

State of Delaware Comprehensive Plan Checklist

Municipal Code Requirements

Adapted from 22 Del. C. § 702 (b), except where otherwise noted

Municipality:

Population (2010 Census):

22 Del. C. § 702 (b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

Comprehensive Plan Requirements for ALL Communities

<i>Elements of Delaware Code</i>	<i>Page #s / Section</i>
Position on Population Growth	
Position on Housing Growth	
Position on Expansion of Boundaries	
Position on Development of Adjacent Areas	
Position on Redevelopment Potential	
Position on Community Character	
Position on the General Use of Land	
Position on Critical Community Development Issues	
Position on Key Infrastructure Issues	
Demonstrate coordination with State, County and other Municipalities	

Additional Elements of the Comprehensive Plan Required for Communities with more than 2000 persons

<i>Elements of Delaware Code</i>	<i>Page #s / Section</i>
Description of Physical, Demographic and Economic Conditions	
Policies, Statements, Goals and Planning Components for Public and Private Uses of Land	
Policies, Statements, Goals and Planning Components for Transportation	
Policies, Statements, Goals and Planning Components for Economic Development	
Policies, Statements, Goals and Planning Components for Affordable Housing	
Policies, Statements, Goals and Planning Components for Community Facilities	
Policies, Statements, Goals and Planning Components for Open Space and Recreation	
Policies, Statements, Goals and Planning Components for Protection of Sensitive Areas	
Policies, Statements, Goals and Planning Components for Community Design	
Policies, Statements, Goals and Planning Components for Adequate Water and Waste Water Systems	
Policies, Statements, Goals and Planning Components for Protection of Historical and Cultural Resources	
Policies, Statements, Goals and Planning Components for Annexation	
Policies, Statements, Goals and Planning Components for other Elements which in the opinion of the community best promotes health, safety prosperity and general public welfare.	

Other Code Requirements Linked to the Comprehensive Plan

<i>Elements of Delaware Code</i>	<i>Page #s / Section</i>
Sourcewater Protection (7 Del. C. § 6083), required for population of 2,000 or more	
Municipal Boundaries accurately depicted on maps, and recorded in county if applicable (City / Town Charters). Required for all municipalities.	





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Who would invest in a corporation if it didn't have a business plan? ...the same is true for a community if it doesn't have a plan. Every successful institution, whether a corporation or a community, needs a plan."

Ed McMahon, Charles E. Fraser Chair on Sustainable Development at the Urban Land Institute

This Municipal Comprehensive Plan Guide is intended to be used in conjunction with the checklist on the preceding page. The order that the plan requirements are listed in the Delaware Code is not a logical order to follow for the development of a comprehensive plan. This guide suggests a number of recommended plan elements, and arranges the code requirements and recommended analysis and plan data within those plan elements. We have also suggested maps that may be provided in conjunction with the various plan elements. This is not the only permissible way to develop a comprehensive plan to comply with State of Delaware code requirements. Even so, we hope that you find it helpful.

Maps

Summary: All comprehensive plans must contain various maps. These maps must include the most up to date data available, and should be created with Geographic Information System (GIS) software if possible. FirstMAP can be a resource if GIS is to be used. This guide lists the maps that should be created for each topic area.

Code Requirement(s):

Municipal Boundaries. The municipality's boundaries must be accurately depicted on all plan maps. The official boundaries for each municipality are found in the city or town charter. Please note that some charters require that an official boundary map be recorded in the relevant county recorder of deeds office. An initial step in map preparation is to verify that the municipal boundaries are up to date and recorded, if applicable.

Public Participation

Summary: All plans should have some provision for input by the public. Public input is most useful early in the planning process, and should help form the plan's goals and recommendations. The development of a community vision for the future is a useful exercise.

- **Public Participation Summary and Results.** The plan should include a section which describes the public participation process and summarizes the results. If developed, the vision statement could be contained in this section.
- **Maps.** None expected.

Demographics and Economic Conditions

Summary: The following population, economic, and employment data is important to characterize the residents of the town or city. The population characteristics will inform land development plan recommendations, especially in regards to housing and social services. The economic and employment data is important to characterize the economic base of the town or city, and will inform land development plan recommendations, especially in regards to industrial lands, employment centers, and economic development.



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Code Requirement(s):

Position on Population Growth. All municipalities must clearly articulate a position on population growth in their comprehensive plan.

Description of Physical, Demographic, and Economic Conditions. Municipalities with a population over 2,000 must include a description of physical, demographic, and economic conditions. It is recommended for municipalities with a population less than 2,000 as well. This summary should be drawn from the analysis described below as well as the analysis of housing, redevelopment, community development as well as other relevant plan elements.

Economic Development Plan. Municipalities with a population over 2,000 must include an Economic Development Plan. It is recommended for municipalities with a population less than 2,000 as well. The Economic Development Plan must include *policies, statements, goals, and planning components* which serve to define strategies and actions for attracting and retaining businesses and job opportunities to the community.

These policy positions and plan sections can be informed by the data and analysis described below:

- **Population Projections.** Recent population projections should be reported and analyzed. For larger cities, these can be obtained from the Delaware Population Consortium. For smaller towns, projections may be unavailable or difficult to obtain. It may be necessary to conduct mathematical projections based upon available data.
- **Demographics.** Demographic information about the population should be reported and analyzed. In the larger cities the Delaware Population Consortium can be a good resource. For all towns, the most recent Census data can be used.
- **Past Population Trends.** Historic population data from past Census reports should be reported, and trends analyzed. It should be sufficient to go back 30 or 40 years (in 10 year increments), although older data may be informative in certain cases.
- **Income and Poverty.** Income characteristics of the resident population, as compared to the county and the state. Also, the percentage of the population living below the poverty line should be detailed. This information may most easily be derived from the most recent US Census.
- **Economic Base / Major Employers.** Detail the major industries and employers in the town or city, including the number of employees in each.
- **Labor Market.** What are the characteristics of the local labor market? The labor market will most likely include the city or town and a large surrounding area. What is the unemployment rate for the area, as compared to the state and the county?
- **Employment Projections.** It may be beneficial to consider employment projections for the municipality and surrounding area. Traffic Analysis Zone data from DelDOT and the MPOs contains employment projections that can be adapted for comprehensive plans.
- **Maps and Charts.** Economic Development Plan Map. Physical Conditions Map. Charts, graphs and other visual aids may be helpful to demonstrate population trends and economic data.

Community Character

Summary: A community's character is defined by its history, urban form, natural environment, and other features that make the community unique. Plans should identify these elements, and include strategies to enhance them.



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Code Requirement(s):

Position on Community Character. All municipalities must clearly articulate a position on community character. This policy position can and should be informed by the analysis described below.

Historic and Cultural Resources Plan. Municipalities with a population over 2,000 must include a Historic and Cultural Resources Plan. It is recommended for municipalities with a population less than 2,000 as well, especially when there are noteworthy historic or cultural resources that contribute to community character. The Historic and Cultural Resources Plan must include *policies, statements, goals, and planning components* which serve to define the community's strategy and desires to preserve and enhance important community resources.

Community Design Plan. Municipalities with a population over 2,000 must include a Community Design Plan. It is recommended for municipalities with a population less than 2,000 as well. The Community Design Plan must include *policies, statements, goals, and planning components* which serve to define the community's strategy to encourage or require urban design methods which preserve and enhance the community's character. Often this plan element can be accomplished in conjunction with other relevant plan elements such as transportation (interconnectivity and sidewalks, for example) or historic preservation (design guidelines, for example)

These policy positions and plan sections can be informed by the data and analysis described below:

- **History of the Town or City.** It is important to note when the community was established and what the historical factors in its growth and development were. Also, what features from the early period of growth are still existing and valued by the community?
- **Physical Conditions.** A description of the general layout of the town and the physical condition of major elements in the built environment. This analysis of the built environment should consider the inventory and status of any historic and / or cultural resources, and the extent to which these resources contribute to the community. Also consider important environmental resources and features, to be described below in the Open Space, Recreation and Protection of Sensitive Areas element.
- **Community Character.** Describe what is unique about the community.
- **Complete Communities:** The state is promoting this concept as a framework to help Delaware communities plan for and manage growth, consider benefits of better community design, spur reinvestment in older communities, protect natural and environmental resources, understand the connection between land use and transportation planning, promote economic development and placemaking strategies, combat sprawl, and make more efficient use of limited funds for growth-related needs. A tool kit is available from the University of Delaware's Institute for Public Administration and can be found at <http://completecommunitiesde.org/>.
- **Healthy Communities:** The state is promoting this concept in conjunction with Complete Communities, in essence, to promote the development of communities where people have opportunities and the motivation to lead safer and healthier lives. A tool kit is available from the University of Delaware's Institute for Public Administration and can be found at <http://www.ipa.udel.edu/healthyDEtoolkit/>.
- **Maps.** Historic District map; perhaps a map illustrating elements of the Community Design Plan.

Housing

Summary: A description of the housing styles, housing stock, and conditions should serve as a starting point for evaluating the residential uses in the town. This information, in concert with the population and employment projections, will provide the basis for land use plan recommendations. Information about low to moderate income housing needs will allow for the provision of affordable housing.



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Code Requirement(s):

Position on Housing Growth. All municipalities must clearly articulate a position on housing growth in their comprehensive plan. This policy position can and should be informed by the data and analysis described below, and also the population growth data and policy position.

Affordable Housing Plan. Municipalities with a population over 2000 must include an Affordable Housing Plan. It is recommended for municipalities with a population less than 2000 as well. The Affordable Housing Plan must include *policies, statements, goals, and planning components* which serve to define the community's strategy for providing affordable housing for current and future residents.

These policy positions and plan sections can be informed by the data and analysis described below:

- **Housing Stock Inventory.** An inventory of the housing stock in the community, including the number and type of dwelling units. An inventory of the affordable housing resources should also be included.
- **Housing Pipeline.** How many housing units are approved and pending construction?
- **Housing Needs Analysis.** How many housing units, of which type, will be required to accommodate the existing and future population? Be sure to include affordable housing needs in the analysis.
- The **Affordable Housing Resource Center** is a website containing data and information about affordable housing that will be very helpful when preparing this plan element. It is provided by the Delaware State Housing Authority here: http://www.destatehousing.com/AffordableHousingResourceCenter/ot_toolbox.php
- **Maps.** A map of housing types and densities may be helpful.

Community Development and Redevelopment

Summary: An analysis of areas in the municipality that need revitalization and redevelopment, and a strategy to accomplish those goals. In addition, the municipality should review items and facilities which will improve the community as a whole. These programs may include such things as housing assistance or rehabilitation, replacement of infrastructure, or economic development activities intended to provide enhanced job opportunities. Few small municipalities will be able to accomplish these activities alone, so intergovernmental coordination will be important.

Code Requirement(s):

Position on Critical Community Development Issues. All municipalities must clearly articulate a position on the critical community development issues. This policy position can and should be informed by the analysis described above. Other plan sections may inform this policy position as well, notably housing among others.

Position on Redevelopment Potential. All municipalities must clearly articulate a position on redevelopment potential. This policy position can and should be informed by the analysis described above.

These policy positions can be informed by the data and analysis described below:

- **Review of Community Conditions.** The Comprehensive Plan should identify any critical community development issues that are present in the town.
- **Identification of Redevelopment Areas and Issues.** An inventory of areas within the community in need of revitalization or redevelopment, and a discussion of the issues which have led to their decline.



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- **Community Development Strategy.** A strategy to encourage and enable the redevelopment and revitalization of the areas described above. It can list policies and actions which serve to improve the quality of life in the community. This can be combined with the affordable housing element, or can be strategies which serve to complement housing activities (such as community policing, community facilities, infrastructure enhancements or economic development).
- **Maps.** Map illustrating community conditions; map illustrating redevelopment areas.

Infrastructure

Summary: This section involves an evaluation of the community facilities and major infrastructure of a town, primarily its water and wastewater system. Transportation infrastructure should also be considered. The systems should be evaluated for their adequacy and capacity to serve current and future growth.

Code Requirement(s):

Position on Key Infrastructure Issues. All municipalities must clearly articulate a position on key infrastructure issues. This policy position can and should be informed by the analysis of infrastructure described below. Other plan sections may inform this policy position as well, notably land use, annexation, housing, community design and environmental protection.

Community Facilities Plan. Municipalities with a population over 2,000 must include a Community Facilities Plan. It is recommended for municipalities with a population less than 2,000 as well. The Community Facilities Plan must include *policies, statements, goals, and planning components* which serve to improve and maintain the quality of public facilities and services. The plan should evaluate the adequacy of community facilities, and recommend improvements as necessary. This plan may be accomplished through the other relevant plan sections, such as water and wastewater and transportation.

Water and Wastewater Plan. Municipalities with a population over 2,000 must include a Water and Wastewater Plan. It will also be necessary for municipalities with a population less than 2,000 if they provide water or wastewater services. The Water and Wastewater Plan must include *policies, statements, goals, planning components and a map* which serve to define and critical infrastructure issues and describe the future enhancements and expansion of these systems to serve current and future growth areas. The ability of these systems to serve undeveloped areas in the town and any land desirable for annexation should be considered. Smaller municipalities (less than 2,000 population) that receive water and / or wastewater services from other utility providers should address these same issues in their plan in conjunction with the utility providers.

Sourcewater Protection. Municipalities with a population over 2,000 must include a Sourcewater Protection element. It is also recommended for municipalities with less than 2,000 population, especially if they have a water utility or any other public wells in their jurisdiction. This program is coordinated through the Department of Natural Resources and Environmental Control. This program is relevant to municipalities with public water systems and addresses the requirements of developing a program for appropriate to protect wellheads and excellent recharge areas. The requirements for comprehensive plans include a map and text as defined by DNREC. DNREC further recommends that this information be placed in the “Infrastructure” chapter of the comprehensive plan. See 7 Del. C. § 6083 for more information.

Transportation Plan. Municipalities with a population over 2,000 must include a Transportation Plan. It is recommended for municipalities with a population less than 2,000 as well, especially if there are transportation issues in the community. The Transportation Plan must include *policies, statements, goals, planning components and a map* which serve to define any critical transportation issues and strategies and actions to improve the transportation system which serves the town. This plan should be written in close coordination with DelDOT, and include descriptions of applicable programs such as Corridor Capacity Preservation.

These policy positions and plan sections can be informed by the data and analysis described below:



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- **Inventory of Community Infrastructure.** An inventory of the community’s water, wastewater, transportation, schools, public buildings and other community infrastructure. For water and sewer systems, treatment methods, capacities, and allocations should be considered.
- **Inventory and Analysis of Community Services.** An inventory of the services offered by the municipality, including any services (such as snow removal or trash pick – up) that have land use implications.
- **Total Maximum Daily Loads (TMDL).** This is a program that addresses water quality through stormwater management and other practices. This program will be relevant to municipalities that include or area adjacent to significant watercourses or located in “impaired” watersheds. DNREC has some suggested text and best management practices (BMPs) that should be included in the plan.
- **Corridor Capacity Preservation Program.** This program addresses access management strategies along major transportation corridors through the Department of Transportation. This program will be relevant to municipalities near Routes 1, 13, and 113 in Kent and Sussex Counties and Route 52 in New Castle County. Consideration of this program should be included in the Transportation Plan.
- **Maps.** Community Infrastructure Map; Community Facilities Plan Map; Water and Wastewater System Plan Map; Transportation Plan Map; Sourcewater Protection Plan Map.

Environmental Protection, Open Space, and Recreation

Summary: An analysis of the parks and recreation facilities available to the community. These facilities may be maintained by the municipality or other state or county agencies. Important open spaces should also be discussed, such as farmland, preserved lands, wetlands, or other environmentally sensitive lands that are important to the community in their natural or undeveloped state. The municipality should develop strategies to preserve and protect important sensitive natural areas.

Code Requirement(s):

Environmental Protection Plan. Municipalities with a population over 2,000 must include an Environmental Protection Plan. It is recommended for municipalities with a population less than 2,000 as well. The Environmental Protection Plan must include *policies, statements, goals, and planning components* which serve to define the community’s strategy to protect and preserve sensitive natural areas, and prevent development activities which are detrimental to the natural environment.

Open Space and Recreation Plan. Municipalities with a population over 2,000 must include an Open Space and Recreation Plan. It is recommended for municipalities with a population less than 2,000 as well. The Open Space and Recreation Plan must include *policies, statements, goals, and planning components* which serve to improve and maintain the quality of parks, recreation areas, and open spaces. The plan should include an analysis of the adequacy of recreation facilities for the community, and a plan for expansion if necessary.

These plan sections can be informed by the data and analysis described below:

- **Significant Natural Features.** Describe the overall topography and geology of the town. Also, note significant features such as woodlands, wetlands, streams, lakes, rivers, prime agricultural soils or other notable sensitive natural features.
- **Inventory of Open Space and Recreation Facilities.** Inventories of parks and recreational facilities. Also, an inventory of other open spaces that have been deemed important by the community. Areas which have important natural features that make development upon them undesirable for ecological reasons should be listed as well. This element may be accomplished through the other relevant plan sections, such as the community facilities plan.



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- **Agricultural Preservation.** Delaware has an active Agricultural Preservation Program administered through the Delaware Department of Agriculture (DDA). This program will be relevant to municipalities with agricultural preservation areas adjacent to their boundaries, or within their proposed annexation areas. It will also be relevant to municipalities in rural areas where farming is still an active land use near or within their jurisdiction. The comprehensive plan should address agricultural preservation issues where appropriate.
- **Climate Change:** The comprehensive plan should address climate change. Climate change impacts will vary regionally, but Delaware's agriculture, forests and wildlife, wetlands, fisheries, water resources, and coastal areas all could be affected in different ways—and even human health could be impacted. Changes in Delaware's average temperature, precipitation amount, and sea level have the potential to alter agricultural production and to affect local and regional hydrology, directly impacting the State's forests, wetlands, and estuarine environments. Information on this topic can be found at:
<http://www.dnrec.delaware.gov/ClimateChange/Pages/Climate%20change%20and%20Delaware.aspx>
- **Sea Level Rise:** The comprehensive plan should address sea level rise. Sea level rise affects more than beaches and oceanfront land owners. Sea level rise can increase the height of storm waves, making more areas vulnerable to storm damage. Sea level rise can inundate and flood low lying areas, causing losses to tidal wetlands, habitat, and agricultural areas. Sea level rise also can cause higher water tables and salt water intrusion, interfering with septic systems, drinking water and irrigation water. Where appropriate, adaptation strategies should be considered with appropriate steps taken with regard to the State's adaptation plan
<http://www.dnrec.delaware.gov/coastal/Pages/SeaLevelRiseAdaptation.aspx> .
- **Maps.** Environmental Features Map; Open Space and Recreation Facilities Plan Map; Environmental Protection Plan Map; Climate Change and Sea Level Rise Adaptation Map(s).

Land Use Plan

Summary: The land use plan evaluates existing land use within a municipality, then recommends proposed land use categories for all parcels in the community. The land use plan should be expressed as both text and a map or map series. The Land Use Plan represents a composite of recommendations for the community, and should be derived after an analysis of all relevant data found elsewhere in the plan.

Code Requirement(s):

Position on the General Use of Land. All municipalities must clearly articulate a position on the general use of land. This policy position can and should be informed by the analysis described in this section.

Land Use Plan. Municipalities with a population over 2,000 must include a Land Use Plan. It is recommended for municipalities with a population less than 2,000 as well. In fact, if smaller municipalities wish to regulate land use through zoning or other land use regulations a Land Use Plan is necessary. The Land Use Plan must include *policies, statements, goals, planning components and a map* which serve to define the proposed land uses for all areas (*both public and private*) within the municipality's jurisdiction. Particular attention should be given to the recommended land uses for lands which are vacant and likely to be developed. The Land Use Plan must show the desired future land uses for each parcel in the municipality. This data will form the basis for the required update of the zoning ordinance within 18 months of plan adoption.

These policy positions and plan sections can be informed by the data and analysis described below:

- **Existing Land Use.** A survey of the existing land uses in the town or city. Land which is currently vacant and developable should be identified. This element should be expressed as a map, although some text may be included. The existing land use element should provide existing land use information for each parcel as a result of a recent



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windshield survey or reliable parcel based building information. This analysis provides valuable baseline data on current conditions, and also may highlight opportunities for land use changes that will achieve community objectives as articulated in other sections of the plan.

- **Future Land Use.** An analysis should be conducted to determine the most advantageous future land use classifications for all of the parcels in the community. The future land use should be tied in with the vision of the community and the results of the various other planning elements, such as community character, affordable housing, redevelopment potential, environment and open space, etc. The analysis of both existing and future land use should be considered when developing the Land Use Plan.
- **Maps.** Existing Land Use Map; Future Land Use Map.

Annexation

Summary: This section should discuss the desired uses for the lands immediately surrounding the town or city, and designate lands which are desirable for annexation by the town. Expansion plans should be coordinated with adequate public facilities for the new area.

Code Requirement(s):

Position on Development of Adjacent Areas. All municipalities must clearly articulate a position on the development of adjacent areas in their comprehensive plan. This policy position can and should be based upon the analysis of surrounding land uses and comprehensive plans of adjacent and near-by jurisdictions.

Position on Expansion of Boundaries. All municipalities must clearly articulate a position on the expansion of their boundaries. This policy position can and should be informed by the analysis and position statements described above.

Annexation Plan. If the municipality would like to annex territory, an Annexation Plan is required. Municipalities with over 2,000 population are required to have an Annexation Plan regardless of whether or not they intend to annex. The Annexation Plan must include *policies, statements, goals, and planning components* which serve to define the community's strategy and desires for expansion through annexation. Capacity of public facilities and services should be analyzed as a part of this plan. The Annexation Plan must define a future land use for each parcel that is identified for annexation.

These policy positions and plan sections can be informed by the data and analysis described below:

- **Analysis of Surrounding Land Uses.** A map and analysis of the land uses surrounding the town or city. Particular attention should be paid to existing or proposed land uses which will affect the town.
- **Analysis of Comprehensive Planning Documents of Adjacent Jurisdictions.** An analysis of the future land use plans of the relevant county and any adjacent or near-by municipalities. These documents may include but are not limited to the State Strategies for Policies and Spending, the most up to date County (and/or municipal) plans, State Transportation Plans, etc. The analysis must demonstrate that the proposed Comprehensive Plan is compatible with the other relevant plans, or provide a compelling case for the proposed deviation. This analysis should involve coordination directly with staff and leadership of the county and any relevant municipalities, which is part of intergovernmental coordination (discussed below).
- **Analysis of Potential Annexation Areas.** A map and analysis of parcels adjacent to the community that have the potential to be annexed, and the relative desirability of annexation. The adequacy of facilities and infrastructure and future land use should be considered.



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- **Maps.** State Strategies in Vicinity of Municipality; Existing Land Use and Future Land Use in Adjacent Areas (from county and other municipal plans, as applicable); Annexation Plan Map (note: future land use must be identified for all parcels considered for annexation).

Intergovernmental Coordination

Summary: The plan should demonstrate that the municipality has coordinated with the State, its agencies, the county, and other municipalities during plan preparation. This section should include specify strategies for maintaining and improving those relationships as appropriate.

Code Requirement(s):

Demonstrate Coordination with State, County and Other Municipalities. All municipalities must demonstrate that they have interacted with and coordinated with the State, its agencies, the county, and other adjacent or near-by municipalities throughout the planning process. This can include documentation of participation in Pre-PLUS, PLUS, meetings held with other jurisdictions to discuss analysis and comparison of relevant planning documents, evidence that draft plans have been shared with other jurisdictions and that they have been invited to comment, or any other way of demonstrating interactions between jurisdictions.

Municipal Boundaries. The preparation of the comprehensive plan maps is an excellent opportunity to coordinate with the county mapping department and recorder of deeds to ensure that accurate information on municipal boundaries is shared by all parties. A procedure for keeping this information current should also be developed between the municipality and county. All plan maps must include accurate municipal boundaries. The official boundary maps must be properly recorded in municipalities where this is required by charter.

These topics can be informed by the data and analysis described below:

- **Description of Intergovernmental Relationships.** A description of the municipality's relationships with various other levels of government, such as counties, nearby towns, and the state. Also, it will be desirable to detail the relationships with important state agencies, such as DelDOT and DNREC.
- **Analysis and Comparison of Other Relevant Planning Documents.** As discussed in the Annexation section above, the analysis and comparison of other relevant planning documents can and should involve direct intergovernmental coordination with the relevant jurisdictions. This should be documented to demonstrate coordination.
- **Intergovernmental Coordination Strategy.** A strategy for coordinating planning actions with other government jurisdictions and agencies, as defined above.
- **Maps.** None specific to this section. However, please note the requirement for accurate municipal boundaries for all maps as described above, as well as the requirement for recordation found in some charters.

Other Plan Elements

Summary: Each municipality is unique, and may have planning issues or concerns that are not covered in the list above. Municipalities may add these other elements to their comprehensive plan at their discretion, and are encouraged to do so.

- **Maps.** Possible, depending on the nature of the other plan element(s).



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Implementation

Summary: Plans should be systematically implemented through a series of policies and regulations. The plan should identify how existing regulations support the plan, and suggest new policies and regulations as needed to implement the plan. In some cases, where more research or study is required, additional plans or plan elements may be recommended for completion after plan adoption.

Code Requirement(s):

Zoning Map Revisions. The zoning map is a key implementation tool which must be consistent with the Land Use Plan. Zoning maps should be revised as needed concurrently or shortly after plan adoption. The zoning map must be revised to comply with the land use plan within 18 months of plan adoption.

These topics can be informed by the data and analysis described below:

- **Evaluation of Current Codes and Ordinances.** Evaluate the municipality's current codes and ordinances to determine whether or not they support the intent and goals of the plan. A listing should be made of codes and ordinances that do not, and these should be scheduled for revisions. In some cases, the recommendations of the Land Use Plan will require the addition of new regulations in these codes.
- **Implementation Plan.** It may be very helpful to develop an implementation work plan which lists actions and policies that the municipality can take to systematically implement the plan.
- **Maps.** Zoning map revisions may be necessary. The zoning map does not need to be a part of the comprehensive plan, and in fact there are some reasons why it would not be advisable to include a zoning map in a comprehensive plan. Consult your municipal solicitor for advice on this topic.