

**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/

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Name of Municipality: City of Newark	
Address:	Contact Person: Michael Fortner
	Phone Number: 302/366-7030
	Fax Number: 302/366-7160
	E-mail Address: mfortner@newark.de.us

Date of Most Recently Certified Comprehensive Plan: October 2008

Michael Fortner

Information prepared by: Michael Fortner	
Address:	Contact Person: Michael Fortner
	Phone Number: 302/366-7030
	Fax Number: 302/366-7160
	E-mail Address: mfortner@newark.de.us

Maps Prepared by: Martin Wolloston, Nicole Mini, and Nicole Seymore	
Address:	Contact Person: Martin Wolloston
	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	<input type="radio"/>	<input type="radio"/>	Ch1: p 4-7

Population Data and Analysis	Yes	No	Page #
Past Population Trends	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p13
Population Projections	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p20
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p10-19
Position on Population Growth	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p20

Housing	Yes	No	Page #
Housing Stock Inventory	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5:p46
Housing Pipeline	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p47
Housing Needs Analysis	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p54
Position on Housing Growth	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p55
Affordable Housing Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p47

Annexation	Yes	No	Page #
Analysis of Surrounding Land Uses	<input checked="" type="radio"/>	<input type="radio"/>	Ch 11: 144
Annexation Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 11: 144

Redevelopment Potential	Yes	No	Page #
Identification of Redevelopment Areas and Issues	<input checked="" type="radio"/>	<input type="radio"/>	Ch 10: p122
Redevelopment Strategy	<input checked="" type="radio"/>	<input type="radio"/>	Ch 10: p124
Community Development Strategy	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p51

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	<input checked="" type="radio"/>	<input type="radio"/>	Ch 1: p3
Physical Conditions	<input checked="" type="radio"/>	<input type="radio"/>	Ch 1: p1
Significant Natural Features	<input checked="" type="radio"/>	<input type="radio"/>	Ch 1: p1
Community Character	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p15
Historic and Cultural Resources Plan	<input type="radio"/>	<input checked="" type="radio"/>	App A: a
Community Design Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 9: p105
Environmental Protection Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 7: 79

Land Use Plan	Yes	No	Page #
Existing Land Use	<input checked="" type="radio"/>	<input type="radio"/>	Ch 10: p114
Land Use Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 10: p212

Critical Community Development and Infrastructure Issues	Yes	No	Page #
Review of Community Conditions	<input checked="" type="radio"/>	<input type="radio"/>	Ch 4: p29
Inventory of Community Infrastructure	<input checked="" type="radio"/>	<input type="radio"/>	Ch 4: p29
Inventory and Analysis of Community Services	<input checked="" type="radio"/>	<input type="radio"/>	Ch 4: p29
Water and Wastewater Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 4: p29
Transportation Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 6: p59
Community Development Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 5: p51
Community Facilities Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 4: 35

Intergovernmental Coordination	Yes	No	Page #
Description of Intergovernmental Relationships	<input checked="" type="radio"/>	<input type="radio"/>	Ch 12
Intergovernmental Coordination Strategy	<input checked="" type="radio"/>	<input type="radio"/>	Ch 12
Analysis and Comparison of Other Relevant Planning Documents	<input checked="" type="radio"/>	<input type="radio"/>	Ch 1: p7

Economic Conditions	Yes	No	Page #
Economic Base / Major Employers	<input checked="" type="radio"/>	<input type="radio"/>	Ch 9: p100
Labor Market	<input checked="" type="radio"/>	<input type="radio"/>	Ch 9: 101
Income and Poverty	<input checked="" type="radio"/>	<input type="radio"/>	Ch 2: p17
Economic Development Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 9: 109

Open Space and Recreation	Yes	No	Page #
Inventory of Open Space and Recreation Facilities	<input checked="" type="radio"/>	<input type="radio"/>	Ch 8: p91
Open Space and Recreation Plan	<input checked="" type="radio"/>	<input type="radio"/>	Ch 8: p89

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Implementation Strategies	Yes	No	Page #
Evaluation of Current Codes and Ordinances	<input checked="" type="radio"/>	<input type="radio"/>	Ch 10: p116
Zoning Map Revisions	<input type="radio"/>	<input type="radio"/>	N/A
Zoning and Subdivision Code Revisions	<input type="radio"/>	<input type="radio"/>	N/A
Implementation Plan	<input type="radio"/>	<input type="radio"/>	Ch 12
Coordination with Other Government Agencies	<input type="radio"/>	<input type="radio"/>	Ch 12

Other State Programs, Policies, and Issues	Yes	No	Page #
Total Maximum Daily Loads	<input type="radio"/>	<input type="radio"/>	Ch 7 p79
Corridor Capacity Preservation Program	<input type="radio"/>	<input type="radio"/>	Ch 7:p80
Agricultural Preservation Program	<input type="radio"/>	<input type="radio"/>	
Sourcewater Protection	<input type="radio"/>	<input type="radio"/>	Ch 7:p80

Additional Comments:

The Plan is available at the City of Newark's website at the link below _____
<http://www.cityofnewarkde.us/index.aspx?nid=854> _____

Summary:

The Newark Comprehensive Development Plan has the following chapters: _____
 Chapter 1 Introduction; Chapter 2 Community Profile; Chapter 3 Vision; Chapter _____
 4 Public Utilities; Chapter 5 Housing; Chapter 6 Transportation; Chapter 7 _____
 Environmental Quality; Chapter 8 Parks, Open Space, and Recreation; Chapter _____
 9 Economic Development; Chapter 10 Land Use; Chapter 11 Annexation; and _____
 Chapter 12 Implementation/Coordination _____
