

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

Delaware State Planning Coordination

122 William Penn Street • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-6958

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

Preliminary Land Use Service (PLUS) Application  
Municipal Comprehensive Plans

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<b>Name of Municipality: City of Milford</b>	
<b>Address:</b> City of Milford PO Box 159 Milford, DE 19963	<b>Contact Person: Gary J. Norris, AICP</b>
	<b>Phone Number: (302) 422-6616 x174</b>
	<b>Fax Number: (302) 424-5933</b>
	<b>E-mail Address: gnorris@milford-de.gov</b>

**Date of Most Recently Certified Comprehensive Plan:** 2003 (with amendments as recently as 2006)

**Link to draft plan**

[http://stateplanning.delaware.gov/comp\\_plans/milford\\_2008\\_comp\\_plan/index.html](http://stateplanning.delaware.gov/comp_plans/milford_2008_comp_plan/index.html)

<b>Information prepared by: Gary J. Norris, AICP</b>	
<b>Address:</b> City of Milford PO Box 159 Milford, DE 19963	<b>Contact Person: Gary J. Norris, AICP</b>
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<b>Maps Prepared by: URS Corporation</b>	
<b>Address:</b> URS Corporation 1200 Philadelphia Pike Wilmington, DE 19809	<b>Contact Person: Laura E. Konwinski</b>
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## **General Plan Approval Process**

- Step 1: Draft prepared by local government.**
- Step 2: Planning Commission and/or Legislative Body approves draft plan to send to PLUS.**
- Step 3: PLUS meeting, application submitted by 1<sup>st</sup> 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 (if necessary) to the 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 or if no changes are necessary see step 7.**
- Step 7: Certification letter will be sent within 10 business days of final submission to OSPC.**
- Step 8: The local jurisdiction shall adopt the plan as final following certification. Plan is effective on the date of adoption.**
- Step 9: A copy of the final document and written notification of adoption is to be sent to OSPC.**

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## **Comprehensive Plan / Amendment Checklist<sup>1</sup>**

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.

<b>Public Participation</b>	<b>Yes</b>	<b>No</b>	<b>Page # / Sections</b>
Public Participation Summary and Results	X		Bk 4, Pg 2/31

<b>Population Data and Analysis</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Past Population Trends	X		Bk 1, Pg 28
Population Projections	X		Bk 1, Pg 32
Demographics	X		Bk 1, Ch 6
Position on Population Growth	X		Bk 1, Pg 28

<b>Housing</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Housing Stock Inventory	X		Bk 1, Pg 20
Housing Pipeline	X		Bk 1, Pg 21/22
Housing Needs Analysis	X		Bk 1, Pg 26
Position on Housing Growth	X		Bk 1, Pg 21/22
Affordable Housing Plan	X		Bk 1, Pg 25

<b>Annexation</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Analysis of Surrounding Land Uses	X		Bk 1, Pg 80
Annexation Plan	X		Bk 1, Pg 80

<b>Redevelopment Potential</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Identification of Redevelopment Areas and Issues	X		Bk 1, Pg 19
Redevelopment Strategy	X		Bk 1, Pg 19
Community Development Strategy	X		Bk 1, Ch 8

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

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<b>Community Character</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
History of the Town or City	X		Bk 1, Pg 12
Physical Conditions	X		Bk 1, Pg 11
Significant Natural Features	X		Bk 1, Pg 13
Community Character	X		Bk 1, Ch 4
Historic and Cultural Resources Plan	X		Bk 1, Ch 4
Community Design Plan	X		Bk 1, Pg 41
Environmental Protection Plan	X		Bk 1, Pg 68

<b>Land Use Plan</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Existing Land Use	X		Bk 3
Land Use Plan	X		Bk 3

<b>Critical Community Development and Infrastructure Issues</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Review of Community Conditions	X		Bk 1, Ch 9
Inventory of Community Infrastructure	X		Bk 1, Ch 9
Inventory and Analysis of Community Services	X		Bk 1, Ch 9
Water and Wastewater Plan	X		Bk 1, Ch 9
Transportation Plan	X		Bk 1, Pg 59
Community Development Plan	X		Bk 1, Ch 9
Community Facilities Plan	X		Bk 1, Ch 9

<b>Intergovernmental Coordination</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Description of Intergovernmental Relationships	X		Bk 2
Intergovernmental Coordination Strategy	X		Bk 2
Analysis and Comparison of Other Relevant Planning Documents	X		Bk 2

<b>Economic Conditions</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Economic Base / Major Employers	X		Bk 1, Ch 5
Labor Market	X		Bk 1, Ch 5
Income and Poverty	X		Bk 1, Ch 5
Economic Development Plan	X		Bk 1, Ch 5

<b>Open Space and Recreation</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Inventory of Open Space and Recreation Facilities	X		Bk 1, Ch 8
Open Space and Recreation Plan	X		Bk 1, Ch 8

