Preliminary Land Use Service (PLUS) Application
Municipal Comprehensive Plans

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

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
www.state.de.us/deptagri/

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

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:

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

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.**

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

Comprehensive Plan / Amendment Checklist[1]

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.

Preliminary Land Use Service (PLUS) Application

Municipal Comprehensive Plans

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

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	○	○	

Delaware State Planning Coordination
540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5561

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: