



City of Holland
COMMUNITY & NEIGHBORHOOD SERVICES
 270 River Avenue
 Holland, Michigan 49423

Phone: (616) 355-1330 Fax: (616) 546-7058 Email: cns@cityofholland.com



FAÇADE ALTERATION REVIEW FOR C-3 ZONE DISTRICT

* **FILL OUT FORM COMPLETELY AND SCAN TO BS&A**

All façade alterations in the C-3 zone district require a review in accordance with section 39-128.

Business Name & Address:

Property Owner Name:	
Address:	
City, State, Zip:	
Applicant Name:	
Address:	
City, State, Zip:	
Phone Number:	
E-Mail:	

Description of work: _____

Does this work require a revocable license? YES NO

Does this work require a building or land use permit? YES NO

Does this work require a ROW permit? YES NO

What specific part of the building will this change affect? (Roof, walls, windows, 1st floor, 2nd floor, etc)

Office Use Only:

APPROVED DENIED STIPULATIONS: _____

 Signature

 Date

Sec. 39-128. Performance requirements.

All development, additions, site alterations, and street-level facade alterations within the C-3 Central Business District are subject to the following procedures and performance requirements.

(a) Review process:

(1) Planning commission review. Where site plan review is otherwise required, review and approval regarding compliance with requirements of this section shall be conducted by the planning commission during the site or development plan review process as described in Article II of this chapter.

(2) Administrative review. **All street-level facade alterations and site alterations not otherwise requiring site plan review shall be submitted to the department of community services and development for review and approval.** Review of such proposed work shall be conducted administratively by the department of community services and development. Where staff is required to make a discretionary determination according to requirements of this section, notice of the application shall be published in a local newspaper and shall be given to owners of the property and to residents and property owners within three hundred (300) feet of the subject property not less than seven (7) nor more than fifteen (15) days before the application will be considered.