



Bureau of Planning & Zoning  
435 W. Hamilton Street  
Allentown, PA 18101-1699  
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**Application Checklist:  
Adaptive Reuse**

***Please complete the following checklist for all Adaptive Reuse 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 Zoning Office.***

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

☐ **If required to go to the ACPC - 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 Zoning Application	CSS Portal
<input type="checkbox"/>	Project Narrative	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"/>	4 Paper Sets of Plans ( <i>to be received within 24 hours of EnerGov submission</i> )	NA
Adaptive Reuse Site Plan		CSS Location
<input type="checkbox"/>	New structure and/or addition(s) to an existing structure: Survey plan of the entire property prepared and sealed by a registered surveyor	CSS Attachment
<input type="checkbox"/>	The size, shape and location of existing and proposed principal and accessory buildings	CSS Attachment
<input type="checkbox"/>	Distinction between existing and proposed features	CSS Attachment
<input type="checkbox"/>	The dimensions and acreage of each lot	CSS Attachment
<input type="checkbox"/>	The location and layout of parking areas, pedestrian walks, parking spaces and driveways	CSS Attachment
<input type="checkbox"/>	Proposed grades and drainage	CSS Attachment
<input type="checkbox"/>	Proposed sewer and water connections	CSS Attachment
<input type="checkbox"/>	Proposed location of fences and signs	CSS Attachment
<input type="checkbox"/>	A key map showing the entire project and its relation to surrounding properties and the existing buildings thereon	CSS Attachment
<input type="checkbox"/>	Location of any proposed waste dumpster	CSS Attachment
<input type="checkbox"/>	Lighting Plan	CSS Attachment
<input type="checkbox"/>	Floor Plans	CSS Attachment
<input type="checkbox"/>	Color Renderings	CSS Attachment
<input type="checkbox"/>	Landscape Plan	CSS Attachment
<input type="checkbox"/>	Detail and note sheets as needed to further specify compliance with other provisions of the Zoning Ordinance	CSS Attachment