



# City of Covington

## Temporary Housing Shelter License

### Application Procedures

#### **Section I. Introduction**

In order to improve the way shelters serve the people who need them and are safe and compliant with requisite standards, the City of Covington has enacted Chapter 117 of the Covington Code of Ordinances to create a uniform set of standards for shelters providing temporary housing.

These regulations are intended to: comply with local, state, and federal law; continue to recognize and protect all citizens' constitutional rights; ensure public safety; and ensure shelter compliance with health and safety codes.

#### **Section II. Application Process**

- An annual Temporary Housing Shelter License must be obtained before any person, firm, or corporation can own or operate a shelter on any premises within the City of Covington. A shelter is defined under Chapter 117.01 of the Covington Code of Ordinances to include homeless shelters, transitional housing and boarding and lodging houses.
- A license is required for each separate shelter or campus.
- A license application must be submitted to the Director of Neighborhood Services in writing and must be notarized. The application must be complete and contain all the necessary information and attachments.
- A nonrefundable fee of \$100 must accompany the Temporary Housing Shelter License application. A nonrefundable fee of \$150 shall accompany the application for a campus (Shelters located on contiguous lots that are operated by the same operator).
- Licenses are valid from the date of issuance until the next occurring September 1<sup>st</sup> (even if that is within the same calendar year the license was issued).
- Application for a renewal of a license must be made at least 90 days, but no more than 210 days, before the expiration of the current license.
- After receipt of an application, the Director will, within 10 days, refer a copy to the appropriate city agencies for inspection of the facilities to determine if they meet zoning, health, sanitation, structural, fire, property maintenance and fire safety requirements. Inspection reports will be provided to the Director within 10 business days of such inspection.
- A license will be issued within 10 business days after receipt of the inspection reports if the application is fully and accurately completed and if the required inspections do not reveal any issues.
- Notwithstanding, no license shall be issued by the Director if any one of the following is found to be true:

- The applicant or any of its owners, officers, directors, or employees that have direct contact with a child at the shelter has a felony violation of any crime against a minor, or an equivalent law of another jurisdiction within ten years next preceding the date of application, or any felony conviction for any crime involving physical abuse or sexual abuse, or any violation of Chapter 117 of the Covington Code of Ordinances
- An applicant is delinquent in the payment to the City of Covington of taxes, fees, fines or penalties in relation to a shelter
- The license fee has not been paid
- The proposed shelter is not properly zoned
- The applicant's premises have been found by the Director to not be in compliance with laws or regulations of any applicable federal, state or local governments.
- If an application is denied, the Director will notify the applicant in writing of the reasons for such denial.

Completed applications should be submitted by email to [ksmith@covingtonky.gov](mailto:ksmith@covingtonky.gov) or by mail or hand delivery addressed to:

City of Covington Neighborhood Services

Attn: Ken Smith

20 West Pike Street

Covington, KY 41011



## City of Covington Temporary Housing Shelter License Application

### Applicant

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Registered Office & Agent** (who regularly works at the registered office) located in Kenton County, Kentucky. This registered agent shall be its representative for the service of process or notice related to Chapter 117 of the Covington Code of Ordinances.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Operation Location

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Operation Location Owner (if different from applicant)

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## **REQUIRED ATTACHMENTS**

Please number attachments

1. Organizational documents and by-laws of the organization showing business address, email address and telephone number
2. Names, addresses, email address and phone numbers of each member of the board of directors and key personnel (with job titles) responsible for the day-to-day operation of the facility if the applicant is a corporation
3. Zoning Permit or other documentation issued by a City of Covington Zoning Officer indicating that the operation complies with the City's zoning regulations
4. Certificate of Occupancy listing the maximum allowable occupancy
5. Copy of lease or other agreement authorizing use of the property by applicant (if applicable)
6. Management plan describing:
  - Staffing: number, training and qualifications
  - Participation in the Kentucky Homelessness Management Information System (KYHMIS) on a monthly basis
  - Shelter Policies required pursuant to "Duties of Operator", Section 117.05 of the Covington Code of Ordinances.
7. Notarized statement of the executive director that all owners, officers, directors, and employees that have direct contact with a child at the shelter do not have a criminal record involving a felony violation of any crime against a minor, or an equivalent law of another jurisdiction within ten years next preceding the date of application, or any violation of this ordinance. Licensed shelters serving minors who are required to abide by KRS 17.165 may satisfy this standard by producing a current child caring or placing license.

Boarding and lodging houses shall provide the following additional information:

8. Resident/client profile (population to be served)
9. Site plan and floor plans
10. Resident rules of conduct and business management plan
11. A list of support services to be provided and projected staffing level, if any
12. A document outlining the proposed maximum stay for each resident

## **Additional License Requirements and Information**

- Each owner or operator of a shelter licensed under shall post the operator's license, in a conspicuous place at or near the entrance to such shelter so that it may be easily read at any time.
- Each separate shelter shall be in compliance with any currently applicable laws and regulations of the federal, state, or local governments, as may be amended from time to time including but not limited to:
  - The International Property Maintenance Code (IPMC) 2015, National Fire Protection Association (NFPA) Life Safety Code, National Fire Protection Association (NFPA) 1 Fire Code
  - The Covington Zoning Code

- Occupancy limits established by the local building official and the Covington Fire Department.
- The provisions of KRS 17.545 unless the Shelter excludes registered sex offenders.
- Laws or regulations on nondiscrimination, zoning, building, safety, occupancy limits, property maintenance, food sanitation, health and sanitation, fire, electrical, plumbing, mechanical, reporting the dependency, abuse or neglect of minor children, and other applicable laws.
- Any peace officer, Code Enforcement Officer, Fire Department or Fire District official and any other appropriate investigating officials of the City of Covington, shall have the right to enter any portion of a shelter’s premises during regular business hours where shelter residents and employees are permitted for the purpose of making reasonable inspections and determining compliance with zoning, health, sanitation, structural, electrical, plumbing, fire, property maintenance and safety regulations, as well as all other provisions of law or regulations.
- If you wish to request any special accommodation, please attach a letter describing the nature of the request to this application.

**AFFIDAVIT**

I, of do hereby solemnly swear or affirm that all statements made and information given in this application are true and correct to the best of my knowledge, information and belief. I further acknowledge that I am familiar with all laws, rules, and regulations governing the business for which application is made, and that in the conduct of the business authorized by the license herein applied for, all such laws, rules and regulations will be strictly obeyed, and that I have also read any applicable portion of the Covington Code of Ordinances, which articulate Covington law relative to causes for revocation or suspension of a Temporary Housing Shelter License.

Applicant Signature: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_ SS:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared, to me known to be the person described herein, who executed the foregoing instrument, and he/she acknowledged that he/she voluntarily executed the same.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_