

**STROUD TOWNSHIP**

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

**APPLICATION TO THE ZONING HEARING BOARD**

Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ ZHB # \_\_\_\_\_

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 Zoning Ordinance (Appeal, Special Use or Exception, Variance): \_\_\_\_\_

\_\_\_\_\_

Reason for request (include hardship if requesting Variance): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

*Please read the **Zoning Hearing Board Applications Submission Checklist and Information** for the recommended materials to be attached to the application and for what should be brought to the Hearing for presentation. A site plan detailing the dimensions of work, location of the proposed work and existing structures, property lines, distance from property lines, size of existing structures, proposed and existing parking, lighting, landscaping, signage, a north arrow and any other items recommended by the Zoning Officer must accompany the application when applicable. Additional site plan recommendations are on the Submission Checklist and Information sheet.*

***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 must be included with this application.***

*All information submitted shall become part of the record and cannot be returned to the applicant.*

# ZONING HEARING BOARD APPLICATIONS SUBMISSION CHECKLIST AND INFORMATION

Application Deadline: First Wednesday of each month

Zoning Hearing Date: First Wednesday of month following application submittal

Planning Commission Date (Special Exception only) Last Wednesday of month application submitted

**The applicant and/or legal counsel on behalf of the applicant *must be present* at the Zoning Hearing Board meeting, and if a Special Exception request, must *also attend* the Planning Commission hearing. 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

### FOR ZONING HEARING BOARD VARIANCES AND APPEALS

- 8 copies of the Application to the Zoning Hearing Board
- Application Fee (see Fee Schedule on reverse of this page)
- 1 copy of the Site Plan (see below for information that should be included)
- 1 copy of any supporting documentation

### FOR ZONING HEARING BOARD *AND* PLANNING COMMISSION SPECIAL EXCEPTIONS

- 18 copies of the Application to the Zoning Hearing Board
- Application Fee (see Fee Schedule on reverse of this page)
- 11 copies of the Site Plan (see below for contents)
- 11 copies of any supporting documentation

## RECOMMENDED DOCUMENTS TO BRING TO ZONING HEARING

- 9 copies of the Site Plan (see below for information that should be included)
- 9 copies of any supporting documentation
- 9 copies of qualifications for professionals presenting expert testimony for Applicant

## 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

**HEARINGS BEFORE ZONING HEARING BOARD**

|                                       |  |
|---------------------------------------|--|
| Variance or Special Exception:        |  |
| Single-family residential use.....    | \$450.00                                 |
| All other uses.....                   | \$900.00                                 |
| Validity challenge appeal.....        | (Initial Hearing Fee)..... \$800.00      |
|                                       | Per Hearing Fee Thereafter..... \$500.00 |
| Appeal of zoning officer action ..... | \$1000.00                                |