

**Office of State Planning Coordination**  
**Preliminary Land Use Services (PLUS) Checklist**

**Step 1: Property Owner/Developer contacts local jurisdiction regarding development**

**Step 2: Local jurisdiction reviews Certified Comprehensive Plan for consistency**

- *If the development request is inconsistent with the Certified Plan, the development cannot proceed.*

**Step 3: Local jurisdiction reviews Memorandum of Understanding (if applicable) and/or checklist to determine if development is required to be reviewed through PLUS process.**

- The following actions are subject to the review process unless otherwise specified in the MOU:
  - (1) Major residential subdivisions with internal road networks and more than 50 units, excluding previously recorded residential subdivisions of any size which have not been sunsetted.
  - (2) Any non-residential subdivision involving structures or buildings with a total floor area exceeding 50,000 square feet, excluding any previously approved and recorded non-residential subdivision regardless of floor area size, or any site plan review involving structures or buildings with a total floor area exceeding 50,000 square feet, excluding any previously approved and recorded non-residential site plan review regardless of floor area size.
  - (3) Rezoning, conditional uses, site plan reviews and/or subdivisions, within environmentally sensitive areas, as identified within any local jurisdiction's comprehensive plan as certified under Title 29, §9103.
  - (4) Annexations inconsistent with the local jurisdiction's comprehensive plan as certified under Title 29, §9103.
  - (5) Applications for rezoning if not in compliance with the local jurisdiction's comprehensive plan as certified under Title 29, §9103.
  - (6) Any other project which is required to be referred to the State for pre-application review by local jurisdiction regulations.
  - (7) Any local land use regulation, ordinance or requirement referred to the Office of State Planning Coordination by a local jurisdiction

for the purpose of providing the jurisdiction with advisory comments. The land use regulations, ordinances or requirements that are to be referred to the Office of State Planning Coordination may be specified in a jurisdiction's Memorandum of Understanding.

- (8) County and municipal comprehensive plans as required by Titles 9 and 22 of the Delaware Code.
- (9) Any applicant which volunteers to participate in the pre-application review process and shall make such requests in writing to the Office of State Planning Coordination

**Step 3: Applicant applies to The Office of State Planning for a PLUS meeting**

- Information received by the first of each month will be placed on that month's agenda. The PLUS meetings are scheduled for the fourth Wednesday of each month.
- Comments are sent to the developer with a copy to the local government within 20 days of the date of the PLUS meeting. This letter will include any comments received from State Agencies.

**Step 4: Applicant applies to Local jurisdiction for approval.**

- The application should include a letter from the owner/developer stating how they address any State concerns.
- Town should send the Office of State Planning a copy of the application, including the letter regarding any issues. The Town will be notified if the applicant has had any further discussions to resolve issues related to the original PLUS response letter.

**Step 5: Local Action on the Development**

**Step 6: Notification of the State**

- Once the application is approved or denied, the Town should notify the Office of State Planning so that our records may be updated.

**PLUS Tips and Guidelines:**

- The developer should begin the process early enough to meet with State agencies, receive comments and resolve issues relating to the comments.
- Local government staff should attend the PLUS meeting to be part of the discussion regarding the project.