



# UNIVERSITY DISTRICT CERTIFICATION MONITORING PLAN

## GENERAL INFORMATION:

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

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

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

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

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

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

**\*\*Name of 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.

Housing Corporation Representative Signature (s)

\_\_\_\_\_

Property Owner Signature (s)

\_\_\_\_\_

**SUPPORTING INFORMATION TO INCLUDE WITH APPLICATION:**

**All organizations are required to submit all documentation included with the re-certification, including corrections to building and fire violations to the Warren County Planning Commission by the deadlines specified in the annual recertification memo.**

Written policy with regard to property maintenance and exterior condition. Policy should include the following:

How often lawn will be mowed

When trash will be picked up, how often dumpsters are emptied, etc.

Letters of compliance with all fire, building, and maintenance codes from the Fire Marshall and the Building Inspector.

**\$50 Re-certification Fee** –A \$50 additional fee may be required when re-certification items are deemed deficient and the University District Review Committee has to reconvene after the August meeting in order to certify your organization. Checks are payable to CCPC.

**RETURN THIS COMPLETED FORM AND THE ABOVE ATTACHMENTS TO:**

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

If you have questions, please contact the Planning Commission office at (270) 842-1953.