

MILLS ACT HISTORICAL PROPERTY CONTRACT PROCESS

1. Application window opens.
2. Applicant completes application and contacts Mills Act Program Coordinator (“Coordinator”) to schedule an appointment for application and fee submittal.
3. Applicant submits application and fees.
4. Coordinator reviews application materials and notifies applicant of [eligibility](#) and application completeness.
5. Coordinator contacts the applicant to schedule an appointment for the Coordinator and the consulting Architectural Historian (“Historian”) to inspect the property (including building interiors) to evaluate the Proposed Work Program.
6. Coordinator and Historian inspects property.
7. Application window closes.
8. Historian provides evaluation to the Coordinator.
9. Coordinator selects properties for the program based on priority criteria.
10. Coordinator sends contract to applicant for signature and notarizing.
11. Applicant submits notarized contract, contract execution fee and inspection fees to the Coordinator.
12. Coordinator internally routes contract for signature and recording prior to end of calendar year.
13. Coordinator mails recorded contract to applicant, County Assessor, Landmarks Commission and County Counsel.
14. Assessor mails Mills Act Notice of Assessed Value Change to the property owner and Coordinator.