



CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MN 55101-1806
Phone: 651-266-8989 Fax: 651-266-9124
Visit our Web Site at www.stpaul.gov/dsj

STUDENT HOUSING REGISTRATION

File #: _____

Date Received _____

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 _____

If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

REQUEST: Application is hereby made under provisions of Chapter 67.700 of the Zoning Code for establishing new student dwellings.

of residential units: one-family dwelling two-family dwelling

Is there a current or provisional fire certificate of occupancy? Yes No

If no, you must apply for a [Provisional Fire Certificate of Occupancy](#) before this registration can be approved.

of student residents proposed in each unit: _____

of bedrooms in each unit: _____

Total # of 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.

Section 67.702. Student dwellings.

Within the SH student housing neighborhood impact overlay district, a student dwelling is a one- or two-family dwelling requiring a fire certificate of occupancy in which at least one (1) unit is occupied by three (3) or four (4) students. For the purposes of this article, 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 one hundred fifty (150) feet from any other student dwelling located on a different lot, measured as the shortest distance between the two (2) lots on which the student dwellings are located.
- (b) Parking shall be provided in accordance with the requirements of article 63.200 for new structures.

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 _____