

The City of Holland, Michigan

In order to ensure public safety and mobility, activities in the City's right-of-way (ROW) must be permitted. Application is available at <https://www.cityofholland.com/citymanager/request-temporary-permit-use-right-ways>

Please complete and submit this application to:

ATTN: City Manager's Office

Holland City Hall, 2nd Floor
270 South River Avenue
Holland, MI 49423

Contact City Staff at 616.355.1310 or 616.928.2430 for assistance

The following four (4) documents must be provided:

Application Valid Insurance Certificate Proposed Activity Plan or Sketch \$100 check

1. Contact Information

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone: _____

Contractor: _____ Phone: _____

Contractor's Address _____

City: _____ Email Address: _____

2. Proposed Activity

Submit a drawing to indicate proposed activity including any parking spaces needed. Enclosure

Description of Activity and Encroachment: Include all materials, equipment, scaffolding, etc. to be placed in the right-of-way: _____

Construction Materials to be used: _____

Degree of Encroachment: _____

Proposed Height of Construction: _____

Proposed Start Date and Time: _____ Proposed End Date and Time: _____

3. Authorization for Issuance of Permit

Section 32-1(a) of the Ordinance Code states that “No persons shall place any merchandise, material or signs upon, or engage in commercial activity upon, any sidewalk, street or alley; provided; however, that the City Manager may issue a written permit which shall be valid for a period of not more than 90 days allowing the temporary storage of a reasonable quantity of building and construction materials thereon, which permit shall impose such limitations and requirements as shall protect the safety and general welfare of the public.”

4. General Conditions Applicable to All Permits

Permit Application Fee \$100 payable to City of Holland. If permit not pulled by contractor or responsible party, the legal / administrative fee will be \$150. The application will not be accepted without payment of this fee.

Insurance Requirements: All insurance documents must show City of Holland as the Certificate Holder: **City of Holland, 270 S. River Avenue, Holland, MI 49423** (no person’s name or department). Also, where there are notes at the bottom, the following must be included: **The City of Holland, its officers, agents and employees are named as Additional Insureds for general and automobile liability insurance. Waiver of Subrogation is Applicable.** If the certificate says **Per Written Contract**, it will be rejected! The City of Holland does not have written contracts with individual contractors. We simply issue right-of-way permits.

For purposes of this permit, fences, barricades, dumpsters, scaffolding, and other construction equipment shall be deemed to be construction materials.

Plans or sketches may be requested when essential to understanding the scope and establishing limitations for such activity.

Any permit issued is subject to strict compliance with conditions attached thereto, which may include, but not be limited to the provision of signs, fencing, barricades, deemed reasonably necessary to protect the public, and with any limitation on the periods or duration of such encroachment.

For any projects occurring in the downtown area, this request will be sent to the DDA for comments prior to approval.

This permit shall not be valid unless signed by the City Manager or his authorized representative.

The Applicant must submit the application a minimum of **5 working days prior to the requested start date.**

Specific Conditions Applicable to this Permit will be attached and made a part of this permit.

Applicant’s Signature

Date: