



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

**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, one (1) paper set 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 be submitted to the ACPC for review.***

**Limit of Disturbance**

☐ 5,000 square feet or greater  
☐ Additional 10,000 square feet or more of impervious

Application Requirements		CSS Location
<input type="checkbox"/>	Complete Citizen Self Service (CSS) Portal Major Subdivision 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"/>	LVCP 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"/>	1 Paper Set of Plans (to be received within 24 hours of EnerGov submission)	NA
Major Subdivision 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 Plan	CSS Attachment
<input type="checkbox"/>	If Limit of Disturbance is 5,000 square feet or greater: An Erosion and Sediment Control Report is required	CSS Attachment
<input type="checkbox"/>	If project proposes an additional 10,000 square feet or more of impervious: A Post Construction Stormwater Plan and Stormwater Management Report	CSS Attachment
<input type="checkbox"/>	Detail and note sheets as needed to further specify information for any of the above	CSS Attachment