



# **BOROUGH OF EAST STROUDSBURG**

## **ZONING AND CODES OFFICE**

24 Analomink Street, East Stroudsburg, PA 18301

Telephone: 570-421-8300 Fax: 570-421-5575

[www.eaststroudsburgboro.org](http://www.eaststroudsburgboro.org)

### **ZONING PERMIT APPLICATION (Please Print)**

#### **IMPORTANT - ALL SECTIONS MUST BE COMPLETED BY ALL APPLICANTS**

#### **1. OWNER INFORMATION**

OWNER'S NAME	ADDRESS
EMAIL	PHONE
LOCATION OF PROPERTY	
PROPERTY TAX NO.	

#### **2. TENANT INFORMATION**

TENANT NAME	ADDRESS
EMAIL	PHONE

#### **3. GENERAL CONTRACTOR INFORMATION**

GENERAL CONTRACTOR NAME	ADDRESS
EMAIL	PHONE

#### **4. TYPE OF PERMIT REQUESTED**

A. PROJECT OR PROPERTY ADDRESS

B. PROPOSED WORK:

<input type="checkbox"/> ERECT A STRUCTURE	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> ERECT OR ALTER SIGN
<input type="checkbox"/> ADDITION	<input type="checkbox"/> SITE ALTERATION	<input type="checkbox"/> MOVE A STRUCTURE
<input type="checkbox"/> DEMOLISH A STRUCTURE	FENCE	SWIMMING POOL

☐ OTHER (SPECIFY):

#### **5. ZONING INFORMATION**

1. ZONING DISTRICT: (CIRCLE ONE) R-1, R-2, R-3, S-1, C-1, C-1A, C-1 B, C-2, I-M, I-U, IUA, I-E, OM-1

2. PRESENT USE OF PROPERTY: \_\_\_\_\_

3. PROPOSED USE OF PROPERTY: \_\_\_\_\_

4. EXPLANATION OF PROPOSED USE OF PROPERTY:

\_\_\_\_\_

5. HEIGHT OF PROPOSED STRUCTURE: \_\_\_\_\_

6. PERCENTAGE OF BUILDING COVERAGE: \_\_\_\_\_

#### **ADDITIONAL REQUIREMENTS:**

1. Additional water and sewer allocation fees will be charged if a change of use, addition or expansion results in additional usage.

2. A plot plan is required.

**Plot Plan Information:**

**REQUIRED FEES**

ZONING APPLICATION FEE	\$ _____
CERTIFICATE OF NON CONFORMING USE PERMIT FEE	\$ _____
CERTIFICATE OF RESALE PERMIT FEE	\$ _____
CONDITIONAL USE APPLICATION FEE	\$ _____
CURB CUT PERMIT FEE	\$ _____
DECK PERMIT FEE	\$ _____
DRIVEWAY PERMIT FEE	\$ _____
FENCE PERMIT FEE	\$ _____
HOME OCCUPATION PERMIT FEE	\$ _____
JOINDER DEED LOT COMBINATION PERMIT FEE	\$ _____
LAND USE/CHANGE OF USE PERMIT FEE	\$ _____
NEW HOME PERMIT FEE	\$ _____
SHED PERMIT FEE	\$ _____
SIGN PERMIT FEE	\$ _____
SWIMMING POOL PERMIT FEE	\$ _____
TEMPORARY TRAILER/BLDG PERMIT FEE	\$ _____
TIME EXTENSION REQUEST FEE	\$ _____
ZONING COMPLIANCE INSPECTION AND/OR LETTER FEE	\$ _____

Notes:

## AFFIDAVITS

PLEASE READ AND SIGN BELOW. CHECK ALL BOXES THAT APPLY. THE ZONING AND CODES OFFICER HAS THIRTY DAYS TO REVIEW AND RESPOND TO ALL APPLICATIONS.

1: ☐ I CERTIFY THAT I AM EITHER THE OWNER IN FEE OR AUTHORIZED BY THE OWNER IN FEE TO MAKE THIS APPLICATION.

2: ☐ I, THE OWNER OF THIS PROPERTY, WILL BE THE ONLY PERSON WORKING ON THIS PROJECT. IF I HAVE TO HIRE A CONTRACTOR I UNDERSTAND THAT HE MUST SUPPLY THE BOROUGH WITH A WORKER'S COMPENSATION CERTIFICATE OR A NOTARIZED AFFIDAVIT STATING THAT HE DOES NOT FALL UNDER THE REQUIREMENTS FOR WORKER'S COMPENSATION.

3: ☐ APPLICANT ACKNOWLEDGES THAT HE WILL PAY FOR ALL ENGINEERING REVIEW FEES ACCORDING TO THE CURRENT FEE SCHEDULE AVAILABLE AT THE ZONING AND CODES OFFICE.

4: ☐ APPLICANT ACKNOWLEDGES THAT IF HE PROCEEDS WITH CONSTRUCTION WITHIN THIRTY (30) DAYS AFTER THE ISSUANCE OF A PERMIT, HE DOES SO AT HIS OWN RISK. AGGRIEVED PARTIES HAVE THIRTY (30) DAYS TO FILE AN APPEAL FROM THE GRANTING OF ANY PERMIT BY THE ZONING OFFICER, ZONING HEARING BOARD, CODES APPEAL BOARD, AND BOROUGH COUNCIL.

5: ☐ APPLICANT AFFIRMS THAT HE WILL CALL FOR ALL SCHEDULED INSPECTIONS (A LIST IS AVAILABLE FROM THE ZONING AND CODES OFFICE) AND A CERTIFICATE OF OCCUPANCY IS REQUIRED BEFORE ANY PROPERTY IS OCCUPIED OR USED WITHIN THE BOROUGH.

The Owner of this building and the undersigned agree to conform to all applicable laws of this jurisdiction.

Name of Owner	Address
---------------	---------

Signature of Owner	Date
--------------------	------

Name of Applicant	Address
-------------------	---------

Signature of Applicant	Date
------------------------	------

### VALIDATION

All applications, complete plans, and revised plans that require Planning Commission review, shall be presented at the office of the East Stroudsburg Zoning Officer no later than 15 working days prior to the next regular scheduled meeting of the East Stroudsburg Planning Commission.

Failure to comply with this regulation will result in the item being tabled until the next month's regular scheduled meeting of the planning Commission.

Incomplete plans and applications are not acceptable.

Approved by:

Zoning Officer