



Application must be accurately completed and accompanied with all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. City of Holland cannot guarantee a deadline extension for omitted information or materials.

The following items shall accompany the Application.

- Demolition Application Fee: Residential: \$75, Commercial (1<sup>st</sup> Floor): \$125, Each Additional Floor: \$115
- A Copy of the deed(s) to the subject property verifying legal ownership
- Asbestos Survey Report: Only if commercial zoned property of intended use is commercial, an asbestos survey report is required. Please contact the Texas Department of State & Health Services for more info by visiting <http://www.dshs.state.tx.us/asbestos>
- Copy of Official Survey signed and sealed by Registered Professional Land Surveyor (RPLS) that includes existing structures and any other items requesting to be demolished
- Photos of each side of structure, the front photo needs to show the entire structure that is visible from the street
- Contact all Utility Service Providers to disconnect services
- Other materials as appropriate (i.e. photos, drawings, plats, petitions, etc)

Physical Location of Property: \_\_\_\_\_  
(General Location – approximate distance to nearest existing street corner)

Current Legal Description of Property: \_\_\_\_\_  
(Survey / Abstract No. and Tracts; or platted Subdivision Name with Lots / Block)

Acreage: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_  
Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Applicant / Owner's Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street / Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Engineer / Representative's Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street / Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Describe Current Structure Use: \_\_\_\_\_

Describe Proposed Use of Property: \_\_\_\_\_

Describe scope of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only: Date Rec'd: \_\_\_\_\_ Fees Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Is this structure  Attached or  Detached?

Interior Only?  Yes  No

Wells?  Yes  No

Underground Storage Tanks?  Yes  No

Septic System?  Yes  No

No. of Stories: \_\_\_\_\_

SQ Ft per Floor: \_\_\_\_\_

**SUBMITTAL DEADLINE: 14 DAYS PRIOR TO P&Z MEETING DATE**

**APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA.** It is the applicant’s responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning and Subdivision Ordinances, and any separate submittal policies, requirements and / or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff for submittal requirements.

**AN ELECTRONIC PDF COPY OF ALL APPLICATION MATERIALS WILL BE REQUIRED WITH SUBMISSION.** Electronic copy must be legible and properly scaled.

**NOTICE OF PUBLIC RECORDS.** The submission of plans / drawings with this application may be subject to Chapter 552 of the Texas Government Code (“Public Information Act”), to which the applicant understands such information may be viewed, inspected, or disclosed to the general public if pursuant to the Act. Unless the applicant expressly states otherwise in writing, submission of this application (along with any associated plans or drawings) will be considered public information and disclosable in accordance with the provisions of the Act.

I hereby certify that I am the Owner, for the purposes of this application, and that all information submitted herein is complete, true, and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public in and for the State of Texas: \_\_\_\_\_

My Commission Expires On: \_\_\_\_\_

SEAL