

## APPLICATION CHECK LIST

MILLS ACT PROGRAM APPLICATION FORM

DRAFT WORK PLAN (COMPLETED)

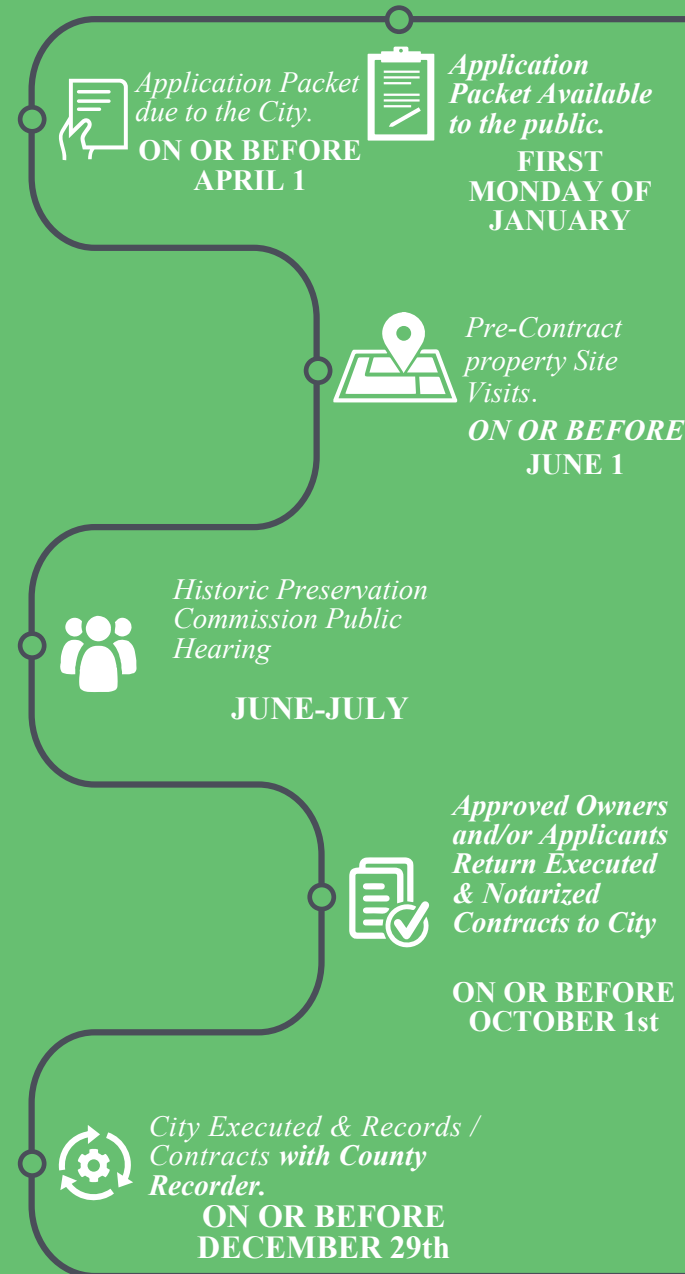
MOST RECENT PROPERTY TAX BILL

GRANT DEED (OWNER NAME MUST MATCH APPLICATION FORM)

## TO BE SUBMITTED UPON APPROVAL OF APPLICATION

EXECUTED AND NOTARIZED CONTRACT

## APPLICATION SCHEDULE



# MILLS

# ACT

# PROGRAM



## 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 reduction in property taxes. The City of Fresno adopted the Mills Act Program in 2016.

## QUALIFIED HISTORICAL PROPERTIES

- Properties must be privately owned within the City of Fresno and not exempt from property taxation;
- 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;
- Heritage Properties do not qualify for participation;



## REQUIRED CONTRACT PROVISIONS

- Contracts entered into must have a term of a minimum of 10 years;
- 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;
- 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;
- All successors in interest of the owner are bound to the benefits and burdens of the contract;
- 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;
- Owners must furnish the City with any information requested in order to determine the eligibility of the property involved; and
- Owners or agents of the owners must provide written notice of a contract to the Office of Historic Preservation within six months of entering into a contract.

## PROCEDURE

Following the submittal of the Mills Act Program Application Form and required attachments by the established deadline, the Historic Preservation Specialist will review application materials and reach out to property owners and/or applicants to discuss the submitted application packet, which includes any proposed restoration and maintenance (the "Draft Work Plan"), to request additional materials if needed and to schedule a site visit with a City Staff member and a Historic Preservation Commission member. Following a site visit, Staff and Commission members may recommend revisions or additions to the initially submitted Draft Work Plan. Staff reports and completed applications will be presented to the Historic Preservation Commission at a regularly scheduled hearing date. Approved property owners and/or applicants will then return executed and notarized contracts to City staff, who will subsequently execute and record contracts with the County Recorder. Please refer to the next page for the application check list and current schedule for the application process.

The point of contact for the application process is Laura van Onna, Historic Preservation Specialist, who can be reached at [historic.preservation@fresno.gov](mailto:historic.preservation@fresno.gov) or by phone at (559) 621-8439.

For more information on the City of Fresno Mills Act Program, please see the Ordinance in Article 17 of Chapter 12 in the Fresno Municipal Code: [https://library.municode.com/ca/fresno/codes/code\\_of\\_ordinances?nodetd=MUCOFR\\_CH12IMFEHIREOTMITO\\_ART17MIACPR](https://library.municode.com/ca/fresno/codes/code_of_ordinances?nodetd=MUCOFR_CH12IMFEHIREOTMITO_ART17MIACPR)