



City of Holland
270 S. River Ave.
Holland, MI 49423
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SITE PLAN REVIEW
PRE-APPLICATION MEETING

Pre-Application Meetings allow applicants to learn more about the Site Plan Review process, receive feedback from the review staff, and have questions answered at no cost to the applicant. Applicants should come to the pre-application meeting prepared with a professional concept plan that includes dimension lines, an engineering scale, a legend, general topographic features, and an idea of how stormwater will be captured.

The Site Plan Review Staff includes:

- Checkboxes for staff roles: CNS Director, Senior Planner, Building Inspector/Zoning Administrator, Fire Marshall, Transportation Services Director/City Engineer, BPW Wastewater Engineer, BPW Electrical Engineer, Applicant's Engineering Consultant, Applicant.

Information of Applicant

Property Address:
Name of Applicant/Design Consultant:
Phone Number/Email:
Project Description:
Anticipated Construction Date:
Existing/Proposed Zone District:

Issues to be addressed with Site Plan Review Staff (Check all that apply):

- Checkboxes for issues: Information only, Update, Stormwater, Landscape, Fire Access, Discussion, Traffic Safety, Parks & Recreation, Water, DDA, Electric, Wastewater, Public Services, Other.

Project Funding Secured? (Determination of feasibility): Yes No

Has this project been to the Site Plan Review Staff previously? Yes No

Study session date:

Site Plan Information

Setbacks/Height/Building Size & Number	
Easement Locations	
Sidewalk Locations	
Open Space/Landscape	
Hydrants Spaced Correctly	
Proposed Green Infrastructure	
Wetlands/Stormwater Management	

Applicant To-Do Items:

Staff To-Do Items:

Discussion Items:

Completed by: _____

Date: _____