Application for Change of Use / Zoning Use Review

Permit Fee: \$100

OFFICE USE ONLY PAYMENT INFO	BOROUGH OF STROUDSBURG 700 SARAH STREET	ZONING USE INSPECTION IS											
AMOUNT:	STROUDSBURG, PA 18360	REQUESTED.											
CHECK #:	Phone (570) 421-5444 Fax (570) 421-2690	REQUIRES FULL, NON-											
DATE:	www.StroudsburgBoro.com	REFUNDABLE PAYMENT AT											
REC'D BY:		TIME OF SUBMISSION.											
I. PROJECT IDENTIFICATION AND LOCATION													
Address of Project: Unit/Suite #													
Monroe County Property	Гах ID #: 1873												
Business Name:													
II. ZONING DISTRICT (Check only ONE box)													
R-1 (Low-Density Resident		☐ MU – A (Mixed Use)											
R-2 (Medium-Density Residual													
\square R-3 (High-Density Residen		☐ O -1 (Open Space)											
☐ C-3 (Heavy Commercial) ☐ I - 1 (Light Industrial)													
Durant / Drian Harret Dura	III. ZONING INFORMATION												
Present / Prior Use of Property:													
Brief Description of Proposed Use:													
Is Inspection Requested?	Why?												
Expected Change in Water	_ , , , ,												
Number of Off-Street Par	king Spaces: Existing: Proposed:	# Of Employees:											
List Accessory Structures	(sheds/pools/):												
IV.	PROPERTY OWNER INFORMA	ATION											
Property Owner's Name:													
Property Owner's Mailing Address:													
Property Owner's Phone:	Mobile Ph	ione:											
Property Owner's E-mail:													
V. APPLICANT INFORMATION (if different from property owner)													
Applicant 's Name:													
Applicant's Mailing Addres	SS:												
Applicant's Phone:	Mobile Ph	ione:											
Applicant's E-mail:	1 2 2												
SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE OF THIS FORM.													
A DETAILED PLOT PLAN IS REQUIRED.													

VI. SITE PLAN - DIMENSION TO BE FILLED IN BY APPLICANT																						
Note: All dimensions are to be shown neatly in ink. Please show all EXISTING and PROPOSED conditions, as well as existing and proposed parking. Please include the floor plan for your proposed business and location of garages, outbuildings, etc., as well as location of fences and driveway exits. You may attach a separate page, if needed. PLEASE CLEARLY LABEL ALL FEATURES.																						
PLEASE BE SURE TO SHOW ALL INGRESS AND EGRESS LOCATIONS.																						
VII. INSPECTION / REVIEW REQUEST																						
Please explain why you are requesting a Review Letter or a Zoning Inspection:																						
VIII. CERTIFICATION																						
The owner of this property and the undersigned certify that the above information is																						
accurate and agree to conform to all applicable laws of this jurisdiction.																						
Property Owner's Signature:											Date:											
Applicant's Signature:								Date:														
IX. APPROVAL																						
Zoning Officer's Signature:											Date:											
Zoning Permit Requires Approval for:								☐ Special Exception ☐ Appeal ☐ Variance (separate application required))			

Frequently Asked Questions

Is my new business allowed in Stroudsburg?

The Borough of Stroudsburg's Zoning Ordinance explains what uses are allowed in our different zoning districts. The Zoning Officer will need to review the property's zoning classification to make sure that your use is allowed in a particular zoning district. A zoning district map is available on our website or in our office.

What is a Change of Use permit?

Whenever there is a change in the use or occupancy of an existing non-residential building or structure, a new Change of Use / Zoning Review application must be submitted to ensure compliance with all applicable codes and ordinances.

What is a Special Exception Use?

Sometimes a use is only permitted by what is called a 'Special Exception'. This type of use is permitted by the Zoning Hearing Board following review and recommendation of the Planning Commission. Some examples of these uses are churches, cemeteries, and nursery schools or day cares. This review is often a lengthy and expensive process. The law requires that all of these reviews include public notice and the opportunity for public input.

Does a Change of Use Permit allow me to post signs for my business?

No. A Change of Use Permit only pertains to the use of the building or the structure. A separate application is required to change or install a sign in the Borough of Stroudsburg. A sign may not be installed until a Sign Permit is acquired.

Why does the property owner have to sign the Building / Zoning application?

The property owner is ultimately the responsible party for all zoning matters for that property.

How long does it take to obtain a Permit?

The standard processing time for Permits in the Borough of Stroudsburg is approximately 30 days. The Borough is committed to processing all permits in a timely manner but success depends upon the quality of the information submitted. Be sure to double-check the application before you submit it to the Borough office to ensure that all areas of the application are complete, a plot plan is attached and all signatures are included.