



**EAST STROUDSBURG BOROUGH**  
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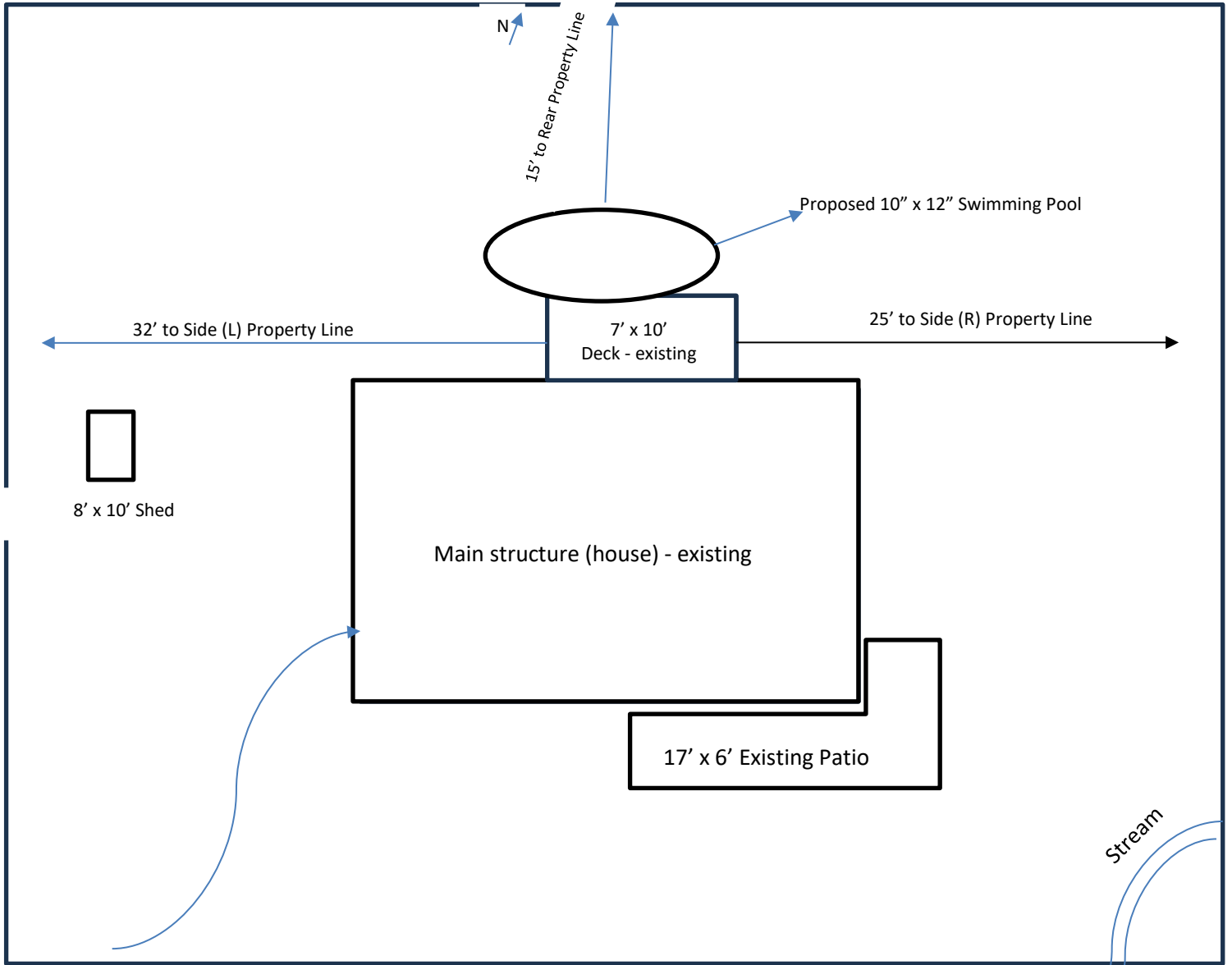
## SITE PLAN / PLOT PLAN SAMPLE

Property Address:  
 Owner(s) Name:  
 Scale: 1" = 20'

Tax Parcel No:  
 Zoning District:  
 Date:

**Instructions:**

Provide a to-scale drawing (1" = 20') showing all structures, setbacks, property lines, streets, easements, and natural features.



**THIS PLOT PLAN IS A SAMPLE ONLY! THE DRAWING DOES NOT APPLY TO A SPECIFIC PROPERTY!**

ABC STREET

Lake



## Required Plan Format

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

- Paper Size: 8.5" × 11" or 11" × 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

### 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)

### Easements or Restrictions (if applicable)

Show the location of any:

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

### 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

### 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

### 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.**