



1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301  
 Ph: 570-223-5082 | Fax: 570-223-5086  
 Email: zoning@smithfieldtownship.com | www.smithfieldtownship.com

**Zoning/Building Permit Application Submittal Checklist**

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please contact the Zoning Officer at 570-223-5082 ext. 2.**

|   | <b>Required</b> | <b>Submitted</b> |
|---|-----------------|------------------|
| 1) Permit Application   | _____           | _____            |
| 2) Verification of Ownership  | _____           | _____            |
| 3) Certificate of Insurance Coverage  | _____           | _____            |
| 4) Sewage Disposal Permit   | _____           | _____            |
| 5) Well Permit  | _____           | _____            |
| 6) Driveway Permit<br>(note: 2 copies of plot plain are req'd. Driveway must be staked in field.) | _____           | _____            |
| 7) Site Plan (2 copies)   | _____           | _____            |
| 8) Building Floor Plan and Elevation Drawings (3 complete sets)                                   | _____           | _____            |
| 9) Compliance with Storm Water Management   | _____           | _____            |
| <b>Fees Received:</b>   |                 |                  |
|   | <b>Zoning</b>   | _____            |
|   | <b>Building</b> | _____            |
|   | <b>Other</b>    | _____            |
|   | <b>Total</b>    | _____            |