

## **MILLS ACT APPLICATION**

### **Historic Preservation Program**

---

City of Ontario Planning Department: 303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant,

The Mills Act program was created to lower property taxes for historic properties, creating an incentive for their continued preservation. It has been one of the most successful and popular incentives for preserving historic properties in California.

In Ontario, a property that is designated "Historic" is eligible to participate in the Mills Act program. Applications are looked at on a case by case basis. While there is no minimum dollar amount required to be invested, the intent of the program is to invest the money saved into the property through maintenance and improvements. Please note that Mills Act programs and requirements vary from city to city. Because of the tax system in California, the longer you have owned your home, the less money you will save through the Mills Act.

The Planning Department has staff available to assist you in evaluating whether the Mills Act program is right for you. Early consultation with Staff can help you identify issues, problems and solutions before your application is submitted for review.

If you have any questions, call the Planning Department (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh", is written over a light blue horizontal line.

Henry K. Noh  
Planning Director

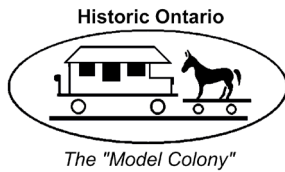
**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)  
Mike Lorenz, Police Chief ..... (909) 395-2710 or [dwilliams@ontarioca.gov](mailto:dwilliams@ontarioca.gov)  
Ethics Line .....(800) 500-0333



## MILLS ACT APPLICATION

### Historic Preservation Program

City of Ontario Planning Department: 303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

#### **MILLS ACT**

##### **What is a Mills Act Contract?**

A Mills Act Contract is a contract between the owner of a designated historical resource and the City of Ontario. All properties within the City of Ontario that have been designated as Local Historic Landmarks, contributing structures in Designated Local Historic Districts and properties listed on the National Register of Historic Places or the California Register of Historic Resources are eligible for Mills Act Contracts, pursuant to the provisions of Article 12, Section 50280 through Section 50289, Chapter 1, Part 1, Title 5, of the California Government Code are.

The purpose of a Mills Act Contract is to provide property tax relief for historic properties in return for the owners of the property maintaining and preserving the historic character of the property. Mills Act contracts are for a period of 10 years and are automatically renewed unless a notice of non-renewal is submitted. With a notice of non-renewal, the contract will be terminated at the end of the 10 year period. Any cancellation of a Mills Act contract is subject to a penalty of 12½ percent of the assessed market value of the property.

##### **What is the approval process?**

All applications are submitted to the Planning Department for review. A staff report and draft contract are prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee reviews the application and makes a recommendation to the Historic Preservation Commission. The Historic Preservation Commission reviews the application and makes a recommendation to the City Council. City Council makes a determination to enter into the contract. Within 20 days of an approval, the contract must be filed with the County Recorder's office. A recorded copy of the contract is then sent to the County Assessor's office.

##### **When will the savings be reflected in by Tax Bill?**

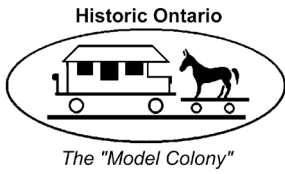
It can take up to 18 months from the time the application is submitted until you see the savings. All contracts recorded during the **Calendar Year** (from January 1<sup>st</sup> until December 31<sup>st</sup>) goes into effect during the next year's tax cycle. For example, if a contract is recorded in 2018, the savings will show up on your 2019 tax bill, typically mailed sometime after June.

#### **MINIMUM FILING REQUIREMENTS**

The minimum requirements for filing a Mills Act application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Unless noted below, each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following documents and information will not be accepted for processing:

##### **Initial Submittal:**

1. A complete application
2. A copy of the grant or trust deed.
3. A copy of your last tax bill.
4. Pictures of areas where work is proposed. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
5. Any other information considered necessary by the Commission to a determination as to whether the property does yield or may yield a reasonable return to the owners.
6. Filing Fees. The Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.



# MILLS ACT APPLICATION

## Historic Preservation Program

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

### GENERAL INFORMATION (print or type)

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICATION TYPE

New Contract

Nonrenewal

Cancellation

### PROPERTY LOCATION

Street Address of Property: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Assessor's Parcel No(s): \_\_\_\_\_

Precise Legal Description (attach additional sheets if necessary):

Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Other: \_\_\_\_\_

### TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

#### Reviewing Body & Application

\_\_\_ City Council

\_\_\_ New Contract

\_\_\_ Nonrenewal

\_\_\_ Cancellation

#### Property Status

\_\_\_ Designated

\_\_\_ Nominated

\_\_\_ Eligible

\_\_\_ National Register

\_\_\_ California Register

\_\_\_ Landmark - No.: \_\_\_\_\_

\_\_\_ District

Name: \_\_\_\_\_

#### Application Processing

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Init: \_\_\_\_\_

Fees: \_\_\_\_\_

Receipt #: \_\_\_\_\_

\_\_\_ Designation Req'd

Related File No.: \_\_\_\_\_

Ownership:  Private  Public

Present Use: \_\_\_\_\_ Original Use: \_\_\_\_\_

Size of Building (s.f.): \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

**FINANCIAL ANALYSIS**

Monthly Rental Income: \$ \_\_\_\_\_ Assessment is based assumption that property is income producing.  
Homeowner's Insurance: \$ \_\_\_\_\_ Annual cost.  
Monthly Utilities: \$ \_\_\_\_\_ Sewer, water, gas, electric only.  
Management Costs: \$ \_\_\_\_\_ Only if property is a rental property.  
Maintenance/Repair: \$ \_\_\_\_\_ Only if property is a rental property.  
Type of Construction:  Wood Frame  Masonry/Brick  
Current Taxes: \$ \_\_\_\_\_ General Levy only. Mills Act does not reduce special assessments such as bond issues.  
Property Tax Rate: \$ \_\_\_\_\_ Tax rate is listed on your tax bill.

**PROPOSED IMPROVEMENTS (attached additional sheets if necessary)**

	<b>Contract Year</b>	<b>Work / Task</b>	<b>Estimated Cost</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<b>Total Cost:</b>			

**APPLICANT AFFIDAVIT**

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

I, \_\_\_\_\_, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

*Note: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.*

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Date) (insert name of Notary Public)

Notary Public, personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Place Seal Above