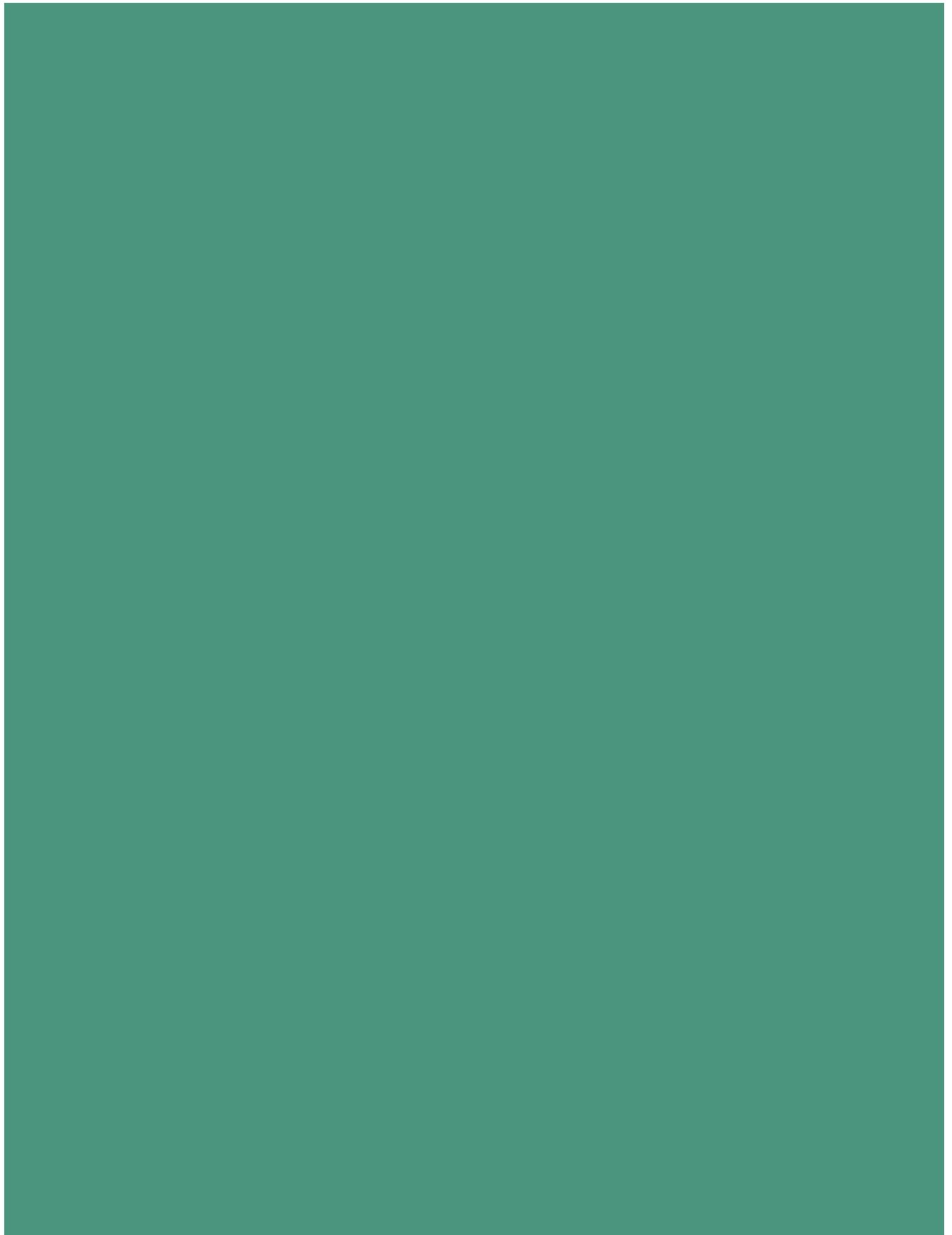


# HISTORIC PRESERVATION

Mills Act Program Application Packet





# INTRODUCTION

## Mills Act Program Application Packet

### PURPOSE

In California, Mills Act legislation grants participating local governments the authority to enter into contracts with owners of qualified historic properties who actively participate in the restoration and maintenance of their historic properties and in exchange receive a reduction in property taxes. The City of Fresno adopted the Mills Act Program in 2016.

### PROVISIONS

#### *Qualified Historical Properties*

1. Properties must be privately owned within the City of Fresno and not exempt from property taxation;
2. Properties must be listed in the National Register of Historic Places, located in a registered historic district, or listed in any state, city, county, or city and county official register of historical or architecturally significant sites, places, or landmarks;
3. Heritage Properties do not qualify for participation;

#### *Required Contract Provisions*

4. Contracts entered into must have a term of a minimum of 10 years;
5. Owners must preserve and, when necessary, restore and rehabilitate the property to conform to the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the State Historical Building Code;
6. City officials must be granted permission to inspect the interior and exterior of the premises, prior to the execution of a new contract, and every five years thereafter, to determine the owner's continued compliance with the contract;
7. All successors in interest of the owner are bound to the benefits and burdens of the contract;
8. Unless written notice is provided by owners at least 90 days prior to the renewal date or by the City at least 60 days prior to the renewal date, 1 year shall automatically be added to the term of the contract on the anniversary date of the contract or such other annual date as is specified in the contract; and

9. Owners must furnish the City with any information requested in order to determine the eligibility of the property involved.

For additional requirements, see the Mills Act Program Ordinance in Chapter 12, Article 17 of the Fresno Municipal Code.

### PROCEDURE\*

Following the submittal of the Mills Act Program Application Form and required materials on the application check list the the established deadline, the application submittal will be reviewed and the property owner will be informed when the application has received initial approval. Additional materials and further review may be required. Subsequently, a site visit will be scheduled with a City staff member and a Historic Preservation Commission (HPC) member. Revisions or additions may be recommended to the initially submitted Draft Work Plan. Applications will be reviewed by the Commission at a regularly scheduled hearing date. Property owners with approved applications will then receive a customized contract template and return (3) original executed and notarized copies of the contract. City staff will subsequently execute and record contracts with the Fresno County Recorder. Please refer to the next page for the application check list and current schedule for the application process.

Please submit applications by mail, in person, or by email:

#### Historic Preservation

Planning and Development Department  
City of Fresno  
2600 Fresno Street, Room 3065  
Fresno, CA 93721  
[Historic.Preservation@fresno.gov](mailto:Historic.Preservation@fresno.gov)

If you have questions regarding property tax assessment and the potential reduction for a specific property, please contact Bill Hicks with the Fresno County Assessor's Office for the Mills Act Program. He can be reached by email [whicks@co.fresno.ca.us](mailto:whicks@co.fresno.ca.us) or phone (559) 600-1791.

*\*Please note: Proposed exterior alterations that have the potential to affect the historic character of a designated property are still subject to review by the Historic Preservation Specialist upon project proposal and prior to the commencement of work. Furthermore, proposed projects which require a permit are subject to review by the Current Planning and Building & Safety divisions. Although anticipated projects may qualify for the Mills Act Program, approval of a Mills Act Program application and execution of a Mills Act Program contract do not equate with formal project approval.*

# INTRODUCTION

## Mills Act Program Application Packet

### TO BE SUBMITTED PRIOR TO SITE VISIT AND PUBLIC HEARING

- Mills Act Program Application Form
- Draft Work Plan (completed)
- Most recent Property Tax Bill
- Grant Deed (owner name must match application form)

### TO BE SUBMITTED UPON APPROVAL OF APPLICATION

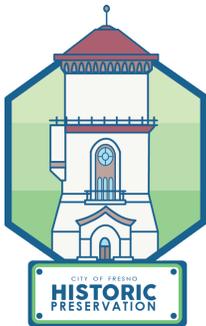
- Executed and Notarized Contract

### SCHEDULE

STEP	ACTION	TIMEFRAME
<b>1</b>	<u>Application Packet available</u> to the public.	<b>First Monday of January</b>
<b>2</b>	<u>Application Packet due</u> to the City.	<b>On or before April 1st</b>
<b>3</b>	Pre-contract property <u>site visits</u> .	<b>On or before June</b>
<b>4</b>	Historic Preservation Commission <u>public hearing</u> .	<b>June-July</b>
<b>5</b>	Approved owners and/or applicants <u>return executed and notarized contracts to City</u> .	<b>On or before October 1st</b>
<b>6</b>	<u>City executes and records contracts</u> with County Recorder.	<b>On or before December 29th</b>

# HISTORIC PRESERVATION

Mills Act Program Application Form



# HISTORIC PRESERVATION



## Mills Act Program Application Form

DATE:  PROPERTY ADDRESS:

**OWNER INFORMATION:**

OWNER(S) OF PROPERTY

OWNER(S) MAILING ADDRESS

HOME TELEPHONE  WORK TELEPHONE

MOBILE TELEPHONE  ALTERNATE TELEPHONE

OWNER(S) EMAIL

ALTERNATE EMAIL

**PROPERTY INFORMATION:**

-  -

ASSESSOR PARCEL NUMBER (APN) COUNCIL DISTRICT NO.

HISTORIC NAME

HISTORIC USE

CURRENT USE

CONSTRUCTION DATE  DATE OF DESIGNATION

**APPLICANT INFORMATION (IF DIFFERENT FROM OWNER):**

APPLICANT

APPLICANT MAILING ADDRESS

HOME TELEPHONE  WORK TELEPHONE

MOBILE TELEPHONE  ALTERNATE TELEPHONE

APPLICANT EMAIL

ALTERNATE EMAIL

**HISTORIC DESIGNATION (SELECT ALL THAT APPLY) :**

- National Historic Landmark
- National Register of Historic Places
  - Individual
  - Contributor to a Historic District
    - District Name: \_\_\_\_\_
- California Historic Landmark
- California Register of Historic Resources
  - Individual
  - Contributor to a Historic District
    - District Name: \_\_\_\_\_
- Local Register of Historic Resources
  - Individual
    - Historic Property No.: \_\_\_\_\_
  - Contributor to a Historic District
    - District Name: \_\_\_\_\_
- Heritage Property (*Heritage designation alone is not sufficient to qualify for the Mills Act Program*)
  - Historic Property No.: \_\_\_\_\_

# HISTORIC PRESERVATION

## Mills Act Program Application Form



### ADDITIONAL QUESTIONS:

WHAT IS THE CURRENT CONDITION OF YOUR PROPERTY?

- Excellent     Good     Fair     Poor

PLEASE EXPLAIN:

ARE TAXES ON ALL PROPERTY OWNED IN THE CITY OF FRESNO PAID CURRENT TO DATE?

- Yes     No

IF NO, PLEASE EXPLAIN:

ARE THERE ANY ORDERS TO COMPLY FROM CITY OF FRESNO BUILDING & SAFETY OF CODE ENFORCEMENT OF ANY PROPERTY OWNED?

- Yes     No

IF YES, PLEASE EXPLAIN:

**I AM (WE ARE) THE PRESENT OWNER(S) OF THE PROPERTY DESCRIBED ABOVE AND HEREBY APPLY FOR A MILLS ACT CONTRACT**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



## SCHEDULE OF IMPROVEMENTS

Address:		
Historic Property Name:		
Owner Name :		
Year Owner Purchased Property:		
	<b>Contract Year</b>	<b>Site/Building Feature</b>
	Year 1	20__
	Year 2	20__
	Year 3	20__
	Year 4	20__
	Year 5	20__
	Year 6	20__
	Year 7	20__
	Year 8	20__
	Year 9	20__
	Year 10	20__
<b>Proposed Work/Task</b>		<b>Estimated Cost</b>
		\$ -
		\$ -
		-
		-
		-
		-
		-
		-
<b>Total</b>		<b>\$ -</b>

A Work Plan consisting of rehabilitation, restoration, and/or maintenance measures consistent with the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the State Historical Building Code is required for the property.