

Downtown Zoning Districts (CDT, NDT, EDT, WDT, Centennial)
Application for Revocable License Agreement

Project Address

Application Date

RLA Process

- Applicant submits Design Review Board (DRB) and Revocable License Agreement (RLA) applications and accompanying information to the Downtown Holland Office (DDA).
- DRB reviews sign /canopy/awning application for design standards. Approved application and RLA info are forwarded to the City Attorney's Office.
- City Attorney reviews and approves; forwards to City Clerk.
- RLA is signed by all parties at City Clerk's Office.
- Fully signed RLA goes to City Council for final review and approval.
- Applicant installs and enjoys new sign /awning /canopy!

Business Owner Information

Building Owner Information

Business Name

Building Owner Name

Business Address: Street Address / Zip Code

Building Owner Address: Street Address / Zip Code

Business Phone

Partnership or Other Address: Street Address / Zip Code

Owner Name

Who is responsible for the Agreement?

Owner Address if Different: Street Address / Zip Code

Conditions applicable to this permit

Please attach check, payable to City of Holland, for legal/administrative fee \$350

Cost of building permit not included in this amount.

A certificate of insurance indicating current general liability coverage, and naming the City of Holland as additional insured, shall be submitted with this application. To ensure timely processing of the Certificate of Insurance, please word the additional insured line as: "The City of Holland and its employees, officers, officials, and agents are named as additional insureds with regards to general liability coverage."

*Although a Building Permit is also required, it **cannot** be issued until the Revocable License Agreement is approved by City Council and prepared by the City Attorney.*

Legal Description of Property Please attach.

**General description of proposed work - Include plan showing elevation and end section
Height, Length, width, materials, distance between walking surface and bottom of encroachment, etc.**

Lettering, logo, or artwork on encroachment? *If yes, explain.*

Parties and/or Partners Authorized to Sign Agreement

Signature

Title

Date

Signature

Title

Date

Signature

Title

Date