

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

This application 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 District, 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 such as re-roofing with identical material, repointing, chimney repair, clad storm windows (*note: anodized aluminum storms are not permitted*).

Property Address: _____

Owner's Name: _____ **Phone:** _____

Email: _____

Materials to be submitted by Owner/Applicant:

- Photos of each side of the structure in present condition labeled with location, address and date.
- Close up photos of present condition of structure proposed for alteration labeled.
- Elevation and/or scaled drawings of façade of structure proposed for alteration showing architectural details to be added, removed or altered.
- Sketch identifying all existing and proposed materials and finishes that includes a material list.
- Physical samples of materials or items to be installed accurately depicting color, texture and scale of new materials.
- Detailed site plan of the parcel with dimensions, existing structures and location of new structures including fences.

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



Planning & Historic Preservation

Community & Neighborhood Services

270 S. River Ave. • Holland • MI • 49423 | P 616-355-1330 • F 616-546-7058 | cns@cityofholland.com

Applications including labeled photos shall be emailed to cns@cityofholland.com, dropped off at or mailed to Community and Neighborhood Services Attn: Anna Minnebo, 270 S. River Ave. Holland, MI 49423.

Any questions may be directed to Anna Minnebo, Historic Preservation Planner at (616) 355-1362 or a.minnebo@cityofholland.com. *Please note: occasionally a site inspection may be required by Historic District Commissioners and/or Staff.*

Owner's Signature: _____ **Date:** _____

City of Holland Historic District Ordinance Sec. 2-102 (7) indicates: The Certificate of Appropriateness (CoA) or Notice to Proceed (NTP) shall be **effective for one (1) year from the date of issuance**. The applicant may request an extension in writing to the HDC prior to the expiration. If this time period expires without exercising the applicant's right to secure a building permit or without substantial work then the CoA or NTP shall be considered expired and reapplication required. An applicant shall proceed with diligence to complete a project.