



**THE CITY OF POUGHKEEPSIE  
NEW YORK**

**BUILDING PLANNING & ZONING**  
62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR  
POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

## **STUDENT RESIDENCE FAQs**

**Q. What is a student residence?**

A. A student residence is defined by the Zoning Ordinance as “A living arrangement for no more than three (3) students per dwelling unit, attending or about to attend a college, or who are on a semester or summer break from studies at a college or university, or any combinations of such persons. Student residences shall not include fraternities, sororities or community residential programs. The occupants must share the entire dwelling unit as a single housekeeping unit. A unit in which the various occupants act as separate roomers shall be deemed to be occupied as a rooming house.”

**Q. In what Zoning Districts are student residences permitted?**

A. Student Residences are permitted in R-3, R-3A, R-4, R-4A, R-5, R-6 and O-R Zoning Districts.

**Q. How do I know what Zoning District a property I own or am interested in renting as a student residence is located in?**

A. You can call the Building Department at 451-4007, or come in to the Building Department to see the Zoning Map yourself. We’re located on the second floor of City Hall at 62 Civic Center Plaza, across from the Post Office and the Poughkeepsie Journal.

**Q. Is there an approval process?**

A. Yes. The owner of the property must make application to use a dwelling unit as a student residence. The application forms are available from the Building Department. There is a \$50.00 fee.

**Q. What types of buildings can be used for student residences?**

A. One, two, three or four family dwellings located in the appropriate zoning districts can be utilized for student residences, following the approval process.

**Q. How many students can live in a student residence?**

A. As mentioned in the definition, not more than three students can live in a single dwelling unit.

**Q. Is off-street parking required?**

A. Yes. One off-street parking space must be provided for every bedroom in a student residence. If there is no off-street parking on the property, the Zoning Administrator may waive this requirement if there is off-street parking at a municipal lot or privately owned lot within 1,320 feet. The Building Department will verify the location and availability of any off-street parking facilities.

**Q. Are any inspections required?**

A. Yes. The Building Department must inspect the premises annually to verify the information on the application form, and to determine compliance with applicable codes, such as the Minimum Housing Standards Ordinance, the Multiple Residence Law and the Property Maintenance Code.

**Q. Is there a fee for the inspection?**

A. Yes. There is a \$100 fee.

**Q. What happens after the residence is approved?**

A. The owner must file a registration form with the Building Department 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.

**Q. Can the approval be revoked?**

A. Yes, if the Building Department finds that there has been any misrepresentation of facts on the application or where violations are found to exist.

Approval may also be revoked if there are violations of any provisions of the student registration ordinance, or violations of any other applicable state or local laws relating to the premises or activities being therein.

Whenever a registration is revoked, no registration will be granted to any person whose registration has been revoked within a period of two (2) years from the date of revocation.