



**DOWNTOWN  
HOLLAND**

# Annual Temporary Moveable Sign Permit Application

This application is required for approval of a temporary moveable sign in the Downtown Zoning Districts of CDT, NDT, EDT, WDT, and Centennial. Businesses are limited to one (1) temporary moveable sign each, as approved by the property owner. Signs can be no more than 48 inches tall, 30 inches deep, and 30 inches wide. Signs must be placed within one (1) foot of the building, allowing at least six (6) feet of clearance on the sidewalk for pedestrians. 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 if you need assistance in filling out this form.

## APPLICANT INFORMATION

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

Sign Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Address of Proposed Sign (if different) \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## PROPERTY INFORMATION (IF DIFFERENT)

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

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

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

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

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

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

## REQUIRED ITEMS TO INCLUDE WITH APPLICATION:

- A detailed drawing or photograph of sign and supporting structure, including dimensions and materials.  
(Not required for renewals.)
- A detailed drawing or photograph of where the sign will be located, including all measurements.  
(Not required for renewals.)
- A certificate of insurance naming the “City of Holland and its officers, employees, and agents” as an additional insured, in the amount of \$2 million general aggregate and \$1 million for each occurrence. Please use 270 South River Avenue, Holland, MI 49423 as the City’s address.
- Signed addendum of indemnification and insurance.

## PERMIT FEE

There is a \$35.00 annual fee for Temporary Moveable 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 \_\_\_\_\_

## OFFICE USE ONLY

Insurance Company \_\_\_\_\_

Agent Name \_\_\_\_\_

Agent Phone/Email \_\_\_\_\_

Certificate Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Permit Number \_\_\_\_\_



# Addendum to Moveable Sign Permit Application

**The Permit Applicant ("Applicant") agrees to the following terms and conditions for permit to maintain a moveable sign (the "Permit"), if issued by the City:**

**Indemnification:** Applicant agrees to indemnify, defend, and hold the City harmless from any deaths, injuries, property damages, claims, demands, or suits by any person or entity arising out of, or in any way connected with, the moveable sign to be maintained by the Applicant under the Permit issued by the City. Applicant's duty to indemnify the City includes claims asserted by any party or entity based, in full or in part, on the design, construction, placement, condition, repair, maintenance or use of the sign. Indemnification shall include all attorney fees and costs incurred by the City in connection with the defense of such matters.

**Insurance:** Applicant shall provide a certificate of general liability insurance in a form acceptable to the City and shall maintain general liability insurance coverage, in amounts established by City Council by resolution, at all times while the Permit is in effect. The Certificate shall list the City and its officers, employees and agents as additional insureds and the City as Certificate Holder. The cancellation section of the Certificate shall state: "Should any of the above described policies be canceled before the expiration date thereof, the Issuing Company will mail 30 days prior written notice to the Certificate Holder named to the left."

**Restoration of Right of Way:** In the event that any portion of a public right of way is damaged or altered by the applicant in constructing, installing, repairing, maintaining or using the sign, the applicant shall restore the right of way to its prior condition as soon as practicable.

**Suspension, Revocation or Expiration:** In the event that the Applicant fails to comply with any ordinance regulating the sign, any permit conditions or this Addendum, the Permit may be temporarily suspended or permanently revoked by the City upon notice mailed or delivered to the Applicant's address set forth in the application. During any suspension, after revocation or after expiration of the Permit, Applicant shall not maintain the sign in the public right of way.

**No Assignment:** The Permit is not assignable.

Permit Applicant Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

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