

**STROUD TOWNSHIP**

1211 North Fifth Street  
Stroudsburg, PA 18360  
Phone 570-421-3362  
Fax 570-421-3240

**APPLICATION TO THE  
STROUD TOWNSHIP BOARD OF SUPERVISORS**

Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ STBS # \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Counsel (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Present Use: \_\_\_\_\_

Action requested, citing applicable section(s) of Ordinance other than Conditional Use (such as Short-Term Rental Appeal, Stormwater Ordinance Buffer Relief, Well Isolation Distance Relief):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request (include hardship if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Applicant's Signature

*Note: For an Appeal, attach a true copy of the order or decision of the applicable Code Officer.*

***The application fee must be paid at the time of submission of the application. If the applicant is other than the property owner, a letter of permission from the property owner must be included with this application. All information submitted shall become part of the record and cannot be returned to the applicant.***

# BOARD OF SUPERVISORS' APPLICATIONS SUBMISSION CHECKLIST AND INFORMATION

**Applicants should be prepared with documentation to support their request *such as but not limited to* drawings of what is existing and what is proposed (interior and exterior) with dimensions, photos of property and adjacent properties, and site plans. See below.**

## RECOMMENDED SUBMISSION MATERIAL *WITH* THE APPLICATION

- 7 copies of the Application to the Board of Supervisors
- Application Fee (see Fee Schedule below)
- 7 copies of the Site Plan (see below for information that should be included)
- 7 copies of any supporting documentation

## RECOMMENDED SITE PLAN CONTENTS

The Site Plan should show the following information, where applicable:

1. Property lines
2. Existing adjacent streets and adjacent property lines, including landowner names and road names
3. Approximate locations and names if any, of existing man-made and natural features including but not limited to watercourses and lakes, known or suspected wetlands, rock outcrops and stone fields, wooded areas and tree masses, floodplains, septic systems, wells, steep slopes, and rights-of-way, easements and restrictive covenants which might affect the project
4. Approximate locations of all existing buildings, structures, and driveways with dimensions and distance to property lines
5. Location and dimensions of proposed improvement(s) to the property for which the variance is being requested along with dimensions to property lines and existing buildings and structures.
6. Graphic scale – if the plan is not to scale, an accurate spatial depiction and specific dimensions must be provided
7. Name of proposed development, if any
8. Land Owner and Applicant names and addresses (if business property, include names and addresses of corporation officers and major stockholders, if applicable)
9. Site data, including acreage, zoning district, and setbacks

## **FEE SCHEDULE (1/02/2024): HEARINGS BEFORE BOARD OF SUPERVISORS**

Zoning Change Request.....	\$ 1,000.00
Conditional Use up to 50,000 sq. ft. of buildings, land area used, and/or structures, (cumulative total) .....	3,000.00
• 50,000 to 100,000 sq. ft. of buildings and/or structures (cumulative total)..	7,500.00
• Over 100,000 sq. ft. of buildings and/or structures (cumulative total).....	10,000.00
• Agritourism Conditional Use.....	450.00 per hearing fee
• Floodplain New Construction or Development.....	1,000.00 per hearing fee
• Residential Recycling Refuse Drop-off Facility Conditional Use.....	750.00 per hearing fee
Township Road Dedication and/or Vacation.....	500.00
Curative Amendment.....	1,000.00 per hearing fee
All other hearings.....	1,000.00 per hearing fee