



**THE CITY OF POUGHKEEPSIE
NEW YORK**

BUILDING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

REQUIREMENTS FOR STUDENT RESIDENCE
(Please read carefully. Incomplete applications will be rejected.)

Application for student residence shall be made on a form provided by the Building Inspector (see the attached application form). Every application will be reviewed for compliance with the provisions of the Zoning Ordinance applicable to the proposed student residence and the zoning district in which the subject property is located. In order to enable this review, the following information is required to be submitted with the application:

1. A plot plan, drawn to scale and signed and dated by the person responsible for such drawing, showing the manner in which the land is proposed to be used (including location of any buildings and all accessory uses, such as off-street parking); and,
2. Address of any municipal parking facility within 1320 feet of the property; and/or,
3. Address of any private parking facility proposed to be utilized and a copy of the lease; and,
4. A \$150.00 application fee.

Complete applications will be reviewed for compliance with the applicable provisions of the Zoning Ordinance. If the proposed student residence does not comply with these requirements, the application will be denied. Any terms of denial could be appealed to the Zoning Board of Appeals. If the proposed student residence complies with the Zoning Ordinance, the next step is the filing of a request for inspection. An inspection will be scheduled to determine compliance with other applicable codes, such as the Minimum Housing Standards Ordinance, the Multiple Residence Law and the Property Maintenance Code.

Upon approval of the student residence, the owner must file a registration form with the following information: Address of student residence, owner's name and home address, owner's home phone and/or 24 hour emergency phone number, name, address and 24 hour emergency phone number of the property manager, if any, number of dwelling units in building, number of dwelling units occupied as student residences and the individual unit number, if applicable, number of off-street parking spaces provided, number of persons occupying each unit, names of person occupying each unit and name of college attending, primary phone number for student residence, if available, individual phone numbers for persons occupying residence, if available.

