



Bureau of Planning & Zoning
435 W. Hamilton Street
Allentown, PA 18101-1699
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**Application Checklist:
Major Subdivision - Preliminary/Final**

Please complete the following checklist for all Major Subdivision applications. All applications must be submitted electronically through the Citizen Self Service Portal (CSS). In addition, two (2) paper sets of all plans must be submitted to the Planning Office.

☐ **Initial Submission:** Submit a complete application 30 days prior to the next Allentown City Planning Commission (ACPC) meeting.*

☐ **Resubmittal:** Submit a complete application 25 days prior to the next ACPC meeting.*

****Only complete applications will submitted to the ACPC for review.***

Application Requirements		CSS Location
	Complete Citizen Self Service (CSS) Portal Major Subdivision Application	CSS Portal
	Project Description	CSS Attachment
	Waiver Letters <i>(if applicable)</i>	CSS Attachment
	Electronic Plan Submission	CSS Attachment
	LVCP Letter/Documentation	CSS Attachment
	Application Checklist	CSS Attachment
	Application Fee <i>(paid in full)</i>	Pay Invoice Tab
	2 Paper Sets of Plans <i>(to be received within 24 hours of EnerGov submission)</i>	NA
Major Subdivision Plans		CSS Location
	Cover sheet	CSS Attachment
	Existing Features/Survey	CSS Attachment
	Demolition	CSS Attachment
	Layout/Site Plan/Post Conditions	CSS Attachment
	Grading & Drainage	CSS Attachment
	Utility	CSS Attachment
	Landscaping & Lighting	CSS Attachment
	Erosion & Sedimentation Control	CSS Attachment
	Post Construction Stormwater <i>(if applicable per City Engineer)</i>	CSS Attachment
	Detail and note sheets as needed to further specify information for any of the above	CSS Attachment