

## TEMPORARY CHANGES TO THE APPLICATION PROCESS

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Our top priority is the safety of our community and employees. As such, our application submission process has been altered to reduce the requirements for paper submissions. Though the process is outlined below, we encourage you to request an interactive Skype meeting with representatives of our department to review the application prior to submission. Please contact us at [planningsubmittals@cityofallen.org](mailto:planningsubmittals@cityofallen.org).

Complete submissions should be emailed to [planningsubmittals@cityofallen.org](mailto:planningsubmittals@cityofallen.org). As typical, these electronic submissions will be accepted on days as outlined in the Submittal and Review Calendars contained in the Zoning and Development Handbook. Once an application has been received, an invoice for application review fees and instructions for payment will be sent to the applicant. This fee should be paid on the date of submission.

To pay the application fee online, visit our [CSS portal](#) with your invoice number. You can create a CSS account (for pulling permits, requesting inspections etc.), or you can pay as a Guest. Once there, navigate to the menu towards the top of the page and click on "Invoices". Type in the following invoice number [000#####] and click search (make sure to include all the zeros). Verify that is the correct invoice and click "Pay Now" in the lower right-hand corner. (Please be aware that our online system does not accept American Express.)

In addition to the electronic submission, a single paper copy of each exhibit submitted (including the Development Application, Signed Consent Form, and Checklist) should be mailed to the address below. This paper copy should be postmarked with the submission date.

Community Development – Planning  
Attn: Application Submittal  
305 Century Parkway  
Allen, TX 75013

Thank you for your cooperation.

Regards,



Marc Kurbansade, AICP  
Director of Community Development