

CITY OF ANAHEIM
MILLS ACT CONTRACT
APPLICATION



Contact:

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Application Procedures

Welcome! Thank you for your interest in the City of Anaheim's Mills Act Program. If accepted, you will be joining over 300 Anaheim property owners who have committed themselves to preserving a piece of Anaheim history and contributing to the valued historic neighborhoods in the City.

There are a series of steps involved in applying for a Mills Act Contract. A detailed outline is available on page 3, describing the typical stages of a Mills Act application over the course of the yearly Contract cycle. For some, the application process can last longer if there are major rehabilitation items that need to take place prior to becoming eligible for a Contract. Listed below are the typical steps to apply for a Mills Act Contract:

STEP 1: DETERMINE PRELIMINARY ELIGIBILITY

Contact Christine Nguyen, Associate Planner, at CNguyen2@anaheim.net or (714) 765-4942 to verify eligibility. Her office is located at 201 S. Anaheim Blvd.

- If the property is preliminarily eligible, staff will schedule a consultation date to meet with the owner at their property and review its current condition.
- Initial consultations will provide a preliminary list of work items. The completion of a historic survey may result in further items to address and may provide further information on the property's eligibility.

STEP 2: PREPARE HISTORIC SURVEY (PRIMARY RECORD)

Schedule an appointment with Jane Newell, Heritage Services Manager, at JNewell@anaheim.net or (714) 765-6453 to begin the historic survey process as soon as possible. Her office is located at 241 S. Anaheim Blvd. at the Muzeo.

- Historic surveys provide a description of the architectural features of a property, as well as a history of who owned it (see Appendix B in the *City of Anaheim Mills Act Program Guidelines* document for an example).
- Applicants may prepare their own surveys or hire a professional historic preservation consultant to prepare one for them.

STEP 3: COMPLETE REQUIRED PRE-CONTRACT REHABILITATION ITEMS

Complete all rehabilitation and maintenance items identified through the initial consultation and historic survey process. Additional items may be identified after a follow-up inspection.

(Continued on Next Page)

STEP 4: SUBMIT COMPLETED APPLICATION PACKAGE

Complete and submit the Application package **at no charge**, including:

- Application
- 10-Year Maintenance Plan
- Current photos of the property showing recent rehabilitation and maintenance
- A copy of the most recent recorded Grant Deed
 - A Grant Deed is a document used for the sale or transfer of real property from one person or entity to another.
 - Grant Deeds may be purchased for \$1.00 per page at the Orange County Clerk-Recorder's Office at one of the following locations:

Santa Ana

12 Civic Center Plaza,
Room 101 and Room 106
Santa Ana, CA 92701

Fullerton

201 N. Harbor Blvd.
Fullerton, CA 92832

Laguna Hills

Laguna Hills Civic Center
24031 El Toro Road, Suite 150
Laguna Hills, CA 92653

- More information on Grant Deeds can be obtained by calling the OC Clerk-Recorder's Office at (714) 834-2461 or visiting their website at:
<http://ocrecorder.com/services/documents/copies>
- Title companies may also be able to assist in providing a Grant Deed.

Application Timeline

YEAR 1

JANUARY-JULY

1

- Initial Consultations are scheduled and conducted with property owners.
- Property owners schedule appointments with Jane Newell, Heritage Services Manager, at (714) 765-6453 or JNewell@anaheim.net begin completing a historic survey.
- **Surveys are due by July 31st but are encouraged to be completed as soon as possible.**

AUGUST

2

- **Complete Application packages are due by August 15th.**
- Follow-up inspections are conducted to determine final eligibility.

SEPTEMBER - OCTOBER

3

- Application review and final inspections are completed.
- Final Mills Act review is conducted by the Planning Director.
- Property owners are notified of Contract approval or denial.
- Owners approved for Contracts are invited to attend an informational meeting about Mills Act Contract guidelines.

NOVEMBER – DECEMBER

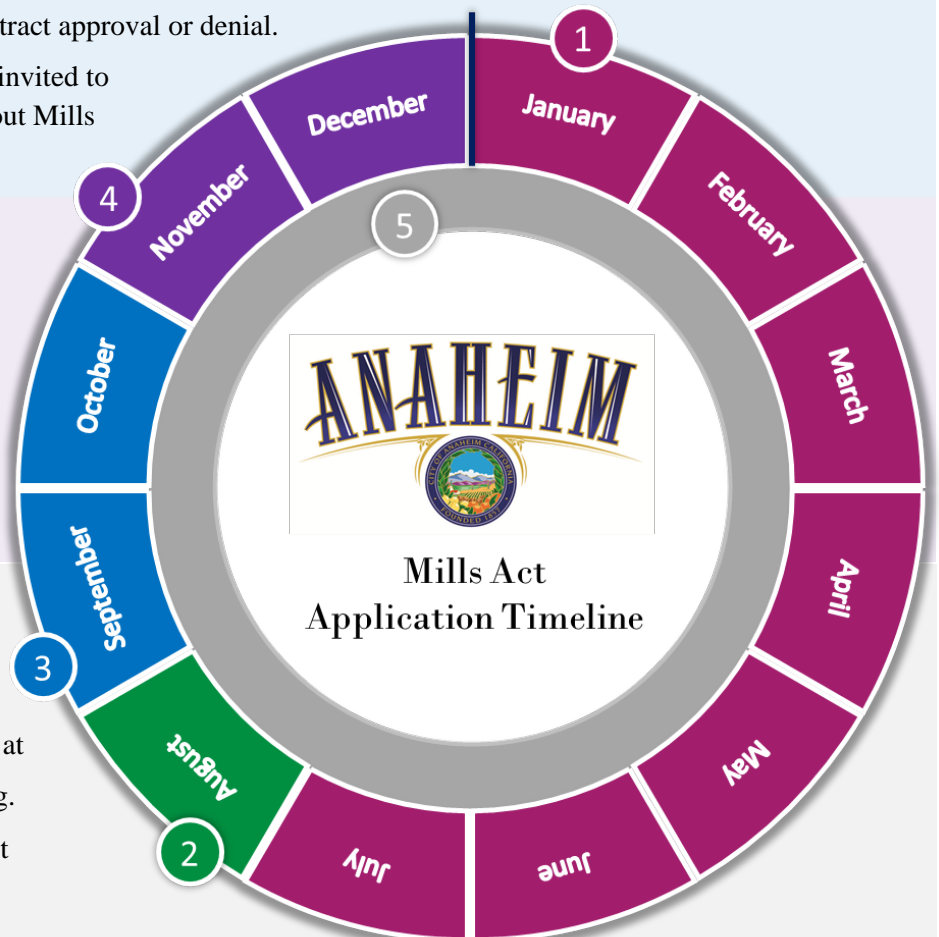
4

- Mills Act Contract meetings are conducted.
- Contracts are signed by eligible property owners and City officials.
- The City records the Contracts with the County of Orange.

YEAR 2

5

- Property owners purchase Mills Act plaques through the City.
- Plaques are presented to the owners at a City Council meeting in the Spring.
- Owners will see the adjusted amount on their property tax bill this year.





Mills Act Program Application

Please fill out all the information below:

APPLICANT INFORMATION

Applicant/ Owner Full Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Contact Name (if different from owner): _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Property Address: _____

Historic Name (if known): _____

Historic District: _____ Date of Construction: _____

Current Use (check one): Residential Commercial/ Industrial

Proposed Use (if different from above): _____

Rental or Primary Residence: _____

Date of Purchase by Current Owner: _____

Signature(s): _____

Date: _____



Mills Act Maintenance & Rehabilitation Plan

Property Address: _____

Please use this form to describe the maintenance and rehabilitation items that you plan to complete in the next ten years on your property. Be specific as possible with your descriptions and include exterior and systems (plumbing & electrical) items only. Interior items do not qualify. (See Appendix C in the *Mills Act Program Guidelines* for an example.)

Work Item:
Description of Work:
Work Completion Year:

Work Item:
Description of Work:
Work Completion Year:

Work Item:
Description of Work:
Work Completion Year:



Mills Act Maintenance & Rehabilitation Plan

Work Item:
Description of Work:
Work Completion Year:

Work Item:
Description of Work:
Work Completion Year:

Work Item:
Description of Work:
Work Completion Year:

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Application Checklist

The following information is required to be submitted in order to apply for a Mills Act Contract:

Historic Survey

Due July 31st to:

Jane Newell, Heritage Services Manager
Anaheim Heritage Center @ The MUZEO
Anaheim Public Library
241 S. Anaheim Blvd.
Anaheim, CA 92805

Copy of Recorded Grant Deed

This must be the most current version of the property's recorded Grant Deed and should include the Legal Property Description (often on a separate page).

Photographs of Property

Photographs of all sides of all structures on the property should be submitted. Please label all photographs with the property address, elevation (north, south, east, or west), and date taken.

Complete Application Form

Complete Maintenance and Rehabilitation Plan

*Unless otherwise noted, all items above are due by **August 15th**. (Applications received after this time will be considered for the following year's application process).*

Please send complete application materials (except the Historic Survey) to:

Christine Nguyen, Associate Planner
Anaheim Planning Department
200 S. Anaheim Blvd., Suite 162
Anaheim, CA 92805