

Town of Holland
Recommended Procedure and Signature List

Form approved by Board of Selectmen for use with
Building Permit Applications and other projects

This form is not valid until numbered and signed by the Zoning Officer

INSTRUCTIONS: This form should be completed for most projects before the various Town Boards and Departments may accept an application for your project. **Fill out Part One completely. Bring the form to the Zoning Officer.** The Zoning Officer will check your project for zoning requirements, and then he/she will let you know which boards or departments you must see. Part Three is to be completed by the boards and departments that will need to approve your project. **NOTE:** All inspectors, boards, commissions, and departments involved in project approval require that owners or authorized agents present their project request in writing accompanied by a site or plot plan.

PART ONE

Name of Owner _____ Telephone _____

Name and address of applicant if other than owner _____
_____ Telephone _____

Owner's permission to have applicant represent him/her (signed) _____

Property Information: Assessor's Map Block and Lot Number (located on tax bill) _____

Book & Page (located on tax bill) Book _____ Page _____

Zoning District (i.e. Residential, Business, etc.) _____

Street address of property (House # and Street name) _____

Description of work to be performed (Attach plan and additional pages if necessary)

Signed _____ Date _____

PART TWO

To be completed by the Tax Collector or Zoning Officer

According to Tax Collector records, as of this date, there is / is not tax delinquency in respect to this property.

Signed _____ Date _____
Tax Collector or Zoning Officer (Signature good for ninety days from date of signing)

PART THREE

(To be completed by Town Boards and Departments)

Circled departments must review and sign off on project

ZONING OFFICER: Project complies with Holland Zoning By-Laws: Approved _____ Denied _____.

Reason for approval/denial: _____

Signed _____ Date _____
Zoning officer

BOARD OF ASSESSORS:

Assessors notified as per General By-law VIII.2: Lot location, size, type of building and estimated cost.

Signed _____ Date _____
For Board of Assessors

CONSERVATION COMMISSION: Approved _____ Approved with conditions _____

Conditions: _____ (Attach additional conditions if necessary)

Signed _____ Date _____
For the Conservation Commission

BOARD OF HEALTH:

1) Well permit granted.

Signed _____ Date _____ (Attach copy of well test **and** well completion report)
For the Board of Health

2) Septic System Disposal Works Permit or Repair Permit Issued:

Signed _____ Date _____ (**Attach copy**)
For the Board of Health

3) Project approved for use with existing Septic System: System approved for _____ Bedrooms.

Signed _____ Date _____
For the Board of Health

HIGHWAY SURVEYOR:

Driveway permit issued. Date: _____ (**Attach copy**)

Signed _____ Date _____
Highway Surveyor

PLANNING BOARD: Site Plan Approval Waived _____ Site Plan Approved _____ (**Attach copy**)

Signed _____ Date _____
For the Planning Board

Date Special Permit hearing applied for _____ Signed (Town Clerk) _____

Date Special Permit Granted _____ (**Attach copy** of Permit Signed by Town Clerk **& Registry of Deeds**)

ZONING BOARD OF APPEALS: Date hearing applied for _____ Signed (Town Clerk) _____

Date Request Granted _____ (**Attach copy** of ZBA Decision Signed by Town Clerk **& Registry of Deeds**)

BUILDING COMMISSIONER: Date Building Permit Application Received _____

Signed _____ Date _____