



DOWNTOWN  
HOLLAND

# Downtown Temporary Sign Permit Application

This application is required for approval of a temporary (two-week) sign permit in the Downtown Zoning Districts of CDT, NDT, EDT, WDT, and Centennial. **Businesses are limited to two (2) temporary signs per parcel per calendar year.** Signs cannot be placed in the public right-of-way, curb strip, or on utility poles. A setback from the public sidewalk is required. The application must be filled out in its entirety and failure to do so may result in processing delays. While in most instances, the requested information is adequate to determine compliance, it may be necessary at times to require additional documentation. Please contact DDA Coordinator Jeff Genova at 616.355.1050 or [j.genova@cityofholland.com](mailto:j.genova@cityofholland.com) if you need assistance in filling out this form.

## APPLICANT INFORMATION

Business Name \_\_\_\_\_

Project Name \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Address of project (if different) \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## PROPERTY INFORMATION

Property Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Owner Email \_\_\_\_\_

Owner Phone \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Owner Signature \_\_\_\_\_

By signing this document, the property owner agrees that he/she has reviewed and approved your sign(s) as outlined in this application. **Property owner approval is required before your permit will be issued.**

## TEMPORARY SIGN DETAILS

Description of temporary display: \_\_\_\_\_

Number and types of signs: \_\_\_\_\_

Dates of display: \_\_\_\_\_

**A drawing or photograph showing exactly where the sign will be placed must be attached to this application.**

## PERMIT FEE

There is a \$35.00 fee per temporary sign. You may pay by cash, credit card, or check (payable to the City of Holland) at the Downtown Holland office, 150 West 8th Street, Holland, MI 49423.

\$35.00 Permit Fee      Check \_\_\_\_\_      Credit Card \_\_\_\_\_      Cash \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_