



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

Please complete the following checklist for all Minor 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.

Application Requirements		CSS Location
	Complete Citizen Self Service (CSS) Portal Minor Subdivision Application	CSS Portal
	Project Narrative	CSS Attachment
	Waiver Letters <i>(if applicable)</i>	CSS Attachment
	Electronic Plan Submission	CSS Attachment
	LVPC 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
Minor Subdivision Plans		CSS Location
	Cover sheet	CSS Attachment
	Existing Features/Survey	CSS Attachment
	Demolition	CSS Attachment
	Layout/Site Plan/Post Conditions <i>(if applicable)</i>	CSS Attachment
	Grading & Drainage	CSS Attachment
	Utility	CSS Attachment
	Landscaping	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