



Public Works & Community Development Department

Planning Division

Project Address:

Date:

Planner:

accepting application

For Applicant's Use	For Staff Use	Mills Act Application Checklist	
		Please note: Your project planner may require additional information depending on the specifics of your project.	
		Application Form - Due by June 30th	Required
		Updated Historic Resources Inventory entry (State DPR Form 523) , to be completed by a qualified historic preservation specialist	Required
		<p>Work Plan, consisting of a description and schedule of work needed to stabilize or restore character defining features of the property, for the initial 10-year contract period.</p> <p>Check the box that most closely resembles your property:</p> <p><input type="checkbox"/> Building in good condition—no repair necessary, ongoing maintenance consistent with the Secretary of the Interior's Standards for Rehabilitation</p> <p><input type="checkbox"/> Building requires some rehabilitation work</p> <p><input type="checkbox"/> Building requires immediate work to preserve, stabilize, or protect resource</p>	<p style="text-align: center;">Requirement:</p> <ul style="list-style-type: none"> • Work plan may be needed for unusual building details • Proposed work plan • Proposed work plan
		Legal Description of Property (Can be provided by Title Company)	Required
		Copy of Last Property Tax Bill	Required
		Filing Fee	\$550
		Mailing Labels	Required (see <u>Mailing Notice</u> handout)
<p>Supplemental Information: Your project planner may require one or more of the following items after your initial application submittal, depending on the condition of the property and nature of the proposed work.</p>			
		<p>Physical Inspection A physical inspection by City staff—building inspector, Fire Marshall, and/or planner—may be required</p>	Dependent upon Property
		<p>Architectural Historian Report At the applicant's expense, the City may retain an architectural historian, or restoration architect, to evaluate the applicant's proposal for consistency with the architectural, historic, or aesthetic integrity of the resource. The architectural historian shall review and make recommendations to the City to help ensure that the proposed work will not adversely affect the significant architectural features of the property, nor adversely affect the character or historic architectural or aesthetic interest or value of the cultural resource and its site.</p>	Dependent upon Property

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		Structural Pest Report	Dependent upon Property
		Roof Inspection Report	Dependent upon Property