



CERTIFICATE OF APPROPRIATENESS REVIEW RESPONSIBILITY

City of Holland Historic District Commission
February 2026



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APPROVED BY THE HOLLAND HISTORIC DISTRICT COMMISSION
FEBRUARY 3, 2026

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Certificates of Appropriateness

Certificates of Appropriateness are written approvals from the Historic District Commission, or a delegated City Staff member, that an application for work is appropriate and does not adversely affect a resource within a local historic district. The City of Holland's Local Historic Districts are identified on the [map](#) in the next section.

Any exterior changes made to a resource, building, site, or structure within a historic district may need a Certificate of Appropriateness (CoA) and possibly a Building Permit from Community and Neighborhood Services (CNS) at the City of Holland. Homeowners are encouraged to consult with City Staff in both the preservation office and building office prior to submitting your application. They can be reached at cns@cityofholland.com and (616) 355-1330.

If an application for a Certificate of Appropriateness is required, the application will be received by department staff and a determination will be made regarding whether the review will be by staff (the Preservation Planner) or by the Historic District Commission (HDC). Each application is reviewed as an individual case and Staff or the HDC, as applicable, determines if the work meets the Historic District Design Guidelines and The Secretary of the Interior's Standards for Rehabilitation.

STEPS to apply for a Certificate of Appropriateness (CoA):

1. If you are uncertain if you need a permit, call the office of Community and Neighborhood Services at (616) 355-1330. Most information and all documents to file for a CoA and building permit are available on the City of Holland's web site: www.cityofholland.com
2. Each application for a CoA shall be filed with the office of Community and Neighborhood Services no less than ten business days prior to the next regularly scheduled meeting of the HDC. This provides time for review and study of the application by the HDC and staff.
3. Applicants shall file a completed CoA with photographs and supporting materials. Applicants may present information in support of their application from architects, engineers, or other qualified persons.
4. If the application is incomplete, the HDC shall deny the application without prejudice to the applicant allowing the re-filing a more detailed application. In lieu of denying the application, the HDC may, upon consent of the applicant, table

the application to allow the applicant to supply additional information. An applicant may not re-file the same application as was denied for a period six months.

5. If an application for work is denied by the City of Holland's HDC, an appeal to the State Historic Preservation Review Board may be filed within 60 days after the applicant has received the Commission's written decision of the denial.
6. If an application is approved, the applicant will be contacted shortly after the meeting with a copy of the CoA for their records and may proceed to apply for any required building and zoning permits. Approvals are valid for one year from the date issued.

The image shows two sample forms for a Certificate of Appropriateness (CoA) application. The left form is the front page, and the right form is the back page. Both forms are from the City of Holland, Michigan, Planning & Historic Preservation, Community & Neighborhood Services. The front page includes the city logo, contact information, and instructions for applicants. The back page includes a signature line for the owner, a date line, and a section for materials to be submitted by the owner/applicant, including a list of required items and a description of the work proposed.

Sample Certificate of Appropriateness Application

Copies can be obtained from the Department of Community and Neighborhood Services or on the City of Holland website, www.cityofholland.com.

Notice to Proceed

Work within a historic district shall be permitted through the issuance of a Notice to Proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:

- a. The resource constitutes a hazard to the safety of the public or to the structure's occupants.
- b. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- c. Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- d. Retaining the resource is not in the interest of the majority of the community.

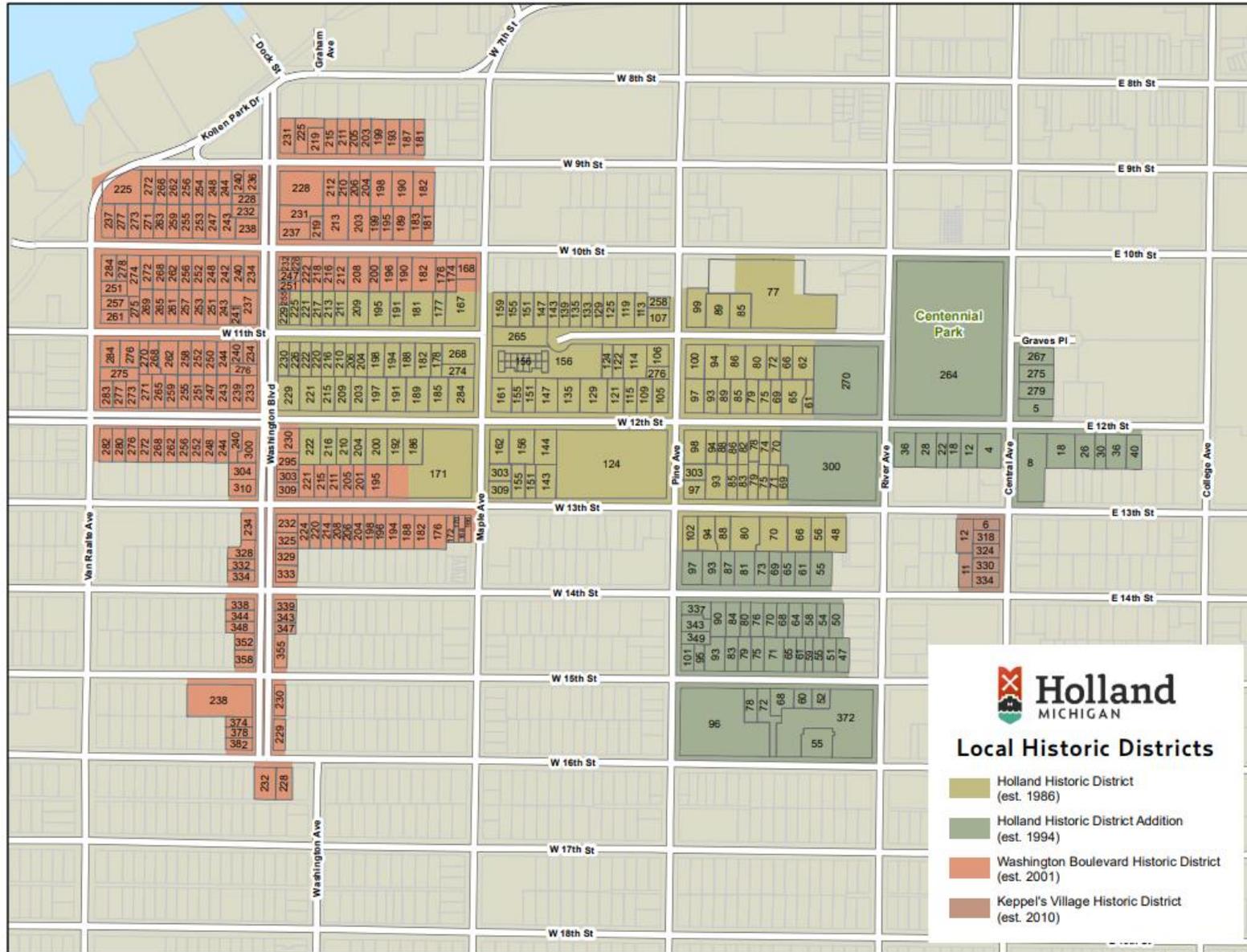
PA 169 of 1970, 399.205(6)(a-d) AND COH Code of Ordinances, Chapter 2, Article XV, Section 2-102 (4)(a-d)

All projects requesting review for a Notice to Proceed (NTP) must complete the corresponding application, pay a filing fee, and contact Preservation Staff for a consultation. Most NTP applications are processed along the following timeline:

- 1) Consultation meeting with Staff
- 2) Submission of Application and Fee *at least 20 days* in advance of the meeting you wish to attend.
- 3) Notices sent to neighbors within 300' of subject property, and local newspaper *at least 15 days* in advance.
- 4) Public Hearing scheduled for next available HDC meeting.

All fees collected help cover administrative costs of noticing, and the extended timeline.

Local Historic Districts Map



Produced By: City of Holland | Date: 2/24/22

Assignment of Responsibility

This document outlines common proposed work requests for historic resources. It is not all inclusive. For all work proposed on the exterior of a locally designated historic resource, please check with the Preservation Planner in the Department of Community and Neighborhood Services before proceeding, a Certificate of Appropriateness may be required.

Following application submission, projects will be reviewed by one of the following options:

- A** Review by the Historic District Commission.
- B** Administrative Staff Review by the Historic Preservation Planner. Includes items delegated by the HDC and ordinary maintenance where there is a change to a new material, new sizes, or if the repair changes the external appearance.
- C** The proposed work does not require a CoA. Staff is certainly prepared to advise and assist property owners on this category of work, but formal review and approval under the preservation ordinance is not required.

*Note: Administrative Staff Review (**B**) includes the right to send any issue to the full Historic District Commission for their review and approval.*

Architectural Detail, Ornamentation

Proposed work:

Repair or rehabilitation without alteration of size,
appearance or material

Removal or alteration of appearance or material

Review By: Other review or permits needed:

C No

A No, unless structural- then Building Permit

Awnings and Canopies

Proposed work:

In-kind replacement of fabric on existing fabric or
metal covered awnings and canopies

Removal of existing non-historic awnings and canopies
(fabric and frame)

Removal of historic awnings and canopies

Installation of new awnings and canopies

Review By: Other review or permits needed:

C No

B No

A No

A Building Permit

Barrier-Free/Wheelchair Access Ramps, Elevators

Proposed work:

Located in rear, not visible from public way

Located in front, side, or side-street side yard

Review By: Other review or permits needed:

B Building Permit

A Building Permit

Decks, Patios

(Note: When proposing work on a deck located in the front of houses, refer to the [PORCHES](#) section of this document.)

Proposed work:

Review By: Other review or permits needed:

New Decks (attached to or detached from house)
and 18" or greater in height:

In front of the building / readily visible from the public way

A Building permit

In rear or not readily visible from the public way

B Building permit except grade level deck

New Decks (attached to or detached from house)
under 18" in height:

In front of the building / readily visible from the public way

A Building permit

In rear or not readily visible from the public way

C Building permit

Existing Decks- Replacement or rehab with different materials
and/or design

A Building permit

Existing decks- Replacement or repair with in-kind: materials,
dimensions and design

C Building permit

Patios flush with ground level

C No

Demolition and Relocation of Buildings

Proposed work:

Review By: Other review or permits needed:

Principal Building Demolition

A Building Permit

Accessory Structure Demolition

A Building Permit

A = Historic District Commission Review	B = Admin Review	C = No Historic Review Required
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Non-contributing resource 200 square feet or less	B	Land Use Permit
Exterior portions of principal building	A	Building Permit
Relocation of Buildings: On historic site	A	Building permit
Off historic site within district	A	Building and other permits
Outside of historic district	A	Building and other permits

Doors and Windows

Proposed work:

Review By: Other review or permits needed:

Existing doors/windows:

Rehab/repair of existing door/windows with same materials, same design, same size	C	No
Replace existing doors/windows with doors/windows to match size, shape, materials, character, opening	B	No
Replace door/window with different material, size, shape, character, opening	A	Building permit
Construction of new door/window opening, changing a door/window opening size	A	Building Permit
Remove and cover/infill a door/window	A	Property Maintenance Code
Conversion to egress window or door	A	Building permit
New or replacement exterior storm door	B	No
New or replacement exterior storm window	B	No
New or replacement interior storm door	C	No
New or replacement interior storm window	C	No

Fences and Walls

Proposed work:

New fences, yard walls

Replacement of existing with different material, size, or design

Replacement of existing with same material, size, and design

Removal of existing fences, yard walls

Review By: Other review or permits needed:

B Land Use Permit

B Land Use permit

C Land Use permit

C Land Use permit

Garages and Other Accessory Structures

Proposed work:

New Garages and Accessory Structures

Addition to or exterior alteration of existing garage

Accessory Structures:

Accessory structures such as gazebos, sheds and other roofed structures with final square footage over 200 square feet

Construction of new or alteration/addition to accessory structures having a final square footage 200 square feet or less

Review By: Other review or permits needed:

A Over 200 sq. ft. Building permit
200 sq. ft. or less Land Use permit

A Building permit

A Building permit

B Land Use permit

Garage Doors

Rehab/repair existing overhead garage door with same materials, same design, same size

C No

A = Historic District Commission Review

B = Admin Review

C = No Historic Review Required

Replacement of overhead garage door with same door size, style,
or appearance **B** No

Replacement of overhead garage door with door differing in
style and appearance **A** No

Landscaping, Yard Improvements

Proposed work:

Review By: Other review or permits needed:

Residential, Commercial, Institutional Yards:

Freestanding fence sections up to 16 feet in length, freestanding
lattice, freestanding pergola with open top, statues and works
of art, bird baths, bird feeders, ponds, decorations, other
“temporary” displays **C** No
(for closed top pergolas
see [ACCESSORY STRUCTURES](#))

Accessory uses of residential yards (i.e. swimming pools under 24”
in height, flagpoles, laundry drying lines, picnic table) **C** No

Swing sets, play structures, playhouses, sandboxes, recreational
courts and associated freestanding recreational equipment **C** No

Swimming Pools, Hot Tubs, Spas:

New or rehabilitation visible from the public way **A** Building permit and other permits

New or rehabilitation not visible from the public way **C** Building permit and other permits

Exterior Dumpster (Trash, Recycling, Green Waste) Enclosures:

Attached to building, readily visible from public way **B** No

Unattached to building and/or not visible from public way **C** No

Masonry and Foundations

Proposed work:

Repointing, repair, and cleaning of masonry
 Replacement of masonry in-kind
 Replacement of masonry with different material or material that differs in appearance, size, composition from the original
 Replace historic foundation
 Repair historic foundation
 Alteration, removal of chimney cap
 Installation of metal or PVC chimneys
 Removal of chimneys
 Repair/replacement of chimney caps, in-kind
 Installation of chimney liner, not visible on exterior

Review By: Other review or permits needed:

A No
B Building permit
A Building permit
A Building permit
B No
A No
A Mechanical permit
A Building permit
B No
C Mechanical permit

Mechanical Equipment

Proposed work:

Roof and wall-mounted mechanical equipment
 Pad-mounted mechanical equipment *beyond* 50' from ROW
 Pad-mounted mechanical equipment *within* 50' from ROW
 Vents, stacks, or other exterior appurtenances

Review By: Other review or permits needed:

B Mechanical permits
C Mechanical permit
B Mechanical permit
B Mechanical permits

New Construction, Additions

Proposed work:

Construction of new buildings, additions to existing buildings

Review By: Other review or permits needed:

A Land Use permit, Building permit

Painting

Proposed work:

Painting/limewashing of previously unpainted exterior masonry materials

Review By: Other review or permits needed:

C* No * Encouraged to consult with preservation staff before undertaking masonry painting projects.

Painting or staining of visible pressure-treated wood

C No

All other painting

C No

Porches

(Note: When proposing work on a porch located in the rear of a house, refer to [DECK](#) section of this document.)

Proposed work:

Construction of new or additions to existing porches and stoops

Review By: Other review or permits needed:

A Building permit

Converting exterior porch (open or enclosed) into year-round interior space

A Building permit

Replacement of trim, railings, handrails, steps, columns with changes in material, dimensions, appearance

A Building permit if stairs replaced

Replacement of existing porch flooring with different materials, dimensions, appearance

A Building permit

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Removal of porches	A	Building permit
Addition of graspable handrail	B	
Rehabilitation/repair of existing trim, railings, handrails, steps columns, flooring with <i>no changes</i> in size, material, detail, or appearance	C	No

Roofs

Proposed work:

Alteration of rooflines, construction of dormers, replacement of existing roof material with different material	A	Building permit
Installation of attic and roof vents	B	No
Replacement of existing roofing material with identical material without installation of new roof or attic vents, or alteration of resource's detail	C	Building permit
Construction of new, alteration or removal of existing roof deck or balcony	A	Building permit
Repair or replace dormer with new materials, size, appearance	A	Building permit
Removal of dormer	A	Building permit
Expansion of existing or new dormer	A	Building permit

Review By: Other review or permits needed:

Skylights, Solar Panels and Solar Shingles:

New and visible from public way on roof or facades	A	Building/elect permit
Not visible from ROW	B	Building/elect permit

A = Historic District Commission Review

B = Admin Review

C = No Historic Review Required

Gutters and Downspouts:

Addition of new gutters and downspouts	A	No
Replacement of existing gutters and downspouts with a change in material, appearance, or size	B	No
In-kind replacement of existing gutters and downspouts with no change in material, appearance, or size	C	No

Siding

Proposed work:

Replacing or covering existing siding with new or alternative material	A	No
Replacing inappropriate existing materials with same material	A	No
Solar shingles or panels on siding	A	No
Wood siding/trim repairs in-kind, small areas	C	No

Review By: Other review or permits needed:

Building permit if over 25% of structure
Building permit if over 25% of structure
No
No

Wood

Proposed work:

Repair or replacement of historic elements or features in-kind, matching the original in material, appearance, size, and texture	C	No if less than 25%
Repair of existing vinyl or other synthetic elements or materials in-kind.	C	Building permit
Replacement of full-house vinyl or other synthetic siding	A	Building permit
Replacement of historic wood siding or other wood features or elements with synthetic materials	A	Building permit

Review By: Other review or permits needed:

Historic District Design Guidelines

To review the City of Holland's Historic District Design Guidelines, please contact the Department of Community and Neighborhood Services to request a copy or visit our website at www.cityofholland.com.



Community and Neighborhood Services

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