



CITY OF WHITTIER

13230 Penn Street,

Whittier, CA 90602-1772

Phone (562) 567-9320 Fax (562) 567-2872

www.cityofwhittier.org

MILLS ACT CONTRACT APPLICATION

This application is for any property owner (s) seeking to enter into a Mills Act contract with the City of Whittier for their designated historic landmark property or contributing resource within a designated historic district.

FILING INSTRUCTIONS

1. Complete the application form attached. In addition to the application form, several other items and exhibits must be submitted as part of your application. Supplemental information is provided on the following pages along with a checklist of the application requirements.
2. Submit your complete application package to the Planning Division, at the address shown in the title block above. A flow-chart of the application process is provided within the following pages that explains the milestones through which your application will be evaluated and processed.



CITY OF WHITTIER

13230 Penn Street,
Whittier, CA 90602-1772
Phone (562) 567-9320 Fax (562) 567-2872
www.cityofwhittier.org

MILLS ACT CONTRACT APPLICATION REVIEW

Q

Application Process Q & A

What happens after the application is submitted?

When you submit your application package, a staff planner will be assigned to your project. The planner will check your application for completeness.

After the application is deemed complete, what is the review procedure?

Once staff deems your application complete, the application will be scheduled for a public hearing before the Historic Resources Commission. At least 10 days prior to the hearing, planning staff will mail out a public notice to you, the applicant, and to the owners of all contiguous properties to inform them of the public hearing. Your case planner will also prepare a staff report, which will be available to you approximately three to four days prior to the public hearing.

What takes place at the hearing?

At the public hearing, the Historic Resources Commission will consider your application, including the research materials, exhibits and staff report. Planning staff will briefly summarize the project, after which you, the applicant, will be able to address the Commission. There will also be an opportunity for any interested member of the public to address the Commission. At the conclusion of the hearing, the Commission will take one of three actions: recommend approval of the agreement to the City Council; continue consideration of the agreement to a future date; or recommend denial of the agreement to the City Council.

After a recommendation is made by the Historic Resources Commission, the application will be scheduled for a public hearing before the City Council. The Council will take final action on the agreement after considering the recommendation by the Historic Resources Commission, all staff report materials, and any public comments. The decision of the Council is final.

How long does the review process take?

An application processing flowchart is included on the next page, which outlines the review procedure, and includes *approximate* time frames for each stage. The time-frame can vary due to staff case load, hearing scheduling constraints, your responsiveness to staff requests for information and other unforeseen variables.

When does the Historic Resources Commission and City Council meet?

The Historic Resources Commission regularly meets on the second Wednesday of each month at 7:00 p.m., in the Council Chambers of City Hall, on the second floor. The City Council meets the second and fourth Tuesday of every month, at 6:30 p.m., in the same location.

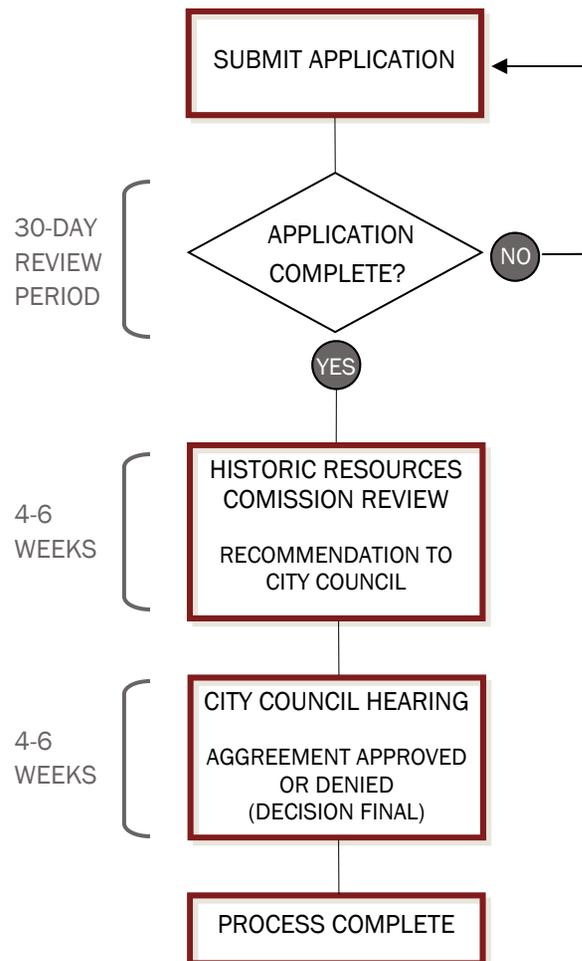


CITY OF WHITTIER

13230 Penn Street,
Whittier, CA 90602-1772
Phone (562) 567-9320 Fax (562) 567-2872
www.cityofwhittier.org

OVERVIEW OF MILLS ACT CONTRACT APPLICATION PROCESS

This general overview shows the basic steps of the Mills Act application process. The time periods indicated are **approximate** and can vary depending on staff case load, hearing scheduling constraints, your responsiveness to staff requests for information, and other unforeseen variables.





CERTIFICATE OF APPROPRIATENESS
MILLS ACT CONTRACT APPLICATION
 APPLICANT INFORMATION

CASE NUMBER:	_____
DATE FILED:	_____
ASSOCIATED CASES:	_____

1. APPLICATION TYPE

NEW <input type="checkbox"/>	CANCELLATION <input type="checkbox"/>
------------------------------	---------------------------------------

2. APPLICANT INFORMATION

NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP CODE	EMAIL

3. PROPERTY LEGAL DESCRIPTION

ADDRESS OF PROPOSED MILLS ACT CONTRACT PROPERTY	ASSESSOR'S PARCEL NUMBER(S)
PROVIDE A COPY OF THE CURRENT DEED TO THE PROPERTY WITH THIS APPLICATION	

STAFF USE ONLY		FEE	
ISSUED BY:	DATE:	RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO	
RECEIVED BY:	DATE:	\$:	



CERTIFICATE OF APPROPRIATENESS

MILLS ACT CONTRACT APPLICATION

PROPERTY INFORMATION

4. PROPERTY DOCUMENTATION– For the following section please refer to the guidelines for proper formatting instructions.

PROVIDE THE FOLLOWING PHOTOGRAPHS WITH THIS APPLICATION:

- A) AT LEAST ONE (1) PHOTO FOR EACH SIDE OF THE BUILDING/STRUCTURE AFFILIATED WITH THE PROPOSED MILLS ACT CONTRACT;
- B) PHOTOS OF THE PROPERTY ON WHICH THE BUILDING/STRUCTURE IS BUILT;
- C) PHOTOS OF EACH PROPOSED AREA OF WORK TO THE BUILDING/STRUCTURE, AS DESCRIBED IN THE TEN YEAR MILLS ACT CONTRACT WORK PLAN;
- D) A SITE PLAN INDICATING THE POINTS OF REFERENCE FOR ALL PHOTOGRAPHS SUBMITTED WITH THIS APPLICATION.

5. HISTORIC DESIGNATION

Your property must be a designated historic landmark or contributing resource within a designated historic district to participate in the Mills Act Contract Program.

TYPE OF LANDMARK DESIGNATION YOUR PROPERTY QUALIFIES UNDER:

NATIONAL REGISTER STATE REGISTER LOCAL REGISTER CONTRIBUTOR TO A HISTORIC DISTRICT (SPECIFY) _____

DATE OF LANDMARK DESIGNATION OF YOUR PROPERTY (MM/DD/YYYY): / /

6. PROPERTY TAX INFORMATION

PROVIDE A COPY OF YOUR MOST RECENT PROPERTY TAX BILL

7. MAINTENANCE COSTS

PROVIDE AN ITEMIZED LIST OF YEARLY MAINTENANCE COSTS FOR THE PROPERTY (I.E ., HOUSE INSURANCE, HOUSE REPAIR, LANDSCAPE MAINTENANCE, ETC.)



CERTIFICATE OF APPROPRIATENESS
MILLS ACT CONTRACT APPLICATION
10 YEAR PROJECTED PLAN

7. TEN YEAR MILLS ACT CONTRACT WORK PLAN – DESCRIBE AT LEAST ONE (1) PROJECT THAT YOU WILL ACCOMPLISH EACH YEAR UNDER YOUR PROPOSED MILLS ACT CONTRACT. Submit copies of all professional cost estimates. Use extra sheet in this format as necessary.

YEAR TO BE COMPLETED	PROJECT DESCRIPTION	PROFESSIONAL COST ESTIMATE #1	PROFESSIONAL COST ESTIMATE #2
1. 20__		\$:	\$:
2. 20__		\$:	\$:
3. 20__		\$:	\$:
4. 20__		\$:	\$:
5. 20__		\$:	\$:
6. 20__		\$:	\$:
7. 20__		\$:	\$:
8. 20__		\$:	\$:
9. 20__		\$:	\$:
10. 20__		\$:	\$:



**CERTIFICATE OF APPROPRIATENESS
MILLS ACT CONTRACT APPLICATION
PROPERTY INFORMATION**

8. OWNER'S AFFIDAVIT

This affidavit allows the project applicant to act on behalf of the property owner. The Planning Division will assume the applicant will represent the project at all required public hearings. Although the owner will receive notices of all public hearings, all project correspondence will be sent to the designated project applicant. **Owner agreements are not acceptable in lieu of signature.**

<p>I/We, the owner of the property in subject, hereby authorize _____ to:</p> <p style="text-align: center;">APPLICANTS NAME</p> <p><input type="checkbox"/> Make application for my property and/or;</p> <p><input type="checkbox"/> Act for me on my behalf at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.</p>	<p>LEGAL PROPERTY OWNER'S NAME</p> <hr/> <p>STREET ADDRESS</p> <hr/> <p>CITY, STATE, ZIP CODE</p> <hr/> <p>PHONE</p> <hr/> <p>EMAIL</p> <hr/>
<p>_____ Property Owner's Signature</p> <p>_____ Date</p> <p>_____ Print Name</p>	