

Application for Change of Use / Zoning Use Review

Permit Fee: \$75 **** Zoning Use Inspection Fee: Additional \$75

OFFICE USE ONLY PAYMENT INFO AMOUNT: _____ CHECK #: _____ DATE: _____ REC'D BY: _____	BOROUGH OF STROUDSBURG 700 SARAH STREET STROUDSBURG, PA 18360 Phone (570) 421-5444 Fax (570) 421-2690 www.StroudsburgBoro.com	<input type="checkbox"/> ZONING USE INSPECTION IS REQUESTED (add'l \$75) REQUIRES FULL, NON- REFUNDABLE PAYMENT AT TIME OF SUBMISSION.
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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: _____	
Name of Business Being Replaced: _____	
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: _____

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.