

**Instructions:**

1. Fill in blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages, with your signature, if additional space is needed.
3. Submit application and documents to the Village of Holly Downtown Development Authority  
*Once all materials have been submitted, the applicant will be scheduled to meet with the Main Street Holly Design Committee at the next available meeting.*

**I. APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone

Home Phone

Mobile Phone

Email Address

**II. BUILDING OWNER INFORMATION:**

Name (if different): \_\_\_\_\_

Address (if different): \_\_\_\_\_

Work Phone

Home Phone

Mobile Phone

Email Address

**III. PROPERTY/BUILDING INFORMATION:**

Property Address: \_\_\_\_\_

Property Identification (parcel ID#): \_\_\_\_\_

Date Building Was Constructed: \_\_\_\_\_

Historical Building Use(s) (year): \_\_\_\_\_

Current Building Use (year): \_\_\_\_\_

Is the property/building listed on the State Historic Register or the National Register of Historic Places?

Yes  No

Submit Application To: **Village of Holly DDA  
202 South Saginaw  
Holly, MI 48442**

**IV. PROPOSED IMPROVEMENTS:**

Please attach official quotes, proposals and the estimates for the indicated improvement activities.

Front façade restoration/renovation

Awning replacement/restoration

Storefront restoration/renovation

Signage replacement/restoration

Exterior painting

Windows

Door/entryway

Other (specify below):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Project Startup Date: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

**V. PROJECT FINANCIAL DESCRIPTION:**

Please attach a copy of the construction estimates or proposals.

Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: \_\_\_\_\_

Project Funding Source(s):

Lender	Loan Amount	Purpose

Lender	Loan Amount	Purpose

**Applicant is required to submit with this form the following information: a). Proof of project funding sources. b). Copies of project proposal, bids and/or fee estimates. c). Copies of design plans or construction drawings. d). Floor plans, renderings, elevations and other materials to fully explain the proposed new design.**

Applicant's Signature

Date