

Preliminary Land Use Service (PLUS) Application
Municipal Comprehensive Plans
Pre-update review request

Delaware State Planning Coordination
122 Martin Luther King Jr. Blvd., South • 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
www.state.de.us/deptagri/

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| | |
|---|---|
| Name of Municipality: Town of Milton | |
| Address: 115 Federal Street Milton, DE 19968 | Contact Person: Robin Davis |
| | Phone Number: 302-684-4110 |
| | Fax Number: 302-684-8999 |
| | E-mail Address: rdavis@ci.milton.de.us |

Plan certification date: May 2010

Link to the plan

<http://www.ci.milton.de.us/Boards,CommissionsandCommittees/ComprehensivePlanCommittee/2010ComprehensivePlan>

| | |
|---|---|
| Information prepared by: Town of Milton | |
| Address: 115 Federal Street Milton, De 19968 | Contact Person: Robin Davis |
| | Phone Number: 302-684-4110 |
| | Fax Number: 302-684-8999 |
| | E-mail Address: rdavis@ci.milton.de.us |

| | |
|---|---|
| Maps Prepared by: CABA Associates (No longer Town Engineer of record) | |
| Address: 144 S. Governors Avenue P.O. Box 877 Dover, DE 19903 | Contact Person: Robert Kerr |
| | Phone Number: 302-674-9280 |
| | Fax Number: 302-674-1099 |
| | E-mail Address: rwk@cabe.com |

General Plan Approval Process

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- 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 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 (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 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 | | X | |

| Population Data and Analysis | Yes | No | Page # |
|-------------------------------------|------------|-----------|---------------|
| Past Population Trends | X | | 8 |
| Population Projections | X | | 8 |
| Demographics | X | | 11-12 |
| Position on Population Growth | | X | |

| Housing | Yes | No | Page # |
|----------------------------|------------|-----------|---------------|
| Housing Stock Inventory | X | | 13 |
| Housing Pipeline | X | | 9-10 |
| Housing Needs Analysis | X | | 14 |
| Position on Housing Growth | | X | |
| Affordable Housing Plan | | X | |

| Annexation | Yes | No | Page # |
|-----------------------------------|------------|-----------|-----------------|
| Analysis of Surrounding Land Uses | X | | 25-26 |
| Annexation Plan | X | | 53-55, Exh G |

| Redevelopment Potential | Yes | No | Page # |
|--|------------|-----------|------------------------|
| Identification of Redevelopment Areas and Issues | X | | 48-51 |
| Redevelopment Strategy | X | | 48-51 |
| Community Development Strategy | X | | 44-45, 51-52, 56 |

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 | X | | 5-7 |
| Physical Conditions | X | | 19-26 |
| Significant Natural Features | X | | 15-19 |
| Community Character | X | | 5-7 |
| Historic and Cultural Resources Plan | X | | 49-50 |
| Community Design Plan | X | | 46-51 |
| Environmental Protection Plan | | X | |

| Land Use Plan | Yes | No | Page # |
|----------------------|------------|-----------|---------------|
| Existing Land Use | X | | Exh E |
| Land Use Plan | X | | 46-51 |

| Critical Community Development and Infrastructure Issues | Yes | No | Page # |
|---|------------|-----------|---------------|
| Review of Community Conditions | X | | 19-25 |
| Inventory of Community Infrastructure | X | | 39-44 |
| Inventory and Analysis of Community Services | X | | 37-45 |
| Water and Wastewater Plan | X | | 39-44, 52 |
| Transportation Plan | X | | 31-37 |
| Community Development Plan | X | | 19-25 |
| Community Facilities Plan | X | | 19-25 |

| Intergovernmental Coordination | Yes | No | Page # |
|--|------------|-----------|---------------|
| Description of Intergovernmental Relationships | X | | 56 |
| Intergovernmental Coordination Strategy | X | | 56 |
| Analysis and Comparison of Other Relevant Planning Documents | | X | |

| Economic Conditions | Yes | No | Page # |
|---------------------------------|------------|-----------|-----------------|
| Economic Base / Major Employers | X | | 13-14 |
| Labor Market | X | | 12 |
| Income and Poverty | X | | 12 |
| Economic Development Plan | X | | 19-25, 44-45 |

| Open Space and Recreation | Yes | No | Page # |
|----------------------------------|------------|-----------|---------------|
|----------------------------------|------------|-----------|---------------|

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| | | | |
|---|----------|--|--------------|
| Inventory of Open Space and Recreation Facilities | X | | 38-39 |
| Open Space and Recreation Plan | X | | 52 |

| Implementation Strategies | Yes | No | Page # |
|---|------------|-----------|---------------|
| Evaluation of Current Codes and Ordinances | X | | 53 |
| Zoning Map Revisions | X | | 53 |
| Zoning and Subdivision Code Revisions | X | | 53 |
| Implementation Plan | X | | 53-56 |
| Coordination with Other Government Agencies | X | | 56 |

| Other State Programs, Policies, and Issues | Yes | No | Page # |
|---|------------|-----------|---------------------------|
| Total Maximum Daily Loads | | X | |
| Corridor Capacity Preservation Program | | X | |
| Agricultural Preservation Program | X | | 30, Exh D2 |
| Sourcewater Protection | | X | |

Additional Comments:

Not all of the titles on the checklist match the titles in the current Comprehensive Plan and several items are noted in multiple locations. Every effort was made to identify the page(s) which best describes each topic.

Summary:

State mandated review of the Comprehensive Plan is required in 2015. The town is in the initial planning phase of the review process. The Town of Milton is requesting the reviewing agencies provide suggestions for revisions and improvements. Also include any required code changes implemented after the certification of this plan which must be incorporated in the scheduled update.