

City of Holland Historic District Commission
Application for a Notice to Proceed (NTP)

The completed application, supporting materials, and associated fee must be submitted to the Community and Neighborhood Services office at least **twenty (20) business days** before the scheduled Historic District Commission (HDC) meeting. Applicants are strongly encouraged to have a preliminary discussion with staff or a pre-application meeting with the HDC prior to submission.

Notices regarding applications for demolition and relocation will be sent by mail to all neighboring property owners within 300 feet. These notices will be mailed at least fifteen (15) business days before the scheduled meeting. A public hearing will be held at the meeting, as indicated in the notice, and time will be allocated for public comments on the proposal.

For applications involving significant demolition, a notice may be published in a newspaper with general circulation in the City of Holland, at the discretion of the Preservation Staff.

Property Address: _____

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

Email: _____

Name of Applicant (if different than owner): _____

Relationship to Project: _____ **Applicant's Phone:** _____

Applicant's Email: _____

Proposed NTP Project: Demolition Relocation Other: _____

Preferred HDC Meeting Date: _____

Date of Pre-Application Meeting OR Preliminary Staff Discussion: _____

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

The Commission shall issue a Notice to Proceed for work affecting the exterior appearance of a resource to the extent necessary to mitigate 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.
- (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 as determined by majority approval of a vote of the Commission.

COH Code of Ordinances, Part II, Chapter 2, Article XV, Section 2-102, (4) (a-d).

Application Materials to be submitted by Owner/Applicant:

Photographs	<ul style="list-style-type: none"> • All sides (n,s,e,w) of all structures proposed for demolition, removal, or significant alteration • Detailed views of current condition(s)
Site Plan	<ul style="list-style-type: none"> • "Birdseye view" of the parcel, with dimensions and locations of existing structures and those proposed for demolition/removal/alteration
Construction Plan* <i>*optional</i>	<ul style="list-style-type: none"> • Description of proposed new structures • Sketch of proposed site plan • <i>All new construction must return for a COA, NTP decisions are made exclusive of future site plans</i>
Application Fee	<ul style="list-style-type: none"> • \$100 filling fee for NTP review • Additional \$50 late charge for all applications submitted retroactively

An application is not complete without the materials listed above. If you believe that one or more of the materials listed are not necessary for a successful review of your project, please consult with staff before submitting.



Planning & Historic Preservation

Community & Neighborhood Services

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

Directions for Submission

Please **email** completed form with all application materials to cns@cityofholland.com

Applications may also be dropped **in person** or **mailed** to:

Community & Neighborhood Services

Attn: Anna Schutter

270 S. River Avenue

Holland, MI 49423

Fee payment will be collected after successful application submission.

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

Applicant's Signature: _____ **Date:** _____

*Any questions may be directed to Anna Schutter, Municipal Planner
(616) 355-1362 or a.schutter@cityofholland.com*