

# Application for Change of Use / Zoning Use Review

Permit Fee: \$100

|  |   |  |
|--|---|--|
| <p><b>*OFFICE USE ONLY*</b><br/><b>PAYMENT INFO</b><br/>AMOUNT: _____<br/>CHECK #: _____<br/>DATE: _____<br/>REC'D BY: _____</p> | <p><b>BOROUGH OF STROUDSBURG</b><br/>700 SARAH STREET<br/>STROUDSBURG, PA 18360<br/>Phone (570) 421-5444<br/>Fax (570) 421-2690<br/>www.StroudsburgBoro.com</p> | <p><input type="checkbox"/> <b>ZONING USE<br/>INSPECTION IS<br/>REQUESTED.</b></p> <p><b>REQUIRES FULL, NON-<br/>REFUNDABLE PAYMENT AT<br/>TIME OF SUBMISSION.</b></p> |
|--|---|--|

## I. PROJECT IDENTIFICATION AND LOCATION

|   |                    |
|---|--------------------|
| Address of Project: _____                   | Unit/Suite # _____ |
| Monroe County Property Tax ID #: 1873 _____ |                    |
| Business Name: _____                        |                    |

## II. ZONING DISTRICT (Check only ONE box)

|   |  |   |
|---|--|---|
| <input type="checkbox"/> R-1 (Low-Density Residential)    | <input type="checkbox"/> C-1 (General Commercial)    | <input type="checkbox"/> MU – A (Mixed Use)       |
| <input type="checkbox"/> R-2 (Medium-Density Residential) | <input type="checkbox"/> C-1A (General Commercial A) | <input type="checkbox"/> MU – B (Mixed Use)       |
| <input type="checkbox"/> R-3 (High-Density Residential)   | <input type="checkbox"/> C-2 (Central Business)      | <input type="checkbox"/> O -1 (Open Space)        |
|   | <input type="checkbox"/> C-3 (Heavy Commercial)      | <input type="checkbox"/> I - 1 (Light Industrial) |

## III. ZONING INFORMATION

|  |                       |
|--|-----------------------|
| Present / Prior Use of Property: _____                               |                       |
| Brief Description of Proposed Use: _____                             |                       |
| Is Inspection Requested? _____ Why? _____                            |                       |
| Expected Change in Water Usage (explain): _____                      |                       |
| Number of Off-Street Parking Spaces: Existing: _____ Proposed: _____ | # Of Employees: _____ |
| List Accessory Structures (sheds/pools/...): _____                   |                       |

## IV. PROPERTY OWNER INFORMATION

|   |                     |
|---|---------------------|
| Property Owner's Name: _____            |                     |
| Property Owner's Mailing Address: _____ |                     |
| Property Owner's Phone: _____           | Mobile Phone: _____ |
| Property Owner's E-mail: _____          |                     |

## V. APPLICANT INFORMATION (if different from property owner)

|                                    |                     |
|------------------------------------|---------------------|
| Applicant's Name: _____            |                     |
| Applicant's Mailing Address: _____ |                     |
| Applicant's Phone: _____           | Mobile Phone: _____ |
| Applicant's E-mail: _____          |                     |

**SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE OF THIS FORM.  
A DETAILED PLOT PLAN IS 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.