



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

Zoning Permit Application Fee
 Residential: - \$75.00
 Non-Residential: - \$230.00
 Sign(s): - \$100.00
 Payment Method: _____

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 ASSOCIATED REQUIRED DOCUMENTS ARE DUE AT TIME OF SUBMITTAL

IMPORTANT - APPLICANT MUST COMPLETE ALL APPLICABLE ITEMS ON THIS APPLICATION

I. IDENTIFICATION & PROPERTY INFORMATION										
Property Address:						Property Unit/Appt#:				
Tax Map #						Zoning District:				
Applicant Name:					Email:					
Applicant Address:						Phone:				
Owner Name:					Email:					
Owner Mailing Address:						Phone:				
Contractor Name:					Email:					
Contractor Mailing Address:						Phone:				
II. TYPE OF PERMIT REQUESTED AND DESCRIPTION OF PROJECT										
Residential			Commercial			Mixed Use				
TYPE OF PROJECT						PROJECT SIZE AND COST				
New Construction		Change of Use/Occupancy		Length:						
Addition		Temporary Structure/Occupancy		Width:						
Site Alterations		Accessory Structure(s)		Height:						
Sign (s)		Other (specify)		Cost of project:						
<p>DESCRIPTION OF WORK: <i>(For Change of Use: enter the previous use and the new use. For Change of Occupancy: enter the new Business Name. For all other types of projects, briefly describe your project).</i></p>										
III. CHARACTERISTICS										
Setbacks:	Front:		Rear:	Side (L)		Side (R)		Setback 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		
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:			
IV. CERTIFICATION										
<p>I hereby certify that the information provided is true and correct, and that the proposed work is authorized by the property owner and shall comply with all applicable ordinances and regulations of this jurisdiction. I hereby authorize representatives of the Borough to enter upon the above-mentioned property for inspection purposes. I acknowledge that if I, or the Applicant/Authorized Agent, proceed with work related to the proposed project/use 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 acknowledge that Certificate of Occupancy is required before any property/project is occupied or used within the Borough of East Stroudsburg.</p>										
Applicant Signature:					Date:		Owner Signature:			Date:
Applicant Name:					Owner's Name:					
FOR OFFICE USE ONLY										
Application Fee:		Payment received on:			Application#:					
Payment Method:	Check#:		Cash:	CC:	Online:		Application Date:			
Zoning Permit Fee:					Approved Date:					
Building Codes Required:		YES	NO	Approved By:						
Building Codes Submitted:		YES	NO	MCCD Notified:	YES	NO	Notes:			

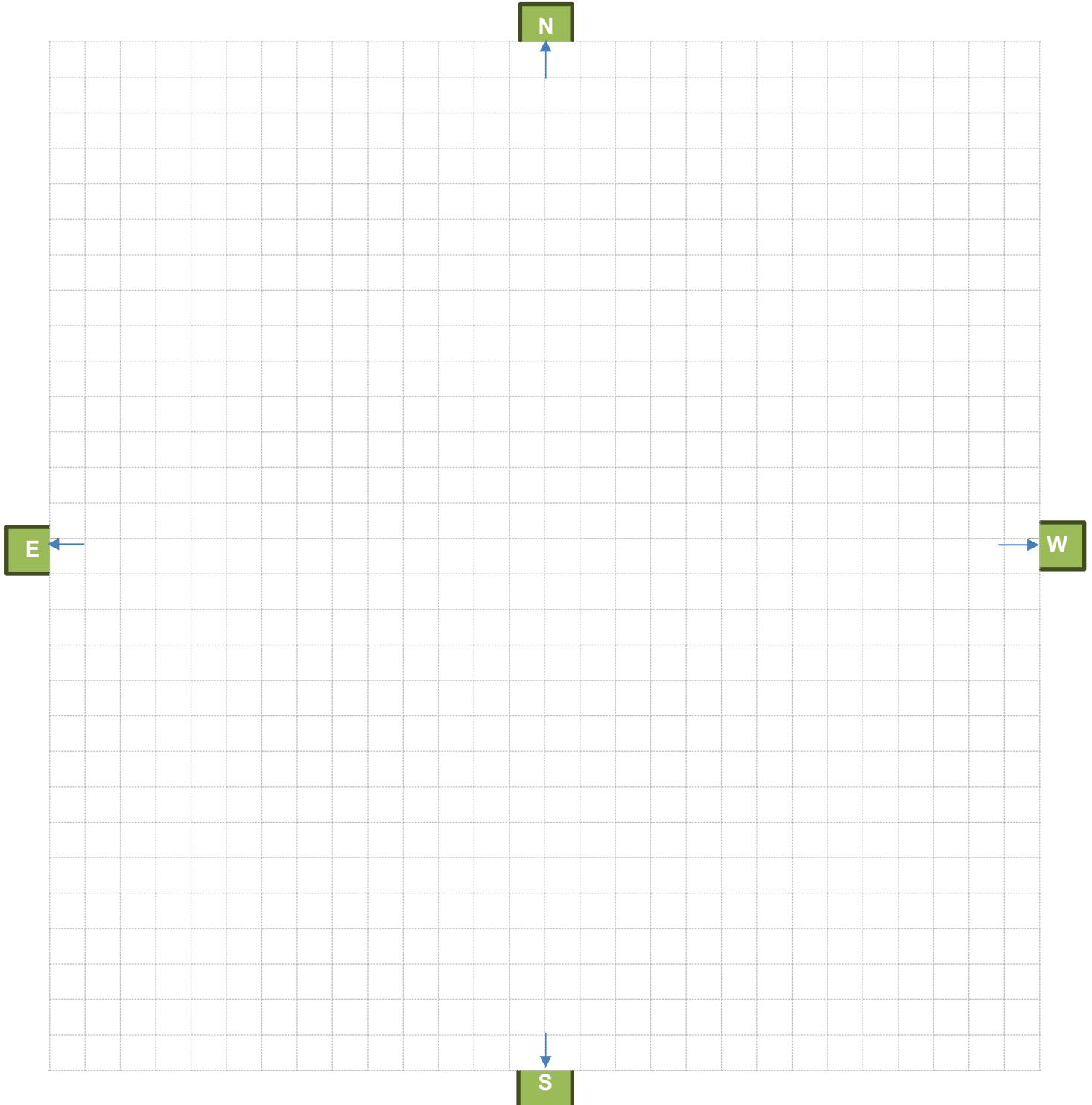


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PLOT PLAN DRAWING TEMPLATE

(TO BE SUBMITTED WITH THE ZONING PERMIT APPLICATION)

- Use this grid to sketch your property for a zoning permit application.
- Recommended scale: 1 square = 5 feet (you may adjust as needed). See requirements on previous page.



Property Address: _____

Owner Name: _____

Drawing Scale: _____ Date of Application: _____



PLOT PLAN REQUIREMENTS GUIDE

(For Information Purposes Only – Pages Not to Be Submitted with The Zoning Permit Application)

A plot plan (site plan) must be submitted with every Zoning Permit Application. The plot plan is used to determine compliance with applicable zoning regulations including setbacks, lot coverage, and placement of structures. The plan does not need to be prepared by a surveyor unless specifically requested; however, it must be accurate, legible, and drawn to scale.

Required Plan Format

Applicants must submit a **to-scale plot plan** meeting the following standards:

- Paper Size: 8.5" x 11" or 11" x 17"
- Recommended scales: **1 inch = 10 feet or 1 inch = 20 feet or 1 inch = 30 feet.**
- The scale must be clearly labeled on the drawing.

Required Information on Plot Plan

The plot plan must clearly show the following information:

Property Information:

- Property Information
- Property address
- Tax parcel number (if known)
- Name of property owner
- North arrow
- Drawing scale

Property Boundaries:

Show the entire lot with the following:

- Property lines
- Dimensions of lot boundaries
- Street name(s) adjacent to the property
- Corner lots must show both street frontages

Existing Structures:

Show all existing buildings and structures, and impervious surfaces (if applicable) including:

- House
- Garage
- Accessory structures (shed, deck, pool, etc)
- Driveways
- Parking areas
- Patio(s) / Concrete pad (s)

For each structure include:

- Dimensions of the structure
- Distance from each property line (setbacks)

Proposed Construction

Clearly label all proposed improvements, including:

- New buildings
- Additions
- Accessory structures: (deck(s) or patio(s), shed(s), fence(s), pool(s), hot tub(s)/sauna(s)
- Parking areas
- Driveways

Include:

- Dimensions of proposed structure
- Distance from all property lines
- Distance from other structures

Easements or Restrictions (if applicable)

Show the location of any:

- Utility easements
- Drainage easements
- Rights-of-way
- Floodplain areas

Additional Notes

- Measurements should be taken from **property lines to the nearest point of the structure.**
- Plans must be **clear enough to determine zoning setbacks and compliance.**
- Applications submitted without an adequate plot plan **may be deemed incomplete.**

Instructions about HOW TO PRINT A PROPERTY MAP FROM MONROE COUNTY GIS are on the next page.



HOW TO PRINT A PROPERTY MAP FROM MONROE COUNTY GIS

(For informational purposes only. Plot Plan must be submitted along with your Zoning Permit Application)

Applicants may obtain a base property map using the Monroe County Geographic Information System (GIS). This map may be printed and used as the foundation for the required plot plan.

Step 1 – Access the Monroe County GIS Mapping System - <https://gis.monroecountypa.gov/>

Step 2 – Locate Your Property - Use the Search function to find your property by:

- Property address
- Parcel Identification Number (PIN)
- Property owner name

Once located, the map will zoom to the parcel.

Step 3 – Adjust the Map View

Before printing:

1. Zoom in until the entire parcel is visible.
2. Make sure property boundary lines are clearly displayed.
3. Adjust the map so the parcel is centered on the screen.

Applicants may turn on additional layers such as:

- Parcel boundaries
- Aerial imagery
- Roads and streets

Step 4 – Print the Map

Use the Print tool in the GIS viewer.

Recommended settings:

- Paper size: 8.5" × 11"
- Orientation: Landscape Map scale: Fit to page

Print the map.

Step 5 – Draw Your Plot Plan on the Map

After printing the parcel map:

Applicants must clearly draw and label the following items on the printed map:

- Existing structures (house, garage, sheds, decks, pools, etc)
- Proposed construction
- Driveways and parking areas
- Distance from structures to property lines
- Street name
- North arrow (if not shown)

Measurements must be shown from the structure to the nearest property line.

Important Notice

GIS parcel maps are **approximate and are not surveys**. The map is intended only as a visual aid for preparing a zoning plot plan.

Source: Monroe County GIS disclaimer.

<https://gis.monroecountypa.gov/>

If property boundaries are unclear, the Zoning Officer may require a survey or additional documentation before permit approval.