



DelDOT – Development Coordination

Minor Subdivision Checklist

Please note: This form is required for all Minor Subdivision plan submissions

Please check items below as necessary (Section & Figure Links reference the [Development Coordination Manual](#))

- Are there 5 lots or less (including residual lands)? Yes, continue No, see [Dev Coord Gate-Keeping Checklist](#)
- Are public internal streets/access-ways being created? Yes, see Checklist above No, continue
- Commercial Development/Redevelopment? Yes, see Checklist above No, continue
- Copy of [Initial Stage Fee Calculation Form](#) and confirmation of online payment uploaded to PDCA
- Electronic plans & documents uploaded to PDCA for all submittals.

Plan Requirements (3.3.2)

- North Arrow Property Corners Location Map Legend
- Roadway Name, Maintenance Number, and Functional Classification
 - (i.e. Bowers Beach Road – KCR 018, Minor Collector) [See Functional Classification Map](#)
- Existing and proposed lot lines labeled (including any to be extinguished)
- Accurate existing right-of-way (ROW) lines labeled and dimensioned

Dedication/Reservation of Right-of-Way (3.2.5.2) - verify required minimum ROW width ([Figure 3.2.5-a](#))

- Local Road: 30 feet of ROW from physical centerline of road ([Figure 3.2.5-b](#))
- Two-lane Arterials and Collectors: 40 feet of ROW from physical centerline of road ([Figure 3.2.5-c](#))
- Multi-lane Arterials, Collectors, Freeways, and Expressways: 30 feet of ROW from outermost edge of through lane(s) ([Figure 3.2.5-d](#))
- Does the existing ROW meet the minimum standards listed above? Yes, skip to **Spacing** requirements
 No, continue (a dedication* or reservation* is required)
- Does the 143rd Assembly, [Senate Bill 49](#), ([House Amend. No. 2](#)) apply? No, skip to next bullet
 Yes, include these reservation* notes: ***A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs .***

Senate Bill 49 (House Amend. No. 2) of the 143rd Assembly applies since the parcel(s) being subdivided are continued to be used as a farm or farmland or is being transferred to a family member(s) for the purpose as the principal residence or farmland.

- Was the ROW for the State-maintained roadway previously acquired as permanent easement (A) or previously acquired in fee (B)?
 - (A) Dedicate* additional ROW from the centerline & add this note: ***A(n) X-foot wide strip of right-of-way from the centerline is hereby dedicated to the State of Delaware as per this plat.***
 - (B) Dedicate* additional ROW from the existing ROW line & add this note: ***An additional X-feet of right-of-way is hereby dedicated to the State of Delaware as per this plat.***

* ROW reservation/dedication does not apply to the residual parcel.

Spacing of driveways and entrances ([Figure 1.2.1-a](#))

- Show and dimension location of: Existing and Proposed driveways Utility poles
 Distance to nearest intersection(s) Consider “Combined Residential Access” if possible
- Confirm all entrances (proposed vs existing) are spaced per [Figure 1.2.1-a](#)
 - Minor Collectors & Local Roads: space entrances @ Min. 150’ O.C. or combined
 - Minor Arterials & Major Collectors: space entrances @ Min. 250’ O.C. or combined
 - Principal Arterials (excludes limited access): space entrances @ Min. 400’ O.C. or combined

Minor Subdivision Checklist (continued)

Sight Distance (5.4)

- Sight distance triangles shown on plan for proposed entrances
- Calculated distances are projected by “line-of-sight” from accurate decision point (See [Worksheet](#) note 3)
- [Intersection Sight Distance Worksheet](#) uploaded to PDCA

Drainage Requirements [New Castle County Only] (5.7)

Title Block (3.4.2.1-A)

- | | |
|---|---|
| <input type="checkbox"/> Name of proposed residential development | <input type="checkbox"/> Name, address, and telephone number of owner and engineer/surveyor |
| <input type="checkbox"/> Name of town/hundred and county | <input type="checkbox"/> Owner’s signature (for final approval) |
| <input type="checkbox"/> Graphic scale | <input type="checkbox"/> Seal of Delaware Licensed engineer/surveyor |
| <input type="checkbox"/> Original date and revision dates | |

Data Block (3.4.2.1-B)

- | | |
|---|---|
| <input type="checkbox"/> Gross acreage of property | <input type="checkbox"/> Water provider |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Tax parcel number(s) |
| <input type="checkbox"/> Present use | <input type="checkbox"/> Total number of lots, existing and proposed |
| <input type="checkbox"/> Proposed use | <input type="checkbox"/> Proximity to identified Transportation Improvement Districts (TID) |
| <input type="checkbox"/> Posted speed limit on frontage road(s) | |
| <input type="checkbox"/> Sewer provider | |

Plan Notes

The following notes shall appear on **all** Minor Subdivision Plans:

- All entrances shall conform to DelDOT’s Development Coordination Manual (DCM) and shall be subject to its approval.**
- Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.**

Place the following notes on the Minor Subdivision Plan **IF** they apply to your project:

- If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be required to be from an internal subdivision street.
- Lot X, Lot X and Lot X shall have access to _CRXXX via the 50-foot wide ingress/egress easement.
- Lot X and Lot X shall have a combined access to _CRXXX.
- Lot X shall have a single access from _CRXXX, in which the entrance shall be along the X_ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.