

**City of Holland Historic District Commission**  
**Application for a Certificate of Appropriateness (CoA)**

This application, supporting materials, and associated fee, must be received in the office of Community and Neighborhood Services a minimum of ten (10) working days prior to a scheduled Historic District Commission (HDC) meeting. Applicants are encouraged to conduct a preliminary discussion with staff and/or the HDC prior to submitting an application. The Commission generally meets monthly and attendance by the owner is strongly recommended.

Refer to the Secretary of the Interior’s Standards for Rehabilitation and the HDC guidelines, which can be found on the City of Holland’s website under Historic Preservation, for specific details on permissible alterations to the exterior of a structure, new construction or demolition of any structure in the Historic District. Work that will match existing or original materials and design may proceed without a CoA, please contact staff for more information.

**Property Address:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Name of Applicant (if different than owner):** \_\_\_\_\_

**Relationship to Project:** \_\_\_\_\_ **Applicant’s Phone:** \_\_\_\_\_

**Applicant’s Email:** \_\_\_\_\_

Description of work proposed, **BE SPECIFIC** (use additional sheets if needed):

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**Application Materials to be submitted by Owner/Applicant:**

	<b>Photographs</b>	<ul style="list-style-type: none"> <li>• Street-facing façade (front of building)</li> <li>• All areas proposed for alteration</li> <li>• Detailed views of current condition</li> </ul>
	<b>Site Plan</b>	<ul style="list-style-type: none"> <li>• “Birdseye view” of the parcel, with dimensions (if known) and locations of existing and proposed structures</li> </ul>
	<b>Elevations</b>	<ul style="list-style-type: none"> <li>• Detailed drawing of each side of structure</li> <li>• Emphasis on architectural details to be added, removed, or altered</li> </ul>
	<b>Materials List</b>	<ul style="list-style-type: none"> <li>• List all existing and proposed materials to be used in finishes</li> <li>• Physical samples, optional</li> </ul>
	<b>Application Fee</b>	<ul style="list-style-type: none"> <li>• \$25 filling fee for HDC review</li> <li>• Additional \$50 late charge for all applications submitted retroactively</li> </ul>

**An application is not complete without the materials listed above.** If you believe that one or more of the materials listed are not necessary for a successful review of your project, please consult with staff before submitting.

**Directions for Submission**

Please **email** completed form with all application materials to [cns@cityofholland.com](mailto:cns@cityofholland.com)

Applications may also be dropped **in person** or **mailed** to:

Community & Neighborhood Services

Attn: Anna Schutter

270 S. River Avenue

Holland, MI 49423

Fee payment will be collected after successful application submission.

**Owner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Any questions may be directed to Anna Schutter, Municipal Planner  
 (616) 355-1362 or [a.schutter@cityofholland.com](mailto:a.schutter@cityofholland.com)*