



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, one (1) paper set of all plans must be submitted to the Planning Office.

Limit of Disturbance

<input type="checkbox"/>	5,000 square feet or greater
<input type="checkbox"/>	Additional 10,000 square feet or more of impervious

Application Requirements		CSS Location
<input type="checkbox"/>	Complete Citizen Self Service (CSS) Portal Minor Subdivision Application	CSS Portal
<input type="checkbox"/>	Project Narrative	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"/>	1 Paper Set of Plans (to be received within 24 hours of EnerGov submission)	NA
Minor 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 (if applicable)	CSS Attachment
<input type="checkbox"/>	Grading & Drainage	CSS Attachment
<input type="checkbox"/>	Utility	CSS Attachment
<input type="checkbox"/>	Landscaping	CSS Attachment
<input type="checkbox"/>	Detail and note sheets as needed to further specify information for any of the above	CSS Attachment