

JAMIE WHITEHOUSE, AICP
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Sussex County

DELAWARE
sussexcountye.gov

Service Level Evaluation Request Form

This form shall be submitted to the Planning and Zoning Office who shall submit this form on behalf of Applicant, to the Delaware Department of Transportation (DelDOT) for their review and response. A DelDOT Service Level Response Letter shall be received prior to the scheduling of this Application's public hearing(s).

Date: _____

Application Type:

- ☐ Subdivision
☐ Conditional Use
☐ Change of Zone

Site Information:

Site Address/Location: _____

Tax Parcel Number(s): _____

Current Zoning: _____ Proposed Zoning: _____

Land Use Classification: _____

Total Site Acreage: _____

Acreage Considered for Application: _____

Proposed Use(s): Please provide as much detail as possible regarding the Application's proposed use.

- A. Change to existing structure(s): ☐ YES ☐ NO
B. Residential Land Use: ☐ YES ☐ NO



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 417
GEORGETOWN, DELAWARE 19947

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- Residential Type: _____
- Number of Units: _____

C. Non-Residential Land Use: ☐ YES ☐ NO

- Square Footage of proposed structure(s): _____
- Storage of Materials: ☐ Indoor ☐ Outdoor
- Hours of Operation: _____
- Number of Employees: _____
- Number of Events: _____ Per: ☐ Day ☐ Week ☐ Month ☐ Year
- Maximum Number of Attendees: _____

Applicant Information:

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Additional Contacts:

1. Name/Title: _____

Email Address: _____

2. Name/Title: _____

Email Address: _____

DelDOT's Preliminary Traffic Analysis Evaluation/Service Level Evaluation Report shall remain valid for three (3) years from the submission date provided there are no significant changes to the proposed land use, and subject to the discretion of the Sussex County Planning and Zoning Department.



Delaware Department of Transportation (DelDOT) Development Coordination Contacts:

Website: [Development Coordination - Delaware Department of Transportation](#)

Phone: 302-760-2080 or 800-652-5600

2020 MEMORANDUM OF UNDERSTANDING DEFINITIONS

TRAFFIC IMPACT STUDY (TIS)

A study conducted during the development approval process, in accordance with applicable DelDOT regulations, to determine the impacts that traffic generated by the proposed development will have on the surrounding street network and the improvements needed to the transportation system in order to mitigate those impacts.

AREA WIDE STUDY FEE (AWSF)

DelDOT regulations define an Area Wide Study Fee that, under certain conditions, DelDOT may accept when it would otherwise require a TIS. The fees accepted are used by DelDOT to subsidize the preparation of studies of larger areas than a TIS would normally address; they are not used to build improvements. Payment of the fee does not relieve a developer of responsibility to build or contribute toward transportation improvements.

TRAFFIC OPERATIONAL ANALYSIS (TOA)

An evaluation, or series of evaluations, conducted during the review of subdivision, land development and entrance plans, in accordance with applicable DelDOT regulations, primarily intended to determine site entrance location and movements to be allowed at the site entrance. These evaluations may include; Queuing Analysis, Highway Capacity Manual Analysis, and Crash Analysis.

TRAFFIC IMPACTS DEFINITIONS:

DIMINUTIVE

The proposed land use is expected to increase the trip generation of the subject land by fewer than 50 vehicle trips per day.

NEGLIGIBLE

The proposed land use is expected to increase the trip generation of the subject land by fewer than 50 vehicle trips in any hour and fewer than 500 vehicle trips per day.



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MINOR

The proposed land use is expected to increase the trip generation of the subject land by at least 50 vehicle trips in any hour but fewer than 200 vehicle trips in any hour or at least 500 vehicle trips per day, but fewer than 2,000 vehicle trips per day.

MAJOR

The proposed land use is expected to increase the trip generation of the subject land by more than 200 vehicle trips in any hour or more than 2,000 vehicle trips per day.

