



# MONITORING PLAN & RE-CERTIFICATION APPLICATION 2009 UNIVERSITY DISTRICT CERTIFICATION

Please type or write legibly.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Organization under which original approval was granted.)

Property Location: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Name of Resident Representative:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Housing Corporation Representative:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

National Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**\*These are the persons responsible for on-site compliance with Monitoring Plan and Site Plan and will be the contact person for local officials, University and surrounding property owners. Signature is sworn statement acknowledging responsibility, and same shall constitute irrefutable presumption of responsibility hereunder.**

Resident Representative Signature(s)

\_\_\_\_\_

Housing Corporation Representative Signature (s)

\_\_\_\_\_

Property Owner (s)

\_\_\_\_\_

**Supporting information to include with application:**

- Policy with regard to social functions. Policy should include date and time of each function, type of event, when the house will be open to the public and/or other organizations, admissions charged. See website for an example of an acceptable policy. [www.warrenpc.org/university\\_district/index.php](http://www.warrenpc.org/university_district/index.php).
- Policy with regard to property maintenance and exterior condition. Policy should include how often lawn will be mowed, when trashed will be picked up, how often dumpsters are emptied, etc. See website for an example of an acceptable policy. [www.warrenpc.org/university\\_district/index.php](http://www.warrenpc.org/university_district/index.php).
- Letters of compliance with all fire, building, and maintenance codes from the Fire Marshall and the Building Inspector.
- Police call response forms.
- Neighbor Survey Form (Neighbors include each side, across the street in front and to the rear of the property.)
- Site Plan if your **organization is being reviewed for the first time** or your **organization has made changes to the structure or property since the original approval**.

**Return this completed form and the above attachments to:**

University District Review Committee  
City-County Planning Commission  
1141 State Street  
Bowling Green, KY 42101

**A \$50 additional fee is due when Re-certification is deficient and University Board has to reconvene.**

If you have questions call Jonathan at 270.842.1953 or e-mail [marshall.robinson@bgky.org](mailto:marshall.robinson@bgky.org) .

**FOR STAFF USE ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Monitoring Plan Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions:

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Monitoring Plan Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reasons for denial:

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