**APPLICATION CHECK LIST**

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**

**APPLICATION SCHEDULE 2020**

**STEP 1: APPLICATION PACKET AVAILABLE**

- APPLICATION PACKET IS AVAILABLE TO THE PUBLIC
- **MONDAY, JANUARY 6, 2020**

**STEP 2: APPLICATION PACKET DUE**

- APPLICATION PACKET IS DUE TO THE CITY ON OR BEFORE
- **FRIDAY, MARCH 27, 2020**

**STEP 3: SITE VISITS**

- **APRIL-MAY, 2020**
- **PRE-CONTRACT PROPERTY SITE VISITS**

**STEP 4: PUBLIC HEARING**

- **HISTORIC PRESERVATION COMMISSION PUBLIC HEARING**
- **MONDAY, JUNE 22, 2020**

**STEP 5: CONTRACTS TO CITY**

- APPROVED OWNERS AND/OR APPLICANTS RETURN EXECUTED AND NOTARIZED CONTRACTS TO CITY ON OR BEFORE
- **FRIDAY, JULY 31, 2020**

**STEP 6: CITY EXECUTES AND RECORDS CONTRACTS**

- CITY EXECUTES AND RECORDS CONTRACTS WITH COUNTY RECORDER ON OR BEFORE
- **THURSDAY, DECEMBER 31, 2020**
MILLS ACT PROGRAM
INTRODUCTION
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 potential reduction in property taxes. The City of Fresno adopted the Mills Act Program in 2016.

SUMMARY OF PROVISIONS

QUALIFIED HISTORICAL PROPERTIES
1. Properties must be privately owned and not exempt from property taxation;
2. Properties must be individually listed or designated as a Contributor to a listed historic district;
3. Heritage Properties do not qualify;

REQUIRED CONTRACT PROVISIONS
4. Contracts entered into must have a term of a minimum of 10 years;
5. Owners must conform to the preservation rules and regulations set by National and State entities;
6. City officials must be granted permission to inspect the premises;
7. All successors in interest of the owner are bound to the contract;
8. One year shall automatically be added to the term of the contract on its anniversary date, unless written notice is provided; and
9. Owners must submit all materials requested by the City.

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

PROCEDURE
Please refer to the back of the brochure for the application check list and current schedule for the application process.

Visit the City of Fresno Historic Preservation web page: https://www.fresno.gov/darm/historic-preservation/ under the tab “Economic Incentive Programs” for the Mills Act Program Application Packet, which further describes the procedure.

If you have questions regarding the application process, please contact:

Laura Groves van Onna
Historic Preservation Specialist
Planning and Development Department
City of Fresno
laura.vanonna@fresno.gov

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