



Stroud Township
1211 North Fifth Street, Stroudsburg, PA 18360
Phone: (570) 421-3362 Fax: (570) 421-3240

REQUIREMENTS FOR ZONING PERMIT – PLOT PLAN SUBMISSION

When constructing a single family dwelling, include:

- Property dimensions
- Dimensions of proposed building
- Elevation plan of proposed building
- Distance of proposed work from property lines and street
- Application for driveway permit if driveway is accessed from Township road
- Septic permit if on-site supply (if central tie-in, check with Sewer Authority for hook-up)
- Slopes on lot (2' contour lines may be required)

When constructing an addition, porch, deck, shed, etc., include:

- Property dimensions
- Dimensions of existing building
- Dimensions of proposed work
- Elevation of building/structure above grade level
- Distance of proposed work from property lines, street and existing principle building
- Slopes on lot (2' contour lines may be required)

When applying for a change of use or new use permit, include:

- Description of proposed use(s)
- Description of existing use (if available)
- Floor plan of area designating square footage of proposed use(s)
- Number of employees
- Number of seats (when applicable)
- Number and location of parking spaces
- If use is temporary, length of time the use will take place

When applying for a sign permit, include:

- Type of sign (ground, wall, projecting, roof, temporary, directional)
- Dimensions of sign
- Location of sign on property
- Sketch of sign with exact lettering, logos, colors
- Existing signs for the applicant business on the property
- If sign is temporary, length of time the sign will be erected
- Lighting of sign, if any

To Print Plot Plan:

- Visit <https://www.monroecountypa.gov/departments/assessment/resources/gis>
- Click "[Public GIS Search](#)"
- Click "Agree"
- Select "Tools" (left side of screen)
- Click "Address Search"
- Enter Address
- Click "Search"
- Select Correct Address (Look at Municipality)
- Click the "+" sign on left until the measurement legend (bottom left) s
- Click Print (top right)
- Click Print Preview
- Click Send to Printer Button

