



Borough of East Stroudsburg
 Zoning & Codes Department
 24 Analomink Street, East Stroudsburg, PA 18301
 Telephone: (570) 421-8300
www.eaststroudsburgboro.org

ZONING PERMIT APPLICATION

(PLEASE PRINT CLEARLY & LEGIBLY)

★APPLICATION FEES MUST BE PAID AT TIME OF APPLICATION SUBMITTAL★

ALL SECTIONS MUST BE COMPLETED

LOCATION INFORMATION

OWNER'S NAME:

LOCATION ADDRESS:

PID:

TAX MAP #:

TYPE OF PERMIT REQUESTED

- | | | | |
|---|--|---|--|
| PROPOSED WORK: | <input type="checkbox"/> ERECT ACCESSORY STRUCTURE | <input type="checkbox"/> CHANGE OF USE | <input type="checkbox"/> SITE ALTERATION/ DRIVEWAY |
| | <input type="checkbox"/> ADDITION | <input type="checkbox"/> ERECT/ALTER SIGN | <input type="checkbox"/> DECK/PATIO |
| | <input type="checkbox"/> PARKING | <input type="checkbox"/> FENCE | <input type="checkbox"/> SWIMMING POOL |
| <input type="checkbox"/> OTHER (SPECIFY): | | | |

MUST BE COMPLETED

ZONING INFORMATION

ZONING DISTRICT (Circle One): R-1, R-2, R-3, S-1, C-1, C-2, C-1A, C-1B, I-M, I-U, I-UA, I-E, OM-1

PRESENT USE OF PROPERTY:

PROPOSED USE OF PROPERTY WITH DESCRIPTION OF CONSTRUCTION, ALTERATION, ETC:

IF ADDING STRUCTURE, HEIGHT OF PROPOSED STRUCTURE:

PERCENTAGE OF BUILDING COVERAGE¹ (Show Calculations):

PERCENTAGE OF LOT COVERAGE¹ (Show Calculations):

¹See **Additional Requirements 5 and 6** for definitions of Building & Lot Coverage.

ADDITIONAL REQUIREMENTS

1. Water & sewer allocation fees will be charged if a change of use, addition, or expansion results in additional usage.
2. Applications must include the appropriate requirements according to Chapter 157, Zoning, of the East Stroudsburg Code. These include, but are not limited to, the following: parking, landscaping, lighting, Table of Use Regulations, & Table of Bulk Regulations.
3. The following zoning permit requests require a supplemental application:
 - Sign (Temporary & Permanent)
 - Shed
 - Driveway
 - Curb & Sidewalk
4. A Plot/Site Plan is required. The Plan shall:
 - Be drawn to scale. The proposed improvement location, dimensions, and distance to property lines must be drawn so that the indicated dimensions can be measured with a ruler or scale to confirm the dimension is accurate and other features not dimensioned can be measured on the plan.
 - Clearly show property boundary lines and property corner markers existing on the ground. If property corners are not present, it is not possible to verify setbacks for any existing or proposed improvements. A survey may be necessary to establish property corners.
 - Show locations of all existing improvements, with dimensions and distance to property lines. These improvements include, but are not limited to: houses, carports, buildings, sheds, swimming pools, decks, patios, fences, driveways, rights-of-way, parking spaces, isleways, walkways, sidewalks, existing adjacent streets and alleys, including pavement width, rights-of-way, and road names, adjacent property lines, including landowner names, and ingress and egress widths.
 - Show locations and names, if any, of existing man-made or natural features, including, but not limited to, watercourses and lakes, known or suspected wetlands, rock outcrops and stone fields, wooded areas and tree masses, floodplains, septic systems, wells, utilities, steep slopes, easements, and restrictive covenants. If site grading is proposed, show existing contours.
 - Landowner name and address (if a business property, include the names and addresses of the corporation's officers and major stakeholders).
5. Building Coverage is the percentage calculated by dividing the ground floor area of all principal and accessory buildings on a lot by the total area of the same lot (including covered porches, carports, and breezeways; excluding open patios).
6. Lot Coverage is the percentage calculated by dividing the area of all impervious surfaces, parking, and driveway areas on a lot by the total area of the same lot.
7. If a General Contractor will be performing the work, a Certificate of Insurance, including Worker's Compensation Insurance, must be provided. If the Contractor does not have Worker's Compensation Insurance, they must complete the Worker's Compensation Exemption Form (provided on the Borough website).
8. The Zoning Officer has thirty (30) days to review and respond to all applications.

Borough of East Stroudsburg, Code of Ordinances, Chapter 157, Zoning

The Borough's Zoning Code, as well as Tables of Use and Zoning Map, can be viewed online at the Borough's website: www.eaststroudsburgboro.org.

IDENTIFICATION

OWNER

NAME:

ADDRESS:

PHONE:

EMAIL:

APPLICANT / TENANT

NAME:

ADDRESS:

PHONE:

EMAIL:

GENERAL CONTRACTOR

NAME:

ADDRESS:

PHONE:

EMAIL:

AFFIDAVITS

Please read, check all boxes that apply, and sign below.

- I certify that I am the owner in fee.
- 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 they must supply the Borough with a Worker's Compensation Certificate or a notarized affidavit stating that they do not fall under the requirements for Worker's Compensation.
- I acknowledge that I, or the Applicant, will pay for all engineering review fees according to the current fee schedule (available at the Borough Front Desk).
- I acknowledge that if I, or the Applicant, proceed with construction within thirty (30) days after the issuance of a permit, it is done so at my 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.
- I affirm that I, or the Applicant, will call for all scheduled inspections and that a Certificate of Occupancy is required before any property is occupied or used within the Borough.

The owner of this property agrees to conform to all applicable laws of this jurisdiction.

OWNER NAME (PLEASE PRINT):

OWNER SIGNATURE:

DATE: