the baseline	
Existing denial of access	
Individual property requirements	
Existing property lines	
Property traverse closures (only upon request by right-of-way)	
Parcel numbers	
Ownership of record	
Deed record number	
Plot existing easements and note blanket easements	
Proper use of symbols	
<b>Preliminary Plan Review Plan Sheet Requirements</b>	
Previous comments addressed or legitimate written responses	
Proposed right-of-way lines including PEs and TCEs (heavier than existing)	
Proposed construction line-work including drainage	
Limits of construction	
Typical section requirements	
Label and dimension existing right-of-way	
Label and dimension proposed right-of-way	
Limits of construction	
Label side slopes	
Plot and label existing utilities and easements	
<b>Semi-Final Plan Review Plan Sheet Requirements</b>	
Previous comment addressed or legitimate responses	
Proposed right-of-way width dimensions	
Proposed curve data (radius, arc length, chord bearing and distance)	
Proposed denial of access lines	
Begin and end stations of denial of access lines	

**RIGHT-OF-WAY PLAN CHECKLIST**

(To be turned in with each plan submission)

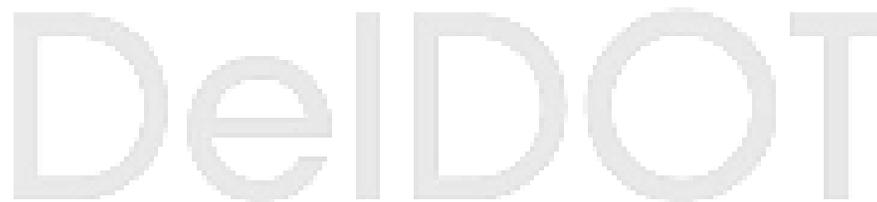
Item	Remarks
Limits of construction (must include all work)	
Permanent easements	
Temporary easements	
Identification line for proposed “Toe” and “Top” of slope	
Offsets at right-of-way line breaks and property lines	
Improvements within 100 feet of right-of-way lines	
Pertinent physical features and pertinent topography	
Update owner names	
Proposed stormwater management	
Proposed utilities	
Proposed landscaping	
Proposed lighting	
Proposed signals	
Proposed erosion and sediment control	
Environmental Compliance Sheet	
Proposed signing and striping	
Maintenance of traffic	
<b>Data Table Sheet Requirements</b>	
Title block	
Revision block	
Assessment number	
Project parcel numbers	
Parcel ownership of record	
Type of acquisition	
Point numbers	
Metes and bounds (R/W, PEs and TCEs)	
Areas (square feet and acres)	
Right-of-way point data table	
<b>Tabulation Sheet Requirements</b>	
Title block	
Revision block	
Project parcel numbers	
Parcel County Assessment numbers	
Parcel ownership of record	

**RIGHT-OF-WAY PLAN CHECKLIST**

(To be turned in with each plan submission)

Item	Remarks
Plan sheet location numbers	
Parcel construction baseline station location numbers	
Parcel recorded reference per instrument of record (title source)	
Space for Right-of-way Recordation Reference	
Total property areas before acquisition	
Areas of acquisition	
Area occupied by existing right-of-way	
Area remaining (left and right)	
Area of permanent easements	
Area of temporary easements	
Space for remarks	

Additional revisions required:	
Reviewed by:	
Date:	



**ENTRANCE DESIGN CHECKLIST**

- DelDOT File No. \_\_\_\_\_  
PLUS No. \_\_\_\_\_ RPC No. \_\_\_\_\_ DAC No. \_\_\_\_\_
1. Development Name: \_\_\_\_\_ Urban \_\_\_\_\_ Rural \_\_\_\_\_
  2. Tax Parcel I.D. No. \_\_\_\_\_
  3. Traffic Generation Rate: \_\_\_\_\_ ADT; \_\_\_\_\_ Peak Hour; % Peak \_\_\_\_\_
  4. Number, Weight and Type of trucks using entrance weekly: \_\_\_\_\_

**Analysis of Warrants for Deceleration Lane and Bypass Lane:**

5. Highway Posted Speed: \_\_\_\_\_
6. Right Turns in \_\_\_\_\_ VPD; AM Peak \_\_\_\_\_; PM Peak \_\_\_\_\_
7. Left Turns in \_\_\_\_\_ VPD; AM Peak \_\_\_\_\_; PM Peak \_\_\_\_\_
8. Traffic on Existing Road: \_\_\_\_\_ AADT; \_\_\_\_\_ Peak Hour %

**Length Requirements based on Warrants**

9. Deceleration Lane: \_\_\_\_\_ Ft. ; Bypass Lane: \_\_\_\_\_ Ft.
10. Highway Functional Classification: \_\_\_\_\_  
*(Curbed entrance generally required on Minor or Principal Arterial)*
11. Required Sight Distance: \_\_\_\_\_ Ft. [See AASHTO Criteria]
12. Actual Sight Distance: \_\_\_\_\_ Ft. Left; \_\_\_\_\_ Ft. Right.

13. Is site drainage directed to Highway Drainage System? \_\_\_\_\_ YES;  
\_\_\_\_\_NO.

If YES, drainage plans and calculations required.

14. Has a title search been performed on this property? \_\_\_\_\_ YES;  
\_\_\_\_\_NO.

If YES, did the Title Search indicate any easements or denial of access to any roadway adjacent to the property? \_\_\_\_\_ YES; \_\_\_\_\_NO.

**CERTIFICATE OF ACCURACY:**

I hereby certify that I am a Registered Professional Engineer or Professional Land Surveyor in the State of Delaware and that the above information has been verified to be true and accurate and the design conforms to DelDOT's *Standards and Regulations for Subdivision Streets and State Highway Access*.

Prepared by: \_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

