

ACCESSORY DWELLING UNIT (ADU) APPLICATION
ZONING AND INFILL DESIGN REVIEW

An Accessory Dwelling Unit (ADU) is a detached dwelling unit that is permitted on properties with a single-family home. ADUs are a lesser size than the principal dwelling unit and include a kitchen, sleeping area and full bathroom. Infill Design Review requires plans to be reviewed administratively for compliance with UDO Section 39-9.09.

Address of Subject Property: _____

Tax Parcel Number: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ **Email:** _____

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

Please CHECK the corresponding answer to the questions below:

This property is located in the following zone district:	LDR	MDR	TNR
	GMU	PUD	
If in TNR, is this property located within the Hope Neighborhood Overlay District? <i>UDO Section 39-2.21</i>	YES	NO	
This property contains only one single family dwelling on the parcel:	YES	NO	
This property already contains... 0 1 2 More ... detached accessory buildings.			
Does this property contain a rental dwelling unit or Bed & Breakfast?	YES	NO	
I understand that if an ADU is approved, either the principal dwelling or the ADU must be occupied by the property owner:	YES	NO	

Sq. Ft. of House Above Grade: _____ **Footprint Size of ADU:** _____

(over)



Please submit the following information with this application form:

1. **Scaled and dimensioned Site Plan** including:
 - a. Location of all structures (principal and accessory)
 - b. Proposed location of the ADU
 - c. Setbacks of the proposed ADU from property lines and all structures
 - d. Designated parking area for the ADU
 - e. Proposed landscaping / fencing for the ADU (if any)

2. **Scaled and dimensioned Floor Plan** of the ADU showing the kitchen, bathroom, sleeping area, entry stairs / porch, total square footage of the ADU, and gross square footage of the principal dwelling unit (above grade).

3. **Scaled elevations** of all sides of the ADU including windows, doors, porches, parking area and other exterior features.

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 to authorize construction of the ADU.**

Signature of Applicant: _____ Date of Submission: _____

There is a filing fee of \$50.00 for Infill Review requiring noticing surrounding property owners.