



24 Analomink Street
 East Stroudsburg, PA 18301
 Phone: 570.421.8300 / Fax: 570.421.5575
 Web: www.eaststroudsburgboro.org

ZONING PERMIT APPLICATION

Application is hereby made for a permit in conformity with the requirements of Chapter 157 of the Code of the Borough of East Stroudsburg, including amendments. A Building Permit may also be required.

Zoning Permit Application, Application Fee and Required Documents Are Due at Time of Submittal.

I. IDENTIFICATION		
Owner Name:		
Address:		
Phone:		
Email:		
Applicant / Tenant Name:		
Address:		
Phone:		
Email:		
General Contractor Name:		
Address:		
Phone:		
Email:		
II. PROJECT DESCRIPTION		
Residential	Commercial	
Project Address / Location:		
Tax Map #:	Cost of Project:	Zoning District:
Descriptions of work:		
III. TYPE OF PERMIT REQUESTED		
New Construction	Site Alterations	Sign(s)
Addition	Fence	Temporary Permit
Change of Use	Accessory Structure	Other (specify) _____
IV. CHARACTERISTICS		
Length: _____ Width: _____ Height: _____		
Setbacks: Front: _____ Rear: _____ Side: _____ Side: _____ From Water Course: _____		
Slope: < 15% 15%-30% > 30%		
Ground Coverage _____ %	Will Wetlands be Disturbed? Yes No	
Earth Disturbance: _____ Sq Ft	Land Development Needed: Yes No	



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DIMENSIONS	SEWAGE DISPOSAL	WATER SUPPLY	PARKING SPACES
1. Stories: ___ 3. Bedrooms: ___	1. Public	1. Public:	1. Enclosed: ___
2. Sq Ft: ___ 4. Bathrooms: ___	2. Private	2. Private:	2. Outdoors: ___

V. IDENTIFICATION

_____ 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 adopted by the East Stroudsburg Borough.

_____ 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 of East Stroudsburg.

Applicant Signature: _____
 Print Name and Title: _____
 Owner's Signature: _____
 Print Name and Title: _____

Date: _____
 Date: _____

FOR OFFICE USE ONLY

Application Fee: Check _____ Cash _____ CC _____	Application #:
Zoning Permit Fee:	Application Date:
Building Codes Required:	Approved Date:
Building Codes Submitted:	Approved By:
MCCD Notified:	



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REQUIRED DOCUMENTS

1. **Zoning Permit Application** - must be completed entirely (please mark with N/A on all fields that are not applicable to your project).
2. **Zoning Permit Application Fee** – see updated Fee Schedule listed on www.eaststroudsburgboro.org
3. **Plot Plan** – A plan depicting the lot boundaries and all present and future improvements. The distance from any structure to the lot boundaries shall be clearly shown on the plan.
4. **Contractors' Certificate of Insurance (COI)** with East Stroudsburg Borough listed as the Certificate Holder. The COI must reflect active policies for general liability and workers' compensation or signed Workers' Compensation Exempt Form. This requirement is NOT applicable for projects completed by property owners.

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 Code of East Stroudsburg Borough. These include, but are not limited to, the following: parking, landscaping, lighting, Table of Use Regulations, & Table of Bulk Regulations.
3. The following Zoning Permits require a supplemental application:
 - Sign (Temporary & Permanent)
 - Driveway
 - Curb & Sidewalk