



Bureau of Planning & Zoning
 435 W. Hamilton Street
 Allentown, PA 18101-1699
 Office: 610.437.7611
 Fax: 610.437.8781

**Application Checklist:
 Major Land Development - Preliminary/Final**

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