

Student Housing Permit Renewal Packet Fall 2016–Spring 2017

KEY CHANGES THIS YEAR

As a result of recent changes to the Zoning Regulations governing Student Housing:

- *You must provide a copy of the signed lease with your renewal application.*
- *The Lease Agreement must contain specific language regarding behavior that may lead to an eviction by the property owner, and a copy of the Student Housing Renewals Packet as an attachment.*
- *By signing the renewal application you are agreeing to allow periodic inspections, upon reasonable notification, by Planning and Zoning enforcement staff to verify that the number of individuals living in a dwelling unit does not exceed the approved number.*
- **New applications must comply with the new Zoning Regulations requiring that the dwelling be the owner's permanent residence, which means the owner lives there at least ten months per year. Units approved prior to December 16, 2015 are not subject to this requirement unless the original approval lapses.**



Landlord Checklist for Student Housing Permit Renewal

All student housing renewal applications must be submitted by August 1, 2016. If you miss the deadline your approval will be void. The following checklist contains the requirements needed in order to renew your student housing permit. You will not receive a renewal unless all of the items listed below are completed and submitted to the Planning and Zoning Department:

- Renewal fee (\$150 per dwelling unit)
- Renewal application form with student license plate information
- Neighbors' Resource Information Sheet for Student Housing Issues
- Stamped, addressed envelopes for all abutting property owners within 100 feet, along with a list of the abutting property owners within 100 feet, obtained from the Assessor's Office.
- Copy of signed lease agreement, containing the following language: "The lessee acknowledges having read and signed the Town of Hamden's 'Student Resource Information Sheet for Off-Campus Residential Living,' stating that he or she has read the other Student Housing Permit or Student Housing Renewal documents and agrees to comply with all the requirements therein. The lessee further acknowledges that any violation of those conditions or the Hamden Zoning Regulations Student Housing Regulations is grounds for immediate termination of this lease agreement."

The lease must include as an attachment, a copy of the Student Housing Permit Renewal Packet in use at the time the lease agreement is signed

- Student Resource Information Sheet for Off-Campus Residential Living, signed by your student tenants, acknowledging they have read:
 - o 'Good-Neighbor' Guide
 - o Student Codes of Conduct
 - o Noise Ordinance
 - o Hamden Zoning Regulations
- Check this box if you won't have students this coming academic year but are paying the renewal fee to prevent your permit from lapsing. **You must submit this checklist, the renewal form noting that there will be no students and the proper fee to maintain a valid permit.**

By signing below, I acknowledge that I have completed and submitted the above requirements for a valid student permit renewal.

Please Print Name

Date

Please Sign Name

If you have any further questions, please contact the **Planning and Zoning Department** at (203) 287-7070

Student Housing Permit Application Annual Renewal Form
Fall 2016 – Spring 2017

Address _____

Zoning Permit # _____

Name of 24-Hour Contact _____

Telephone # _____

Email Address _____

Names of Student Tenants

License Plate # and State

1. _____

2. _____

3. _____

4. _____

I hereby certify that I have read the student housing regulations and I will comply with all provisions including that no more than four (4) tenants will reside per housing unit. I hereby grant permission for the premises to be inspected for compliance with these regulations, upon reasonable notification, by Planning and Zoning Department staff.

Name Printed _____

Date _____

Signature _____

Approved by _____
Zoning Enforcement Officer

Approval Date _____

Fee _____

Date Paid _____

Receipt # _____



Neighbors' Resource Information Sheet for Student Housing Issues

You are receiving this communication because the Hamden Planning and Zoning Department has issued a renewal or new approval for students to live next door to you. The Hamden Planning and Zoning Commission has requested that owners of properties housing students provide neighboring property owners with contact information and instructions for handling any problems.

Property Address: _____ _____
Owner Name: _____
Phone Number: _____
Email Address: _____

Name of New Neighbors: 1) _____ 2) _____ 3) _____ 4) _____
Student House Phone Number: _____

Please introduce yourself to them and let them know when the weekly trash pick-up is and how you expect neighbors to behave. In most instances there are no problems with students, but in the event that you do have a problem you should contact the appropriate university hotline and Hamden Police if you think it is a police issue.

Quinnipiac University Hotline: (203) 582-3770 Southern CT State Hotline: (203) 392-5357 Hamden Police: (203) 230-4000 Hamden Help Line: (203) 287-7676

In the event of loud parties or other disturbances, contact both the university hotline and the Hamden Police. If the police come, please request a copy of the incident report the following day. For repeat or chronic problems you should also contact the appropriate institution:

Quinnipiac University: Salvatore Filardi, Vice President Facilities & Capital Planning, 203-582-8665 Southern Connecticut State University: 1-888-500-7278 Albertus Magnus College: Community Relations: 203-773-8502
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Any further questions, please contact the Planning and Zoning Department at (203) 287-7070



Please submit to the Planning and Zoning Department

Student Resource Information Sheet for Off-Campus Residential Living

The Hamden Planning and Zoning Commission has requested that you, as students living off-campus, be made aware of your responsibilities as neighbors and citizens when living off-campus. After reading the attached documents please sign this sheet and return it to your landlord. We also suggest that you take the time to introduce yourself to your neighbors. This will start your stay on a positive note, allowing your neighbors to explain their expectations and to let you know the schedule for trash pickups and recycling.

Please read the attached documents:

- 'Good-Neighbor' Guide
- Quinnipiac University or Southern Connecticut State University Student Code of Conduct
- Town of Hamden Noise Ordinance
- Town of Hamden Student Housing Zoning Regulations

By signing below I acknowledge that I have read the documents referenced above. I am aware that the landlord has granted permission for the premises to be inspected for compliance with Hamden Student Housing Zoning Regulations, upon reasonable notification, by Planning and Zoning Department staff.

Please Print Name

Please Sign Name

Date

Please Print Name

Please Sign Name

Date

Please Print Name

Please Sign Name

Date

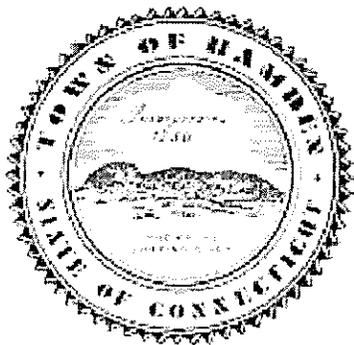
Please Print Name

Please Sign Name

Date

Off-Campus Address

If you have any further questions, please contact the **Planning and Zoning Department** at (203) 287-7070



'Good-Neighbor' Guide

Please be mindful of the following:

- Only **4 or less** persons are allowed to be living in a house during a given lease.
- Trash/Recycling
 1. **Trash** is picked up once a week. All trash must be placed in the Town-provided green cart, at the curb, with the lid opening facing the street, using the arrows on the top of the lids as a guide. A cart cannot be picked up if it is sideways, backwards, behind another or behind an obstacle. The cart must be placed 3 feet away from other carts and any obstacles such as a mailbox, telephone pole or parked car. **All trash must be inside the cart – any trash outside the cart or in a cart with an open lid will be left behind.**
 - **Recycling** such as paper, cardboard glass and plastic (with recycling triangles #1-7; if it does not have a number then it is not recyclable) is picked up every other week the same day as the trash. Place any recyclable items (not refuse) together in the town-provided, blue, recycling cart for curbside pickup, with the lid opening facing the street, using the arrows on the top of the lids as a guide. Each cart must be placed 3 feet away from other carts and any obstacles such as a mailbox, telephone pole or parked car. You may combine your paper recycling with your glass food and beverage containers, metal food and beverage containers, juice/milk cartons and plastic containers. Be sure the containers are empty and rinsed. **Remember all acceptable recyclables, including cardboard, must be placed in the recycling cart or they will be left behind. Make sure the lid of the recycling cart is closed.**
 - **Bulk trash can be put out on the curb only during the months of October and April.**
- Parking
 - Vehicles cannot be parked in required front or side yards- except in a side yard that is already paved, and within ten feet of the rear property boundary (ask your landlord what the setback is).

➤ Parties

- Remember that your neighbors don't keep the same work/sleep schedule that you do.

➤ Property maintenance

- Keep the grass cut and yard free of debris, including beer cans, kegs, dilapidated furniture and litter.

*You are still subject to the provisions of the Student Handbook set forth by your university

Lastly, get to know your new neighbors!

If you have any further questions, please contact the **Planning and Zoning Department** at (203) 287-7070



Student Codes of Conduct

Extract from Quinnipiac University Code of Conduct for Off-Campus Living:

Residential Life Introduction

University housing is one of the many learning experiences you will enjoy at Quinnipiac. University housing consists of traditional residence halls, apartment-style units and off-campus houses. Each of these options provides an opportunity to interact with students from a wide variety of geographical locations and cultural backgrounds. Your experiences with your fellow students will be enhanced by your tolerance, respect for others, and regard for the standards of good citizenship. Living in University housing is a privilege; not a right. Resident students are subject to the conditions set forth in the housing contract and the Student Code of Conduct. Students may be dismissed from University housing for violations.

All students, whether living in one of the on-campus residence halls, apartments, or off-campus properties are subject to the same University policies and procedures.

For more information please visit Quinnipiac University's Website:

http://www.quinnipiac.edu/prebuilt/pdf/studenthandbook1314/handbook1314_policies.pdf

Quinnipiac University Good Neighbor Policy

Quinnipiac University students have lived off campus in the Hamden and New Haven area for many years, and the vast majority of students have developed positive and lasting relationships with area residents and the local community. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are often temporary members of the local community who reside there for the duration of their academic studies. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of community exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live.

Living off campus can be an important experience that carries additional responsibilities. Students living in the community are, at all times, representatives of Quinnipiac University and the conduct of those students reflects directly on the University. Families living in the neighborhoods that make up Hamden and the surrounding communities

have a right to enjoy a reasonable level of peace and quiet. As students, academic and personal schedules often conflict with the schedules of families and other residents. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors.

Party hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, off-campus residents assume all the risks associated with Connecticut state laws and municipal ordinances regulating the legal drinking age, noise and public safety when hosting a gathering. Connecticut state law and court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests, regardless of age. In addition, social hosts do not need to actually provide alcohol to their guests; they merely need to provide the venue for others to engage in irresponsible behavior. Those risks are compounded when minors are involved. The University views the hosts/residents of an off-campus property where an incident takes place to be responsible for that incident in its entirety, including the behavior of their guests, regardless of the hosts' original intentions for their event.

The University recognizes that some students wish to live off-campus, be responsible members of the local community, and experience independent living. However, when students use this independence to engage in actions or behaviors that attract the attention and concern of neighbors or others within the community, the University will respond accordingly. Dangerous and/or risky behavior, public intoxication, disorderly conduct, loud music and/or other noise late into the night, and high levels of vehicle traffic in the neighborhood are examples of matters of concern. Living off-campus does not alleviate students' responsibilities as a member of the Quinnipiac University community to abide by the Student Code of Conduct. As stated in the Student Handbook, *"Quinnipiac reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety and welfare of others and/or adversely affect the University and/or the pursuit of its objectives."* Students must take the responsibility of living off-campus seriously, and remember that the University's community standards apply wherever a student chooses to live.

Extract from Southern Connecticut State Code of Conduct for Off-Campus Living:

Part III: Prohibited Conduct

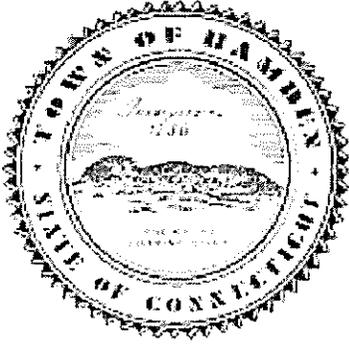
A student who is found responsible for engaging in conduct that violates this Code on any Connecticut State University campus or on property controlled by the University or by any University affiliate shall be subject to the sanctions described in this

Code. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action. Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its judicial procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community or to the property of the University. The decision to extend the University's jurisdiction to off-campus misconduct shall be made by the Vice President of Student Affairs on a case-by-case basis.

For further information please visit Southern Connecticut State's website:

http://www.southernct.edu/judicialaffairs/uploads/textWidget/wysiwyg/documents/Student_Code_of_Conduct_%28current%29.pdf

If you have any further questions, please contact the **Planning and Zoning Department** at (203) 287-7070



Noise Ordinance

EXTRACT FROM HAMDEN, CT CODE OF ORDINANCES: NOISE

101.02 CLASSIFICATION OF NOISE ZONES AND DISTRICTS

(A) Noise zone classifications. Noise zone classifications shall be based on the designated use of any parcel or tract, based on the zoning district in which a parcel is located as described on the Zoning Map and in the Zoning Regulations of the town as amended from time to time; provided that any parcel whose use is lawfully nonconforming to its district at the time this chapter is enacted shall be classified for noise emission purposes according to the district appropriate for the nonconforming use. The current designation shall be the determining factor, and any change in the zoning map or zoning regulations will also represent a change in the Noise District.

(B) Noise Districts.

(1) Residential Noise District. Lands or noise zones contained within residential districts by the Planning and Zoning Regulations of the town shall be designated as Residential Noise Districts, and shall be subject to the noise standards prescribed therefore or defined by this chapter.

101.03 NOISE STANDARDS

(4) (a) No person in a residential noise district shall emit noise exceeding the levels stated herein and applicable to the receptor's noise districts and noise zones:

	RECEPTOR			
	Manufacturing	Business	Residential	
			Day	Night
Residential Emitter to	62 dBA	55 dBA	55 dBA	45 dBA

(b) Levels emitted in excess of the values listed above shall be considered excessive and unnecessary noise.

101.08 ENFORCEMENT

The Hamden Police Department shall be responsible for enforcement of the provisions of this chapter. All notices and fines required or permitted by this chapter shall emanate from the Police Department. Fines shall be paid to the Department of Police Services.

(Ord. 428, passed 12-4-00)

101.99 PENALTY

Any person in violation of any section of any provision of this chapter may be fined in an amount not to exceed \$100 per violation. Each day a violation continues after the time for correction of the violation has been given in an order shall constitute a continuing violation, and the amount of the fine shall be doubled for each day said violation continues, said fine not to exceed \$400 dollars per day.

(Ord. 428, passed 12-4-00)

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Zoning Regulations

Extract from Town of Hamden Zoning Regulations

Zoning Regulations Amendment 15-958
Amendment to Student Housing
Adopted by the Planning and Zoning Commission 12/8/15
Effective Date: 12/16/15

Section 670 Student Housing

Delete: Section 670.1

Amend:

Changes shown in boldface

Section 670.2 Student Housing in One-, Two- and Three-Dwelling Unit Buildings

Student housing is permitted in a one-, two- or three-dwelling unit building only if the building is the permanent residence of the principal owner of the property, or, if the building is owned by a business entity, the permanent residence of the principal owner of the business entity, verified each year by a notarized affidavit certifying that the property is the owner's permanent residence. With the exception of students living with their parents or guardians, all such student housing will be subject to the following requirements:

- a. **Subsection a. is eliminated;**
- b. Health Official approval for current housing-code compliance;
- c. Fire Marshall approval for fire safety-code compliance;
- d. No exterior changes to existing buildings unless required for compliance with building, housing or fire code;
- e. The demonstrated provision for off-street parking at one space per student, with at least two spaces per dwelling unit having unimpeded access;
- f. No parking in any required front yard, or side yard that is unpaved as of November 14, 2008. **The Zoning Enforcement Officer may require an A-2 survey in instances where the plot plan is not sufficiently clear and there are concerns about a possible encroachment into the required front or side yard;**

- g. Parking is prohibited within 10 feet of the rear yard property line. **The Zoning Enforcement Officer may require an A-2 survey in instances where the plot plan is not sufficiently clear and there are concerns about a possible encroachment into the 10 foot rear yard setback;**
- h. The landlord shall be responsible for providing trash receptacles and recyclable bins **supplied by the Town** and posting instructions regarding Town of Hamden pick-up schedules;
- i. Submission of floor plans and, thereafter, any proposed modifications thereto;
- j. Initial and renewal registration of student rental housing providing 24-hour contact person in Connecticut to resolve complaints;
- k. Compliance with following density: A maximum of 4 students per dwelling unit, provided compliance with housing code for minimum square footage;
- l. A Zoning Permit must be obtained;
- m. The Zoning Permit will automatically renew each year upon submission of registration, **including a notarized affidavit certifying that the property remains the owner's permanent residence**, provided that the ZEO has not made a finding of non-compliance with the provisions of this section. A renewal registration form and fee must be received by August 1st of each year;
- n. **The property owner or applicant shall allow any such dwelling unit approved or renewed under section 670.2 to be inspected, upon reasonable notification, by Planning and Zoning Department staff for compliance with these regulations. A clause granting such permission will be included in applications for new student housing and annual renewals, signed by the owner or agent on the owner's behalf.**
- o. **A copy of the Student Housing Permit Renewal Packet or Student Housing Permit Application Packet, as appropriate, in use at the time the lease agreement is signed, shall be attached to the lease agreement.**

The lease agreement shall include the following language:

"The lessee acknowledges having read and signed the Town of Hamden's 'Student Resource Information Sheet for Off-Campus Residential Living,' stating that he or she has read the other Student Housing Permit or Student Housing Renewal documents and agrees to comply with all the requirements therein. The lessee further acknowledges that any violation of those conditions or the Hamden Zoning Regulations Student Housing Regulations is grounds for immediate termination of this lease agreement."

A copy of the Lease Agreement will be provided to the Zoning Enforcement Officer as part of new and renewal applications

Article VIII. Definitions and Abbreviations

Add:

Permanent Residence: "The primary domicile occupied by the owner for at least ten months out of a twelve month period."

Amend:

Rooming House or Boarding House: Any dwelling in which at least 3 persons but less than 15 persons are housed or boarded for consideration or otherwise without separate kitchen facilities, with or without

Date Revised 03-08-16

meals. If 15 or more persons are housed or boarded, such building shall be considered a hotel or motel.
Exception: The student housing provisions of these regulations will govern dwellings housing unrelated individuals meeting the definition of student.

If you have any further questions, please contact the **Planning and Zoning Department** at (203) 287-7070