

Preliminary Land Use Service (PLUS) Application Municipal Comprehensive Plans

Delaware State Planning Coordination
122 Martin Luther King, Jr. Blvd • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

Please complete this “PLUS application in its entirety. **All questions must be answered. If a question is unknown at this time or not applicable, please explain.** Unanswered questions on this form could lead to delays in scheduling your review. This form will enable the state staff to review the project before the scheduled meeting and to have beneficial information available for the applicant and/or developer at the time of review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090. Possible resources for completing the required information are as follows:

www.state.de.us/planning
www.dnrec.state.de.us/dnrec2000/
[www.dnrec.state.de.us/DNRECeis/
datamil.delaware.gov](http://www.dnrec.state.de.us/DNRECeis/datamil.delaware.gov)
www.state.de.us/deptagri/

**Preliminary Land Use Service (PLUS) Application
Municipal Comprehensive Plans**

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Name of Municipality:	
Address:	Contact Person:
	Phone Number:
	Fax Number:
	E-mail Address:

Date of Most Recently Certified Comprehensive Plan: _____

Information prepared by:	
Address:	Contact Person:
	Phone Number:
	Fax Number:
	E-mail Address:

Maps Prepared by:	
Address:	Contact Person:
	Phone Number:
	Fax Number:
	E-mail Address:

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General Plan Approval Process

- Step 1:** Draft prepared by local government.
- Step 2:** Planning Commission and/or Legislative Body approves to send to PLUS at the time the plan is released for public review.
- Step 3:** PLUS meeting, application submitted by 1st business day of the month for that month's meeting.
- Step 4:** State comments submitted to local government within 20 business days of meeting.
- Step 5:** Local government replies to state comments in writing and submits revised plan to Office of State Planning Coordination (O S P C) for review.
- Step 6:** OSPC requires 20 working days to reply to revised plan. State sends a letter accepting changes or noting discussion items.
- Step 7:** Once you receive the Office of State Planning Coordination letter stating that all certification items have been addressed, your Planning Commission and Council should adopt the plan pending State certification. We strongly recommend that your Council adopt the plan by ordinance. The ordinance should be written so that the plan will go into effect upon receipt of the certification letter from the Governor.
- Step 8:** Send our office a copy of the ordinance (or other documentation) that formally adopts your plan along with an electronic or paper copy of the final plan. We will forward these materials to the Governor for consideration. At the discretion of the Governor a certification letter will be issued to your town. The plan is effective on the date of adoption.
- Step 9:** Once you receive your certification letter, please forward two (2) bound paper copies and one electronic copy of your plan to our office for our records. It is suggested that you incorporate a copy of the State's PLUS letter and the Governor's certification letter into the final comprehensive plan document.

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Comprehensive Plan / Amendment Checklist¹

Please check yes or no as to whether the following information has or has not been included in the comprehensive plan and indicate page numbers where information may be found.

Public Participation	Yes	No	Page # / Sections
Public Participation Summary and Results			

Population Data and Analysis	Yes	No	Page #
Past Population Trends			
Population Projections			
Demographics			
Position on Population Growth			

Housing	Yes	No	Page #
Housing Stock Inventory			
Housing Pipeline			
Housing Needs Analysis			
Position on Housing Growth			
Affordable Housing Plan			

Annexation	Yes	No	Page #
Analysis of Surrounding Land Uses			
Annexation Plan			

Redevelopment Potential	Yes	No	Page #
Identification of Redevelopment Areas and Issues			
Redevelopment Strategy			
Community Development Strategy			

¹ Please go to the following website for detailed checklist information:
<http://www.state.de.us/planning/services/circuit.shtml>.

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Community Character	Yes	No	Page #
History of the Town or City			
Physical Conditions			
Significant Natural Features			
Community Character			
Historic and Cultural Resources Plan			
Community Design Plan			
Environmental Protection Plan			

Land Use Plan	Yes	No	Page #
Existing Land Use			
Land Use Plan			

Critical Community Development and Infrastructure Issues	Yes	No	Page #
Review of Community Conditions			
Inventory of Community Infrastructure			
Inventory and Analysis of Community Services			
Water and Wastewater Plan			
Transportation Plan			
Community Development Plan			
Community Facilities Plan			

Intergovernmental Coordination	Yes	No	Page #
Description of Intergovernmental Relationships			
Intergovernmental Coordination Strategy			
Analysis and Comparison of Other Relevant Planning Documents			

Economic Conditions	Yes	No	Page #
Economic Base / Major Employers			
Labor Market			
Income and Poverty			
Economic Development Plan			

Open Space and Recreation	Yes	No	Page #
Inventory of Open Space and Recreation Facilities			
Open Space and Recreation Plan			

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Implementation Strategies	Yes	No	Page #
Evaluation of Current Codes and Ordinances			
Zoning Map Revisions			
Zoning and Subdivision Code Revisions			
Implementation Plan			
Coordination with Other Government Agencies			

Other State Programs, Policies, and Issues	Yes	No	Page #
Total Maximum Daily Loads			
Corridor Capacity Preservation Program			
Agricultural Preservation Program			
Sourcewater Protection			

Additional Comments:

Summary:
