

INFILL DESIGN REVIEW APPLICATION

Infill Design Review protects the visual character and economic stability of neighborhoods located in the Cottage Neighborhood Residential (CNR) and Traditional Neighborhood Residential (TNR) zone districts, per standards identified in UDO Section 39-9.09. Applicability provided on next page.

After receipt of a completed application, CNS shall provide public notice of the project to all properties within 300 feet of the infill property. CNS shall approve, approve with conditions, or deny an application within 21 days, but not sooner than 15 days, after public notice is given.

Address of Subject Property: _____

Tax Parcel Number: _____ **Zone District:** _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ **Email:** _____

Name and Address of Owner (if different than applicant): _____

Type of Development, *check all that apply from EACH COLUMN:*

<input type="checkbox"/>	Residential
<input type="checkbox"/>	Non-Residential
<input type="checkbox"/>	Accessory Structure (garage, shed, etc.)*
<input type="checkbox"/>	Moving A House

<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Modification of Existing Structure
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	_____

**Please see, "Accessory Dwelling Unit (ADU) Application, Zoning and Infill Design Review" for all ADU projects.*

Description of Proposed Project: _____

Dimensions: _____ **width** _____ **length** _____ **height**

- - Please include elevations and a site plan with your application. - -

(Over)

8/2025

Please submit the following information with this application form:

- **Scaled and Dimensioned Site Plan** including:
 - Location of all structures (principal and accessory)
 - Proposed location of new or relocated structures
 - Setbacks from property lines and all structures
- **Elevation Sketches** that are detailed and to scale of all proposed structures or substantial reconstruction/alterations. When applicable, photographs are acceptable.
- Additional information as reasonably necessary to ensure compliance with standards.

Please return completed application AND all required supporting materials to Community & Neighborhood Services, 3rd Floor, City Hall, 270 S. River Avenue, Holland, MI 49423 or by emailing to cns@cityofholland.com.

Once this application is received a notice will be sent to the neighbors within 300 feet. After any neighbor comments have been received we will contact you to discuss the next steps. **A separate application form will be required to obtain a building permit for approved projects.**

Signature of Applicant: _____ Date of Submission: _____

There is a filing fee of \$50.00 for Infill Review.

UDO Section 39-9.09 (B) Applicability**1. CNR and TNR Zone Districts:**

- a. *Construction of new residential structures.*
 - b. **Accessory structure** construction or re-location on residential properties when **greater than 256 square feet** in area with a horizontal dimension of **16 feet** or greater.
 - c. **New non-residential structures** and additions to existing non-residential structures.
 - d. **Enclosure** of a front porch
 - e. **Adding an additional story** to a structure.
 - f. **Substantial changes to increase the height** of any story or the overall height of a structure.
 - g. **Reconstruction** or substantially altering a structure if **50% or more** of the exterior shell is demolished or substantially altered due to fire, storm, or other circumstances.
2. **Moving a house.** When a dwelling unit is proposed to be moved from any location to a property within the **CNR, TNR, LDR, MDR, or HDR Zone Districts.**
 3. **Accessory Dwelling Units (ADUs)** [PLEASE USE SEPARATE ADU APPLICATION]
 4. **Exception:** Construction subject to Historic District Commission approval shall not be subject to this section.