

ZONING PERMIT APPLICATION

Stroud Township • 1211 North Fifth Street • Stroudsburg, PA 18360
 Phone (570) 421-3362 • Fax (570) 421-3240
 E-Mail Residential projects: dwanter@ptd.net • Commercial: smcglynn@sfmconsultingllc.org

Application is hereby made for a permit in conformity with requirements of the Code of Ordinances of the Township of Stroud, including amendments. Any proposed buildings must conform with all building and energy conservation standards as mandated in the Pennsylvania Building Energy Conservation Act 222 and any all amendments thereto. The provisions of Stroud Township Ordinance No. 192, regarding water conserving plumbing fixtures must be adhered to.

ALL BLANKS MUST BE COMPLETED

Commercial **Residential**

Street Address: _____
 PIN # (From Tax Bill): 17/ _____
 Zoning District: (ie.: R-1, R-2, C-1 etc.) _____

THE UNDERSIGNED APPLICANT HEREBY APPLIES FOR A PERMIT TO:

Project Description: _____

Estimated Cost: (Copy of Sales Agreement Required) \$ _____
 Building Area: _____ square feet
 Lot Area: _____ square feet

Number of Signs _____

Sign Type (Ground, Wall, etc.)	Square Feet	Height

PROPERTY OWNER INFORMATION

Name: _____
 Address: _____
 Phone #: _____ Fax #: _____ Email: _____

APPLICANT INFORMATION (If different than owner)

Name: _____
 Address: _____
 Phone #: _____ Fax #: _____ Email: _____

CONTRACTOR INFORMATION

Name: _____
 Address: _____
 Phone #: _____ Fax #: _____ Email: _____

I hereby authorize the Township Staff to perform inspections related to this application as may be required between the hours of 8 AM and 5 PM. The applicant understands and agrees to comply with the Performance and Environmental Standards of the Stroud Township Zoning Ordinance, as amended. The applicant further understands that the Township has thirty (30) days to act upon this application from the date of receipt of a completed application. All information supporting this application shall become part of the records of Stroud Township, cannot be returned, and may be examined by the public at any time during the normal working hours of the Stroud Township Offices.

Applicant's Signature: _____ **Date:** _____

Print Name and Title: _____

(Permit will be sent to applicant)

Property Owner's Signature: _____ **Date:** _____

Print Name and Title: _____

(If different than applicant)

- Call when permit is ready. Mail completed permit.

.....
All items below this line to be completed by Stroud Township

Application #: _____

Submission Date: _____

Zoning Fee: _____

Building Codes Required YES NO

Building Code Submitted YES NO

STROUD TOWNSHIP ZONING PERMIT PLOT PLAN REQUIREMENTS

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 or proof of sewer hook-up
- Slopes on lot
- Number of bedrooms

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, streets and existing principle building, and septic system components
- Slopes on lot, if steep slopes exist
- Number of Bedrooms

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

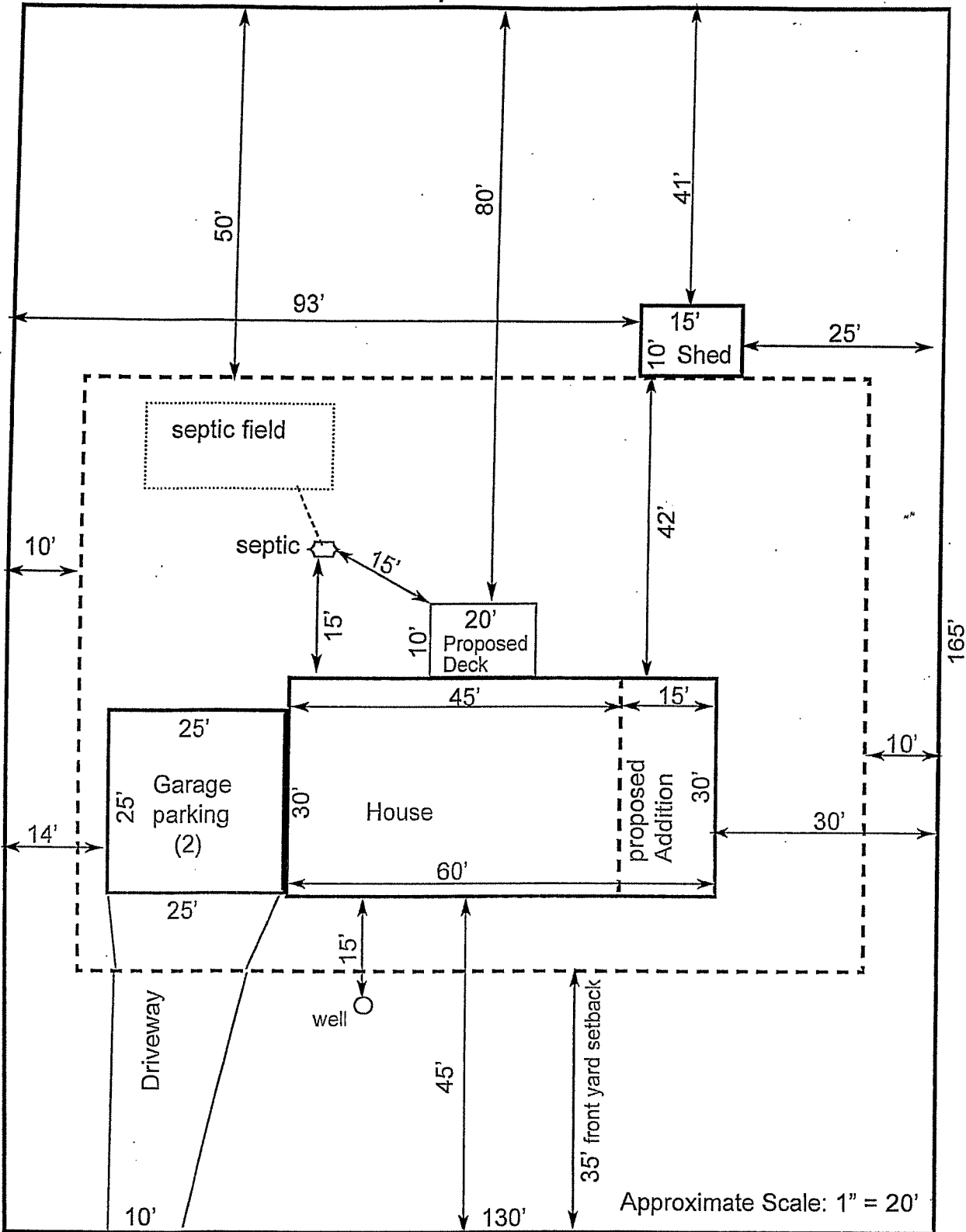
- Description of proposed use(s)
- Description of existing use (if available)
- Floor plan of area designating square footage of proposed use(s)
- Number of employees
- Number of seats (when applicable)
- Number and location of parking spaces
- If use is temporary, length of time the use will take place

When applying for a sign permit, include:

- Type of sign (ground, wall, projecting, roof, temporary, directional, etc.)
- Dimensions of sign
- Location of sign on property
- Sketch of sign with exact lettering, logos, colors, letter heights
- Photographs and details of existing signs on the property
- If sign is temporary, length of time the sign will be erected
- Lighting of sign, if any
- Landscape plan, if applicable
- Sign heights

SEE REVERSE SIDE FOR SAMPLE PLOT PLAN

Sample Plot Plan



Calculations of square footage	
House	45 X 30 = 1350
Garage	25 X 25 = 625
Shed	10 X 15 = 150
Deck	10 X 20 = 200
Addition	15 X 30 = 450
Driveway	$\frac{10 + 25 \times 45}{2} = 787.5$
	3562.5

Lot Area = 165' X 130' = 20,800

Impervious Coverage = $\frac{3562.5}{20,800 \text{ sq. ft.}}$ = 17.12%

STROUD TOWNSHIP ZONING OFFICE POLICY

Zoning Permit Applications

Applications can be submitted Monday through Friday, 8a.m. to 5p.m., except holidays. All applications must be **complete** and include the following:

Checklist

1. ___ Application Fee (see zoning permit fee schedule on back of page)
2. ___ Application signed by applicant and property owner if the applicant is not the property owner
3. ___ Plot Plan to include:
 - a. **ALL** existing and proposed improvements
 - b. Septic, well and driveway locations
 - c. Distances from primary structure to proposed accessory structure(s)
 - d. Distances from property lines to proposed improvement
4. ___ Building Plans, if applicable (1 for Residential, 1 for Commercial for Zoning Permits)
5. ___ Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
6. ___ Property Identification Number (PIN #) and Property Address
7. ___ Contact phone number
8. ___ Certificate of Insurance naming Stroud Township as certificate holder if a contractor is involved
9. ___ Contract or Sales Agreement/Sales Receipt
10. ___ Driveway Permit Application, if applicable
11. ___ Building Permit Application, if applicable
12. ___ Sewer Hook-up Approval or Septic Permit, if applicable
13. ___ Structure Height

ZONING PERMITS & FEES

Zoning Permit:

(a) Residential buildings, additions or accessory structures (150 sq. ft. or less) (Includes fee for Occupancy Permit).....	50.00
(b) New buildings, additions, accessory structures (including, but not limited to, decks, pools and sheds) (exceeding 150 sq. feet) per square foot of gross building space (includes occupancy permit fee):	
Residential uses.....	.25 sq. ft. + 25.00
Commercial uses.....	.30 sq. ft. + 25.00
Institutional uses.....	.30 sq. ft. + 25.00
Industrial uses.....	.15 sq. ft. + 25.00
Residential buildings, additions or accessory structures 150 sq. ft. or under (Includes fee for Occupancy Permit).....	50.00
Non-Residential buildings or additions (less than 150 sq. ft.) Or non-residential accessory structure, per square foot30
C. O. for Footer Inspection.....	25.00
Occupancy Permit – Re-inspection.....	25.00
Certificate of Non-Conformance.....	50.00
Site Alteration Permit:	
Permitted by right	50.00
Permitted by special exception	150.00
Change of Use Permit	50.00
Establishment of New Use Permit	50.00
Permit Modification Fee	50.00

** No zoning application is complete until all zoning fees are paid. Any fee balance will be due at time permit is picked up.

** Submission date will be determined by date all information is submitted and application is complete.

SIGNS - ADVERTISING PERMIT FEES

On-Premises Signs	
New Sign or Modification to sign structure, Excluding window, door, and neon signs.....	200.00
Plus copy, per square foot or portion thereof.....	5.00
New Sign Copy, per square foot or portion thereof.....	5.00
New Off-Premises Signs	
New Sign or Modification to sign structure.....	500.00
Plus copy, per square foot or portion thereof.....	10.00
New Sign Copy	50.00
Individual Signs	
Bulletin Board Sign.....	50.00
Construction Sign.....	50.00
Mural.....	100.00
Political Sign.....	25.00
Special Event Signs.....	50.00
Subdivision Identification Signs.....	50.00
Existing Sign Registration.....	25.00

BUILDING PERMITS: Building Fees, where applicable, will be assessed at time of review and must be paid at time of pick-up of permit.

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION
(attach to Zoning Permit Application)

A. The applicant is a Contractor within the meaning of the Pennsylvania Workers' Compensation Law Yes No
If the answer is "Yes", please complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification Number: _____

Applicant is a qualified self-insurer for workers' compensation:

Certificate attached

Policy expiration date: _____

C. Exemption:

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn before me this
_____ Day of _____ 20_____

Signature of Notary Public

My Commission expires: _____
(Seal)

Signature of Applicant: _____

Address: _____

County: _____

Municipality: _____

