



24 Analomink Street
East Stroudsburg, PA 18301
Phone: 570.421.8300 / Fax: 570.421.5575
Web: www.eaststroudsburgboro.org

Zoning Permit Application Fee
Sign(s): - \$100.00 per
Payment Method: _____
Date Paid: _____

ZONING PERMIT APPLICATION FOR SIGN

ZONING PERMIT APPLICATION, APPLICATION FEE, AND ASSOCIATED REQUIRED DOCUMENTS ARE DUE AT TIME OF SUBMITTAL

IMPORTANT – COMPLETE ALL APPLICABLE FIELDS. INCOMPLETE APPLICATIONS MAY DELAY REVIEWS.

I. IDENTIFICATION & PROPERTY INFORMATION					
Property Address:				Property Unit/Suite#:	
Tax Map #: 05/				Zoning District:	
Applicant Name:			Email:		
Applicant Mailing Address:			Phone:		
Owner Name:			Email:		
Owner Mailing Address:			Phone:		
Contractor Name:			Email:		
Contractor Mailing Address:			Phone:		
Proposed Property Use/Business Name:					
II. TYPE OF PERMIT REQUESTED AND DESCRIPTION OF PROJECT					
New Sign(s):		Copy Change:		Temporary Sign:	
Description/Notes:					
III. SIGN(S) INFORMATION (Use supplement form if applying for more than one (1) sign)					
Sign 1 of		PROPOSED SIGN INFORMATION		EXISTING SIGN INFORMATION	
Total Number of Signs:					
Linear Feet of Street Frontages:					
Height (from ground level) / Length / Width					
Gross Surface Area* (of the sign):					
Lettering of Message (Photo can be attached if available):					
Street Name and Location (of Sign 1 -i.e. ABC STREET: on building, window, free-standing, etc):					
Setbacks ** (of Sign 1 - Front, Rear, Left, Right):		Front:	Rear:	L:	R:
IV. DOCUMENTS REQUIRED					
- Two (2) copies of the sign proof (the document given by the Sign Company for acceptance prior to printing) - To-Scale Site Plan (see Site Plan Requirements Guide)					
V. CERTIFICATION					
I hereby certify that the information provided is true and correct, and that the proposed work is authorized by the property owner and shall comply with all applicable ordinances and regulations of this jurisdiction. I hereby authorize representatives of the Borough to enter upon the above-mentioned property for inspection purposes. I acknowledge that if I, or the Applicant/Authorized Agent, proceed with work related to the proposed project/use within thirty (30) days after the issuance of a permit, it is done so at my own risk. Aggrieved parties have thirty (30) days to file an appeal from the granting of any permit by the Zoning Officer, Zoning Hearing Board, Codes Appeal Board, and Borough Council. I acknowledge that Certificate of Occupancy is required before any property/project is occupied or used within the Borough of East Stroudsburg.					
Applicant Signature:			Date:		Owner Signature:
Applicant Name and Title:			Owner's Name and Title:		
FOR OFFICE USE ONLY					
Application Fee:		Payment received on:		Application#:	
Payment Method:		Check#:	Cash:	CC:	Online:
Zoning Permit Fee:		Application Date:			
		Approved Date:			
Building Codes Required:		YES	NO	Approved By:	
Building Codes Submitted:		YES	NO	MCCD Notified:	YES NO
		Notes:			

Application is hereby made for a permit in conformity with the requirements of Chapter 157 of the Code of the Borough of East Stroudsburg, including amendments. A Building Permit may also be required.



EAST STROUDSBURG BOROUGH
24 ANALOMINK ST EAST STROUDSBURG, PA 18301
Ph: (570) 421-8300 Fax: (570) 424-5141

SIGN APPLICATION SUPPLEMENT FORM

(To be completed in addition to the Zoning Permit Application, if needed)

(Please print clearly & legibly)

ADDITIONAL SIGN INFORMATION (If applying for more than one (1) sign)		
SIGN 2 of	PROPOSED SIGN INFORMATION	EXISTING SIGN INFORMATION
Name of Street Frontage and Location: of Sign#2 - i.e. ABC STREET: on building, window, free-standing, etc):		
Linear Footage of Street Frontage:		
Height (from ground level)/ Length/Width (i.e. 3' x 8')		
Gross Surface Area of Sign*:		
Lettering of Message (Photo can be attached if available):		
Setbacks ** (Front, Rear, Left, Right):	Front: Rear: L: R:	Front: Rear: L: R:
SIGN 3 of	PROPOSED SIGN INFORMATION	EXISTING SIGN INFORMATION
Name of Street Frontage and Location: of Sign#3 - i.e. ABC STREET: on building, window, free-standing, etc):		
Linear Footage of Street Frontage:		
Height(from ground level)/ Length/Width (i.e. 3' x 8')		
Gross Surface Area of Sign*:		
Lettering of Message (Photo can be attached if available):		
Setbacks ** (Front, Rear, Left, Right):	Front: Rear: L: R:	Front: Rear: L: R:
SIGN 4 of	PROPOSED SIGN INFORMATION	EXISTING SIGN INFORMATION
Name of Street Frontage and Location: of Sign#4 - i.e. ABC STREET: on building, window, free-standing, etc):		
Linear Footage of Street Frontage:		
Height (from ground level)/ Length/Width (i.e. 3' x 8')		
Gross Surface Area of Sign*:		
Lettering of Message (Photo can be attached if available):		
Setbacks ** (Front, Rear, Left, Right):	Front: Rear: L: R:	Front: Rear: L: R:
SIGN 5 of	PROPOSED SIGN INFORMATION	EXISTING SIGN INFORMATION
Name of Street Frontage and Location: of Sign#5 - i.e. ABC STREET: on building, window, free-standing, etc):		
Linear Footage of Street Frontage:		
Height (from ground level)/ Length/Width (i.e. 3' x 8')		
Gross Surface Area of Sign*:		
Lettering of Message (Photo can be attached if available):		
Setbacks ** (Front, Rear, Left, Right):	Front: Rear: L: R:	Front: Rear: L: R:

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DEFINITIONS (157-30)

(For Information Purposes Only – Pages Not to Be Submitted with The Zoning Permit Application)

***Gross Surface Area of Sign:** (SECTION 157-30): the entire area within a single continuous perimeter enclosing the extreme limits of such sign and in no case passing through or between adjacent elements of the same.

**** Setbacks:** Distances from the proposed sign to each applicable property line (front, rear, left side, right side)

Note: For a **Wall Sign**, submit an elevation drawing showing the building wall, dimensions of that wall, exact sign location, sign dimensions, and its placement on the façade.

Sign, Advertising (On-Premises) - any advertising display on which is shown the products, accommodations, services or activities on the premises or anything else that draws attention to the activities on the premises.

Sign, Business - a sign which directs attention to a business or profession conducted or to a commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is affixed.

Sign, Freestanding - A sign permanently supported independently of a building or other structure, having its own supports, such as a pole, imbedded in concrete.

Sign, Temporary - A temporary sign, including flags and banners, but not including a frame-type sign which directs attention to a special activity, sale or entertainment event. Such signs are not intended to be permanently affixed to a structure and shall be removed at the end of the event, sale or special activity. However, in no case shall a temporary sign be displayed longer than **14 days**.



SITE PLAN REQUIREMENTS GUIDE

(For Information Purposes Only – Pages Not to Be Submitted with The Zoning Permit Application)

A site plan must be submitted with every Zoning Permit Application. The site plan is used to determine compliance with applicable zoning regulations including setbacks, lot coverage, and placement of structures. The plan does not need to be prepared by a surveyor unless specifically requested; however, it must be accurate, legible, and drawn to scale.

Required Site Plan Format

Applicants must submit a **to-scale site plan** meeting the following standards:

- Paper Size: 8.5" × 11" or higher
- Recommended scales: **1 inch = 10 feet or 1 inch = 20 feet or 1 inch = 30 feet.**
- The scale must be clearly labeled on the drawing.

Required Information on Site Plan

The site plan must clearly show the following information:

<u>Property Information:</u>	<u>Property Boundaries:</u>
• Property Information • Property address • Tax parcel number (if known) • Name of property owner • North arrow • Drawing scale	Show the entire lot with the following: • Property lines • Dimensions of lot boundaries • Street name(s) adjacent to the property • Corner lots must show both street frontages
<u>Existing Structures:</u>	<u>Proposed Construction</u>
Show all existing buildings and structures, and impervious surfaces (if applicable) including: • Buildings • Existing signs <u>For each structure include:</u> • Dimensions of the structure • Distance from each property line (setbacks)	Clearly label all proposed improvements, including: • New Signs <u>Include:</u> • Dimensions of new sign(s) • Distance from all property lines to the new sign(s) • Distance from other structures to the new sign(s), if any
<u>Additional Notes</u>	
• Measurements should be taken from property lines to the nearest point of the structure. • Plans must be clear enough to determine zoning setbacks and compliance. • Applications submitted without an adequate site plan may be deemed incomplete.	

Instructions about HOW TO PRINT A PROPERTY MAP FROM MONROE COUNTY GIS are on the next page.



HOW TO PRINT A PROPERTY MAP FROM MONROE COUNTY GIS

(For informational purposes only. Plot Plan must be submitted along with your Zoning Permit Application)

Applicants may obtain a base property map using the Monroe County Geographic Information System (GIS). This map may be printed and used as the foundation for the required plot plan.

Step 1 – Access the Monroe County GIS Mapping System - <https://gis.monroecountypa.gov/>

Step 2 – Locate Your Property - Use the Search function to find your property by:

- Property address
- Parcel Identification Number (PIN)
- Property owner name

Once located, the map will zoom to the parcel.

Step 3 – Adjust the Map View

Before printing:

1. Zoom in until the entire parcel is visible.
2. Make sure property boundary lines are clearly displayed.
3. Adjust the map so the parcel is centered on the screen.

Applicants may turn on additional layers such as:

- Parcel boundaries
- Aerial imagery
- Roads and streets

Step 4 – Print the Map

Use the Print tool in the GIS viewer.

Recommended settings:

- Paper size: 8.5" × 11"
- Orientation: Landscape Map scale: Fit to page

Print the map.

Step 5 – Draw Your Plot Plan on the Map

After printing the parcel map:

Applicants must clearly draw and label the following items on the printed map:

- Existing structures (house, garage, sheds, decks, pools, etc)
- Proposed construction
- Driveways and parking areas
- Distance from structures to property lines
- Street name
- North arrow (if not shown)

Measurements must be shown from the structure to the nearest property line.

Important Notice

GIS parcel maps are **approximate and are not surveys**. The map is intended only as a visual aid for preparing a zoning plot plan.

Source: Monroe County GIS disclaimer.

<https://gis.monroecountypa.gov/>

If property boundaries are unclear, the Zoning Officer may require a survey or additional documentation before permit approval.