



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

***Please complete the following checklist for all Sketch Plan 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 Major Sketch Submission:** Submit a complete application 30 days prior to the next Allentown City Planning Commission (ACPC) meeting.\*

☐ **Resubmittal of Major Sketch Submission:** 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 Sketch Plan Application	CSS Portal
<input type="checkbox"/>	Project Description	CSS Attachment
<input type="checkbox"/>	Electronic Plan Submission	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
Site/Existing Feature Plan		CSS Location
<input type="checkbox"/>	Location	CSS Attachment
<input type="checkbox"/>	Tract boundaries (to the entire tract)	CSS Attachment
<input type="checkbox"/>	Development in relation to the entire tract	CSS Attachment
<input type="checkbox"/>	A vicinity map: Streets & other general development of the surrounding area.	CSS Attachment
<input type="checkbox"/>	Name(s), address(es), and telephone number(s) of legal agent(s)/owner(s)	CSS Attachment
<input type="checkbox"/>	The tax map sheet, block and lot numbers.	CSS Attachment
<input type="checkbox"/>	Approximate scale, North point, and date.	CSS Attachment
<input type="checkbox"/>	Location of property lines, existing easements, watercourses, wooded areas, and other significant physical features	CSS Attachment
<input type="checkbox"/>	Names and locations of public streets within 100 feet of the boundaries of the development	CSS Attachment
<input type="checkbox"/>	Names of abutting property owners from the most recent assessment roles of any perimeter boundary of the development.	CSS Attachment
<input type="checkbox"/>	Significant topographical conditions ( <i>Contours shall be indicated at intervals of not more than 10 feet</i> )	CSS Attachment
<input type="checkbox"/>	Lot, street, and <b>existing</b> utility layout.	CSS Attachment
<input type="checkbox"/>	The proposed pattern of lots, streets, recreation areas, drainage systems, sanitary sewers, and water supply facilities within the development layout	CSS Attachment
<input type="checkbox"/>	Site plan with zoning-related site data	CSS Attachment