STUDENT HOUSING REGISTRATION
Department of Safety and Inspections
Zoning Administrator
375 Jackson Street, Suite 220
Saint Paul, MN 55101
Ph: (651) 266 – 9008 / Fax: (651) 266 – 9009

Zoning Office Use Only

Date/Time Received: _____

File #: _____

Zoning Staff: _____

APPLICANT
(property owner or agent/ representative of property owner)

Name _____

Address _____

City _____ St._____ Zip_____ Phone _____

Cell/Fax/Other # _____ Email _____

Name of Owner (if different) _____ Phone _____

Property Manager (if different) Phone

PROPERTY LOCATION

Address _____

REQUEST: Application is hereby made under provisions of Chapter 67, Section 700 of the Zoning Code for establishing new student dwellings.
# of residential units: ( ) 1-single family dwelling ( ) 2-duplex
Is there a current or provisional Fire Certificate of Occupancy: ( ) Yes ( ) No
If No, you must apply for a Fire Certificate of Occupancy before this registration can be approved, see application form here: http://stpaul.gov/DocumentCenter/Home/View/3260
# of student residents proposed in each unit: _____
# of bedrooms in each unit: _____
# of TOTAL residents in each unit: _____

ATTACHMENT REQUIRED: A site plan drawn to scale and dimensioned showing the layout of the lot including the placement of the house, accessory buildings, parking pads, and driveways must be submitted. Any proposed parking areas should be shown. If parking areas and driveways are not currently paved they will be required to be paved with standard or pervious asphalt or concrete, or with brick, concrete or stone pavers. Driveway pavement may be limited to wheel tracks at least two (2) feet wide.

Chapter 67, Section 700 of the Zoning Code

Section 67.702. Student dwellings.
A one or two family dwelling requiring a fire certificate of occupancy in which at least one unit is occupied by 3 or 4 students. A student is an individual who is enrolled in or has been accepted to an undergraduate degree program at a university, college, community college, technical college, trade school, or similar and is enrolled during the upcoming or current session, or was enrolled in the previous term, or is on a scheduled term break or summer break from the institution.
Section 67.703. Standards and conditions.
(a) A student dwelling shall be located a minimum of 150' from any other student dwelling located on a different lot.
(b) Parking shall be provided: 1 off street parking space for a single family dwelling; 3 off street parking spaces for a duplex.
Section 67.707. Tracking and renewal of registered and established student dwellings.
All student dwellings shall have and maintain a fire certificate of occupancy that identifies the property as a student dwelling. Continued student occupancy is required and documentation of residents' student status may be required in the future.

Applicant's Signature _____ **Date**_____