



MILLS ACT CONTRACT (MAC) APPLICATION

I. INTRODUCTION

California law authorizes cities to enter into contracts with the owners of qualified historic properties to provide property tax reduction as an incentive for the use, rehabilitation, and restoration of historically designated properties (see [Historic Preservation](http://www.lcf.ca.gov/) on <http://www.lcf.ca.gov/>). This property tax abatement program has been proven to be the single most important and effective means of encouraging the rehabilitation and preservation of historic properties.

Contracts are reviewed by the Planning Commission and approved or denied by the City Council. Mills Act contracts require that the Los Angeles County Tax Assessor's Office assess the value of proposed buildings based on the fair market rent, rather than future development potential. Contracts are for 10 years and are renewed automatically each year on the anniversary date of the contract. Contracts are binding upon all successive owners during the life of the contract. To terminate a contract, either the property owner(s), or the City of La Cañada Flintridge ("City") must submit a notice of non-renewal at the end of the ten year period.

II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department when applying for a MAC.

- A. Project Application Form - Applicants are required to submit a completed Application Form signed by the property owner(s) (See V).
- B. Plans and Reports:
 - 1. Rehabilitation Plan ("Plan") - Applicants are required to submit a plan for future and/or past rehabilitation of the building(s) using the Secretary of the Interior's Standards ("Standards") for Rehabilitation (Appendix A). The Plan needs to show how Standards are met and how progress will be reported to the City.
 - 2. Historic Report – Applicants are required to have a report prepared by a qualified architectural historian or other professional establishing the historic nature of the subject property and qualifying it for consideration for a Mills Act Contract under the City's criteria for determination as to historical significance. A list of professionals is provided by the Los Angeles Conservancy (Appendix B). Others may be considered but need to provide documentation establishing qualifications.
 - 3. Timeline – A timeline with milestones is required detailing when the work will be completed.
- C. Other Materials:
 - 1. Title Report or Grant Deed.
 - 2. An application deposit. Checks should be made payable to the City of La Cañada Flintridge.



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III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Los Angeles County Tax Assessor's Office is recommended, though not required. Contact information is as follows: (888) 807-2111 – www.assessor.lacounty.gov.
 - B. **Application Submittal.** Applications are due by January 2nd through March 31st of each calendar year.
 - C. **Staff Review of Application for Completeness.** Staff will review applications and provide written verification of completeness or request additional information.
 - D. **Staff Review of the Mills Act Contract request.** Staff will examine the application materials, including any plans, justification statement and other information and prepare a written report to the Planning Commission.
 - E. **Decision on Request.** A recommendation on the application request will be made by the Planning Commission to the City Council. The decision could be approval, approval with conditions, continuation to obtain additional information, or denial. THE PLANNING COMMISSIONERS WILL VISIT YOUR HOUSE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.
- IV. **FEES:** The \$610.00 Application Fee is to be paid at time of application. The check shall be made out to the "City of La Cañada Flintridge."



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V. PROJECT APPLICATION FORM

MAC#

City Date Stamp

1. LOCATION OF PROPERTY:

Street address: _____

Assessor's Parcel Number Nearest Cross Street: _____

2. PROPERTY OWNER(S):

Name Telephone No. Fax No.

Street Address City, State Zip Code

3. APPLICANT:

Name/Telephone No. Fax No.

Street Address City, State, Zip Code

4. OTHER (optional):

Name/Telephone No. Fax No.

Street Address City, State, Zip Code

5. AREA OF SITE: _____ sq. ft. or _____ acres

6. PROJECT DESCRIPTION: (Examples: rehabilitate an existing 5,000 sf historic home constructed in 1925 which was designed by a noted architect etc):



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7. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s)

VI. MILS ACT CONTRACT SUPPLEMENTAL QUESTIONS

A. QUALIFIED HISTORIC PROPERTY: Please indicate how the proposed project meets any of the following criteria:

1. The property is identified with persons or events significant in local, regional, state or national history.

2. The property is representative of the work of a notable builder, designer or architect.



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3. The property contributes to the significance of an historic area, being a geographically definable area.

4. The property embodies one or more distinctive characteristics of style, type, period, design, materials, or craftsmanship.

5. The property has a unique location or physical characteristics or represents an established and familiar visual feature of neighborhood, community, or the City.

6. The property promotes awareness and appreciation of City, local and national history, and demonstrates the value of historic preservation as a community value.

7. The property has yielded, or may be likely to yield information important in prehistory or history.
