

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 [this map](#).

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 an 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.



Planning & Historic Preservation

Community & Neighborhood Services

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

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):



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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 resubmission required. An applicant shall proceed with diligence to complete a project.

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.



Community and Neighborhood Services

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 Holland, Michigan 49423
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