EAST STROUDSBURG BOROUGH
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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" × 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

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.