



City of Carmel-by-the-Sea
Community Planning and Building Department
Mills Act Contract Application Submittal Requirements

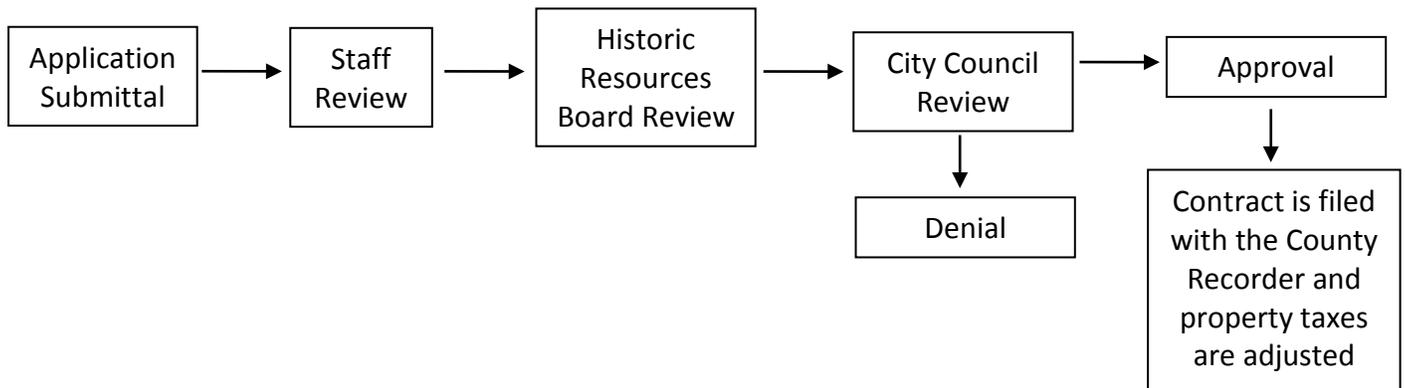
Introduction

A Mills Act Contract is an agreement between the City of Carmel and a property owner of a historic building. The property owner benefits from a reduction in property taxes and the City is assured that the historic building is rehabilitated, maintained, and preserved. All properties listed on the City’s Historic Register are eligible for Mills Act Contracts.

The Contract will require that the historic elements of the property are maintained in good condition, which includes a plan for rehabilitation and maintenance and may include a program to restore deteriorated elements. All recipients of Mills Act contracts are required to implement a rehabilitation and maintenance plan prepared by a qualified professional and to submit an annual report to the Department specifying all work that has been done to maintain and preserve the historic resource over the year in compliance with the approved maintenance plan. The contract rights and obligations are binding upon all successive owners of the property during the life of the contract, and the property retains the lower Mills Act tax rate when the property is sold. All Mills Acts Contracts have a term of 10 years and one year is added to the term annually upon each anniversary of the approval date, unless one or more parties has taken action to terminate the contact.

Process

Applications for contracts that will commence in the following calendar year shall be submitted no later than June 30th of each year. This annual schedule provides sufficient time from receipt of application materials for a recommendation by the Historic Resources Board, the City Council to approve, and the City Clerk to record the contract prior to January 1st. Upon submittal of a complete application, staff will prepare a staff report for review by the Historic Resources Board. The Board will consider each application and make recommendations to the City Council to approve, approve with conditions, or deny the application. Upon approval of the contract, the City Clerk shall transmit the contract to the County Recorder’s Office and the County Assessor will calculate the exact tax savings.



Submittal Checklist

Note: At the discretion of the Community Planning & Building Director, submittal of any submittal items listed below may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to the submittal of any application.

1. General Planning Application Form
 - Property owner signatures are required on all applications
 - Applicable Fees (Application fee and Historic Review Deposit)
2. A full legal description of the property
3. A rehabilitation and maintenance plan for the historic resource prepared by or reviewed by a qualified professional. The plan should include a cost estimate of the work to be done.
4. Photos of the exterior of the property

Example 10-year rehabilitation/maintenance plan

Work Item	Year of Completion										Cost Estimate
	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	
Repair dry rot on rafter tails	X										\$
Repaint exterior				X							\$
Repair water damaged dry rot on casement windows in master bedroom			X								\$
Repaint brick work on the main house, foundation, and porch							X				\$
Replace roof					X						\$
Replace windows						X		X			\$
Replace water pipes to main house, replace kitchen plumbing and sink fixtures		X									\$