SMITHFIELD TOWNSHIP
MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA

ORDINANCE NO. ____

AN ORDINANCE OF SMITHFIELD TOWNSHIP, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA, CORRECTING ZONING DISTRICT NAMES WITHIN THE TOWNSHIP'S ZONING AND SALDO ORDINANCES, UPDATING REFERENCES TO OUTDATED ZONES, AND SUBMISSION REQUIREMENTS.

WHEREAS, the Township of Smithfield (hereinafter "Township") is a Second Class Township located within the County of Monroe, Commonwealth of Pennsylvania, with an office address of 1155 Red Fox Road, East Stroudsburg, PA 18301; and,

WHEREAS, the Board of Supervisors identified three sections in the current Township Zoning Ordinance that reference zoning districts that have since been repealed, and wish to correct the zoning ordinance; and

WHEREAS, the Board of Supervisors desires to update submission guidelines to reduce the amount of paper copies being submitted to the Township; and

WHEREAS, the Board of Supervisors desires to require renderings and elevations be submitted with certain projects to better understand the visual impact of projects; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Smithfield Township, Monroe County, Pennsylvania, as follows:

SECTION 1. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 504.1.K.1.d.1is repealed and restated in its entirety as follows:

All freestanding premises signs within the ED District shall be located on the property of the business or institution to which the sign refers.

SECTION 2. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 507.4.C is repealed and restated in its entirety as follows:

The keeping of any such other animal on a parcel of less than five acres shall be considered a conditional use and the Township may require additional setbacks and/or buffers in accord with the conditional use standards of this Chapter. Such activities shall only be permitted in R-1, R-C and ED Districts.

SECTION 3. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 609.1.C is repealed and restated in its entirety as follows:

The minimum front yard setback in the ED zone shall be 50 feet when applied to land development which proposes to eliminate an existing nonconforming structure, only where said structure is located within the front yard setback.

SECTION 4. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 502 - Submission, is repealed and replaced as follows:

1. Guidelines for submission information are found in §22-504, but the submission can be tailored to meet the specific needs of the individual applicant/developer. The sophistication of the information supplied need only be sufficient to provide the background necessary for the Township reviewing agency, normally but not necessarily the Planning Commission, to answer the applicant/developer's questions.

2. Sketch Plans with No Engineer Review

    a. The complete plan submission shall be made to the Township Zoning Officer at least 10 calendar days prior to the regularly scheduled Planning Commission Meeting at which the plan is to be discussed.

    b. No fees are required for sketch plans with no engineer review.

    c. Copies for Submission. The official submission of the sketch plan shall include the following:

        i. Application: Two (2) paper applications for a sketch plan. Said form shall be furnished by the Township.

        ii. Site Plan: four (4) 24" x 36" copies.

        iii. Other relevant documentation: four (4) copies each.

        iv. One (1) digital copy of all items in PDF format.

    d. Distribution. The submission copies shall be distributed in the following manner:

        i. For the Township file: one (1) copy of all documents.

        ii. For public inspection: one (1) copy of all documents.

        iii. For the Planning Commission:

            1. Two (2) 24" x 36" site plan.

            2. Two (2) copies of other relevant documentation.

3. Sketch Plans with Engineer Review

a. The complete plan submission shall be made to the Township Zoning Officer at least 20 calendar days prior to the regularly scheduled Planning Commission Meeting at which the plan is to be discussed.

b. A professional escrow agreement shall be established for reimbursement of professional review fees. Fees are determined by Resolution of the Board of Supervisors.

c. Copies for Submission. The official submission of the sketch plan shall include the following:

    i. Application: three (3) paper applications for a sketch plan. Said form shall be furnished by the Township.

    ii. Professional Escrow Agreement: one (1) copy.

    iii. Site Plan: four (4) 24" x 36" copies.

    iv. Other relevant documentation: four (4) copies each.

    v. One (1) digital copy of all items in PDF format.

d. Distribution. The submission copies shall be distributed in the following manner:

    i. For the Township file: one (1) copy of all documents and professional escrow agreement.

    ii. For public inspection: one (1) copy of all documents.

    iii. For the Township Engineer: one (1) copy of all documents.

    iv. For the Planning Commission:

        1. One (1) copy of paper application.

        2. Two (2) 24" x 36" site plan.

        3. Two (2) copies of other relevant documentation.

SECTION 5. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 504.1.Y is added as follows:

> Color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

SECTION 6. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 602, is repealed and restated as follows:

1. The applicant/developer shall make application to the Township a minimum of twenty (20) days prior to the Planning Commission Meeting at which the plan is to be accepted for review; such application will include all plans, data and information listed below and in § 22-603.

2. The application shall be accompanied by a specified fee and professional escrow agreement. Such fees shall be in accordance with the fee schedule set by Resolution of the Board of Supervisors.

3. Upon submission of a preliminary plan, the Township shall determine if the application is complete and, if so, schedule it to be accepted for review at the next regularly scheduled Township Planning Commission meeting; if the Township determines the application is incomplete, the plan and application shall not be reviewed but shall be returned to the applicant/developer with a report indicating the deficiencies. Once the plan is accepted for review by the Planning Commission this shall be considered the start of the MPC ninety-day review period.

4. The applicant/developer shall notify all property owners abutting the proposed development. This notification shall contain a statement as to the size and scope of the proposed project and the date of the first Planning Commission review of the project. Said notice shall be sent to the mailing address of the abutting property owners as shown on the tax rolls of the Township. A list indicating the names and addresses of the people notified, a copy of the letter sent, and a certification with "return receipt requested" indicating that the letters had been sent shall be submitted to the Township.

5. Copies for Submission to Township. The official submission of plan shall include the following:

    a. Application: four (4) paper applications, complete and properly prepared. Said form shall be furnished by the Township.

    b. Notice to Abutting Property Owners: one (1) copy of all items described in Section 602.4.

    c. Professional Escrow Agreement: one (1) copy.

    d. Site Plan: six (6) 24" x 36" copies.

    e. Erosion and Sedimentation Narrative: four (4) copies.

    f. Stormwater Management Report: four (4) copies.

    g. Sewage Disposal Approvals and/or Pennsylvania Department of Environment Protection: four (4) copies.

    h. Highway Occupancy Permit, as applicable: four (4) copies.

    i. Wetland Study or abbreviated study, as applicable: four (4) copies.

j. Waiver request/deferral letters: four (4) copies.

k. Other documentation as required: four (4) copies of each document.

l. One (1) digital copy of all items in PDF format, one (1) copy of all Auto CAD files.

6. Distribution. The submission copies shall be distributed in the following manner:

   a. For the Township file: one (1) copy of all documents, professional escrow agreement, and notice to abutting property owners.

   b. For public inspection: one (1) copy of all documents.

   c. For the Township Solicitor: one (1) copy of all documents.

   d. For the Township Engineer: one (1) copy of all documents.

   e. For the Planning Commission and Board of Supervisors: two (2) 24" x 36" site plans.

7. Additional Submission Requirements. In addition to the copies noted above, the following submissions shall be made by the applicant/developer:

   a. Water Authority: copies per agency, as applicable.

   b. Sewer Authority: copies per agency, as applicable.

   c. Fire Company servicing the project.

   d. School Board of the school servicing the project, as requested.

   e. PennDOT (where required): copies per agency submission requirements.

   f. Monroe County Planning Commission copies per agency submission requirements.

   g. Monroe County Conservation District: copies per agency submission requirements.

SECTION 7. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 702, is repealed and restates as follows:

1. The applicant/developer shall make application to the Township a minimum of twenty (20) days prior to the Planning Commission Meeting at which the plan is to be accepted for review; such application will include all plans, data and information listed below and in §22-703.

2. The application shall be accompanied by a specified fee and professional escrow agreement. Such fees shall be in accordance with the fee schedule set by Resolution of the Board of Supervisors.

3. Upon submission of a final plan, the Township shall determine if the application is complete and, if so, schedule it to be accepted for review at the next regularly scheduled Township Planning Commission meeting; if the Township determines the application is incomplete, the plan and application shall not be reviewed but shall be returned to the applicant/developer with a report indicating the deficiencies. Once the plan is accepted for review by the Planning Commission this shall be considered the start of the MPC ninety-day review period.

4. Copies for Submission to Township. The official submission of the plan shall include the following:

    a. Application: four (4) paper applications, complete and properly prepared. Said form shall be furnished by the Township.

    b. Professional Escrow Agreement: one (1) copy.

    c. Site Plan: six (6) 24" x 36" copies.

    d. Erosion and Sedimentation Narrative: four (4) copies.

    e. Stormwater Management Report: four (4) copies.

    f. Sewage Disposal Approvals and/or Pennsylvania Department of Environment Protection: four (4) copies.

    g. Highway Occupancy Permit, as applicable: four (4) copies.

    h. Wetland Study or abbreviated study, as applicable: four (4) copies.

    i. Waiver request/deferral letters: four (4) copies.

    j. Other documentation as required: four (4) copies of each document.

    k. One (1) digital copy of all items in PDF format, one (1) copy of all Auto CAD files.

5. Distribution. The submission copies shall be distributed in the following manner:

    a. For the Township file: one (1) copy of all documents.

    b. For public inspection: one (1) copy of all documents.

    c. For the Township Solicitor: one (1) copy of all documents.

    d. For the Township Engineer: one (1) copy of all documents.

e. For the Planning Commission and Board of Supervisors: two (2) 24" x 36" site plans.

6. Additional Submission Requirements. In addition to the copies noted above, the following submissions shall be made by the applicant/developer:

    a. Water Authority: copies per agency, as applicable.

    b. Sewer Authority: copies per agency, as applicable.

    c. Fire Company servicing the project.

    d. School Board of the school servicing the project, as requested.

    e. PennDOT (where required): copies per agency submission requirements.

    f. Monroe County Planning Commission copies per agency submission requirements.

    g. Monroe County Conservation District: copies per agency submission requirements.

SECTION 8. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 703.1 shall all be modified to insert a new Item h:

    h. For land development plans only: color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

SECTION 9. Smithfield Township Ordinance, Chapter 22 of the Township Code of Ordinances, Section 802, is repealed and restated as follows:

1. The applicant/developer shall make application to the Township a minimum of twenty (20) days prior to the Planning Commission Meeting at which the plan is to be accepted for review; such application will include all plans, data and information listed below and in § 22-803.

2. The application shall be accompanied by a specified fee and professional escrow agreement. Such fees shall be in accordance with the fee schedule set by Resolution of the Board of Supervisors.

3. Upon submission of a plan, the Township shall determine if the application is complete and, if so, schedule it to be accepted for review at the next regularly scheduled Township Planning Commission meeting; if the Township determines the application is incomplete, the plan and application shall not be reviewed but shall be returned to the applicant/developer with a report indicating the deficiencies. Once the plan is accepted

for review by the Planning Commission this shall be considered the start of the MPC ninety-day review period.

4. Copies for Submission to Township. The official submission of the plan shall include the following:

    a. Application: four (4) paper applications, complete and properly prepared. Said form shall be furnished by the Township.

    b. Professional Escrow Agreement: one (1) copy.

    c. Site Plan: six (6) 24" x 36" copies.

    d. Erosion and Sedimentation Narrative: four (4) copies.

    e. Stormwater Management Report: four (4) copies.

    f. Sewage Disposal Approvals and/or Pennsylvania Department of Environment Protection: four (4) copies.

    g. Highway Occupancy Permit, as applicable: four (4) copies.

    h. Wetland Study or abbreviated study, as applicable: four (4) copies.

    i. Waiver request/deferral letters: four (4) copies.

    j. Other documentation as required: four (4) copies of each document.

    k. One (1) digital copy of all items in PDF format, one (1) copy of all Auto CAD files.

5. Distribution. The submission copies shall be distributed in the following manner:

    a. For the Township file: one (1) copy of all documents.

    b. For public inspection: one (1) copy of all documents.

    c. For the Township Solicitor: one (1) copy of all documents.

    d. For the Township Engineer: one (1) copy of all documents.

    e. For the Planning Commission and Board of Supervisors: two (2) 24" x 36" site plans.

6. Additional Submission Requirements. In addition to the copies noted above, the following submissions shall be made by the applicant/developer:

    a. Water Authority: copies per agency, as applicable.

b. Sewer Authority: copies per agency, as applicable.

c. Fire Company servicing the project.

d. School Board of the school servicing the project, as requested.

e. PennDOT (where required): copies per agency submission requirements.

f. Monroe County Planning Commission copies per agency submission requirements.

g. Monroe County Conservation District: copies per agency submission requirements.

SECTION 10. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 704.1.A shall be repealed and reinstated as follows:

1. Four (4) copies of the application for a public hearing, complete and properly prepared. Forms shall be furnished by the Township.

2. Four (4) copies of a tentative site development plan of the conditional use

3. Four (4) copies of a statement of purpose and extent of the conditional use. This statement should outline in detail the conditional use, any future changes and present and future ownership.

4. Four (4) copies of any other requests for variance or waivers that may be necessary, including the reasons therefore.

5. Four (4) copies of any other information or data the applicant may deem necessary or desirable to be submitted.

6. Four (4) copies of color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

7. One full digital copy of all submitted documents, which may be submitted to the Township via USB flash drive, CD, or email.

8. Should a conditional use consist of or include any real property lying within a distance of 500 feet from the boundary of any adjoining Township or Borough, two additional copies of all documents and information shall be submitted.

9. A complete submission for preliminary land development.

SECTION 11. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 704.1.B.3 shall be repealed and reinstated as follows:

3. Distribution. The submission copies shall be distributed in the following manner:

    a. For the Township file: one (1) copy of all documents.

    b. For public inspection: one (1) copy of all documents.

    c. For the Township Solicitor: one (1) copy of all documents.

    d. For the Township Engineer: one (1) copy of all documents.

    e. For the Planning Commission and Board of Supervisors: two (2) 24" x 36" site plans.

    f. Should any site development plan involve any of the areas specified in Part 9, § 27-901, Subsection 2, the applicant shall transmit to the Secretary of the Monroe County Planning Commission a copy of said information within 10 days of the receipt thereof with a request for comments. The County Planning Commission shall report its opinions, findings and recommendations to the Zoning Officer within 30 days. Failure to do so shall constitute a favorable opinion of said site development plan by the County Commission.

SECTION 12. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 705.1.A.17, shall be added as follows:

17. Color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

SECTION 13. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, Section 711.1.A.6 shall be inserted, and current items 6-8 shall shift by one number. New Section 711.1.A.6 shall be inserted as follows:

Six copies of Color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

SECTION 14. Smithfield Township Ordinance, Chapter 27 of the Township Code of Ordinances, New Section 803 – Submission, shall be inserted and all other sections shall shift by one number. The following shall be included in New Section 803:

1. The applicant/developer shall make application to the Township a minimum of thirty (30) days prior to the Zoning Hearing Board at which the plan is to be accepted for review; such application will include all plans, data and information listed below and in § 22-804.

2. The application shall be accompanied by a specified fee in accordance with the fee schedule set by Resolution of the Board of Supervisors.

3. Upon submission, the Township shall determine if the application is complete and, if so, schedule it to be considered at the next regularly scheduled Zoning Hearing Board meeting; if the Township determines the application is incomplete, the plan and application shall not be reviewed but shall be returned to the applicant/developer with a report indicating the deficiencies.

4. Copies for Submission to Township. The official submission shall include the following:

    a. Application: four (4) paper applications, complete and properly prepared. Said form shall be furnished by the Township.

    b. For submission that will require the submission of a land development plan to the Board of Supervisors: four (4) copies of color renderings demonstrating building façade and elevations for all sides of any proposed building. The renderings must also depict evidence of compliance with any required screening, fencing, and landscape buffer regulations.

    c. Other documentation as required to conform with §27-804 - Variances: four (4) copies of each document.

    d. Site Plan: six (5) 24" x 36" copies.

    e. One (1) digital copy of all items in PDF format, one (1) copy of all Auto CAD files.

5. Distribution. The submission copies shall be distributed in the following manner:

    a. For the Township file: one (1) copy of all documents.

    b. For public inspection: one (1) copy of all documents.

    c. For the Zoning Hearing Board Solicitor: one (1) copy of all documents.

    d. For the Township Zoning Officer: one (1) copy of all documents.

    e. For the Zoning Hearing Board: one (1) 24" x 36" site plan.

SECTION 15. Severability. In the event any provision, section, sentence, clause, or part of this Ordinance shall be held invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of this Township that such remainder shall be and shall remain in full force and effect.

SECTION 16. Repealer. All other ordinances or parts of ordinances inconsistent herewith shall be and the same expressly are repealed.

SECTION 17. Effective Date. This Ordinance shall become effective five days after the date of enactment as provided by law.

ADOPTED this _____ day of _____, 2026 by the Board of Supervisors of the Township of Smithfield, Monroe County, Pennsylvania.

SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS

_____
Jacob A. Pride, Chair

_____
Robert Lovenheim, Vice Chair

_____
Michael Albert, Supervisor

Attest:_____
Julia Heilakka
Township Secretary