

City of Santa Barbara Planning Division

Mills Act Application

This packet is designed to assist you in completing the Mills Act Application. The application packet is also available on line at www.SantaBarbaraCA.gov. If you have any questions please contact Nicole Hernandez, Associate Planner/Urban Historian at (805) 564-4557. This packet includes:

- Mills Act Fact Sheet
- Application Checklist
- Application
- Ten-year Rehabilitation Plan Form
- Potential Project List
- Property Owner Annual Report
- Property Inspection Information
- Secretary of the Interior's Standards for the Treatment of Historic Properties
- City Mills Act Contract (sample)
- Q& A on State Mills Act Program

Mills Act Application Checklist

- Completed Application Form
- Exterior Photographs of property
- Ten year plan for property improvements
- Copy of Grant Deed with legal description of property
- Most Recent Property Tax Bill
- Non-Refundable Application Fee, verify with staff the fee
- Appointment with Urban Historian to review scope of work and site visit.

City of Santa Barbara Mills Act Application

Property Information

Property Address _____

APN: _____

Owner(s) _____

Owner Address _____

Owner Telephone Number: Daytime _____ Evening _____

Owner webmail address: _____

Use of Property _____

Property purchase date:

Most Recent Assessed Value:

Is the property valued at less than 1,500,000.

Property is Commercial or Residential

Eligibility for Program:

City Landmark City Structure of Merit

County Landmark California Register of Historic Resources

State Landmark State Point of Historical Interest

National Register National Historic Landmark

Contributor to a Designated or Potential Historic District

Written request to be a Designated Historic Resource with waiver of 60 day noticing period prior to the Designation Hearing at the HLC.

Name of District _____

Date of Designation _____

Owner Signature _____

MILLS ACT PROGRAM TEN-YEAR REHABILITATION PLAN

City of Santa Barbara

Work completed within one year of the application may qualify

Project:
Estimate year complete:
Total Cost:
Description of work:

Project:
Estimate year complete:
Total Cost:
Description of work:

(Complete as many project boxes as necessary)

To be attached to the Historic Property Preservation Agreement (Mills Act Contract) as Exhibit D.

*See attached for list of potential projects. Use additional sheets if necessary.

Projects may be interior or exterior, but must utilize all of your tax savings. All projects that affect the exterior of the residence are subject to Historic Landmarks Commission/Staff review and approval before work begins. Work must meet all City requirements and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. (See attachment summary).

Retain copies of all receipts and permits for submittal with the required annual reports.

MILLS ACT PROGRAM – LIST OF POTENTIAL PROJECTS

Projects may include but are not limited to:

- Access Modifications – Exterior
- Access Modifications – Interior
- Accessory Structure Repair or Replace
- Annual Maintenance & Repairs
- Appliance Vent
- Architectural – Remove Non-historic Feature & Restore to Original
- Architectural Trim – Repair
- Architectural Trim – Replace
- Architectural Trim – Install New
- Balcony/ Decks – New Railings
- Balcony/ Decks – Repair or Replace
- Basement – Access – Repair or Replace to Code
- Basement – New or Rebuild
- Cabinets – New Built-in Bathroom
- Cabinets – New Built-in Kitchen
- Cabinets – New Built-in Other
- Carpentry – Remove window & reframe shower including Siding/Caulking
- Chimney – Inspect and Clean
- Chimney – New
- Chimney – Rebuild or Repair
- Code Repair Item
- Column – Replace or Rebuild
- Corbels/ Structural Brackets Replace or Repair
- Door – Repair or Replace Screen Door
- Door – Hardware
- Door – New Basement Hatch Cover and Base
- Door – Repair
- Door – Replacement
- Drain for Deck – Install & or Repair
- Drainage Protection or Correction
- Dry-Rot Remove, Repair and or Replace
- Electrical – Rewire or Install New Outlets
- Electrical – Complete Rewire and Service Upgrade
- Electrical – Ground & Service Entry
- Electrical – Install New Circuits
- Electrical – Lighting Fixtures
- Electrical – New Service Lines to Garage
- Electrical – Security Lighting and Alarm
- Electrical – New Outlets
- Fence – Repair or New
- Flashing
- Floor Furnace – Remove or Restore floor
- Flooring – Carpet
- Flooring – Repair

Flooring –Repair Wood Floors
Flooring – Replacement
Foundation – Bolting and Seismic Work
Foundation – New
Foundation – Repair
Gable or Attic – Re-screening
Garage Door- Repair or replacement
Gutters & Downspouts
House Relocation for preservation purposes
HVAC – Complete New System
HVAC – Maintenance & Replacement/Plumbing Service & Painting
Insulation – Walls – Blown-in
Insulation – Attic
Interior Trim – Refinish
Kitchen – New Counters
Masonry – New
Masonry – Repair or Replace Tile Hearth
Masonry – Repair or Repoint
Masonry – Repoint Brick
Mechanical – Air Conditioning
Mechanical – Heating Unit
Mechanical – Ventilation – New Kitchen/Bath Fan & Duct Work
Mechanical – Venting & Duct
Mechanical – Venting & Duct Work
Minor Painting and Exterior Repairs
Painting – Exterior
Painting – Interior
Painting – Removal of Lead Based Paint
Painting – Exterior Trim
Patio – Repair
Plastering – Remove, Replace, or Refinish
Plumbing – DWV, Drain, Waste & Vent
Plumbing – Fixtures
Plumbing – Install new supply lines
Plumbing – Install Sump Pump & Discharge Drain
Plumbing – Minor Repairs
Plumbing – New Supply
Plumbing – Service Lines
Plumbing – Sewer
Plumbing Repairs
Porch - Ceiling replacement
Porch – Rebuild or Replace
Porch – Repair
Porch – Repoint Brick
Porch Railing – Repair or Replace to Code
Porches – Resurface
Remove Substandard Construction (Tin Shed)
Repair Eaves and/or Overhangs
Repair Exterior Stucco
Repair Garage

Replace Garage
Replace Non-Historic Feature
Roof- Minor Repair
Roof- Reroof
Roof- Strip and Install New
Seismic Retrofitting – Other than Foundation
Siding – Remove Asbestos Siding & Restore
Siding – Repair or remove
Skylights – Replace
Stair – Repair
Stair – Replacement
Stonework
Stoop – Repair
Stoop – Replacement
Structural – New Framing or Repairs
Structural Bracing
Structural Modifications
Structural Repairs – Roof and/or Ceiling Joists
Termite Treatment
Termite Treatment and Repair
Tile – Replace, Repair or Repoint
Utility Enclosure – New
Ventilation – Attic Fan
Waterproofing
Weatherproofing
Window – Screens or Hardware
Windows – Repair
Windows – Replacement of appropriate types

Maintenance and Rehabilitation Standards and Conditions

Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Property Maintenance

All buildings, structures, yards and other improvements shall be maintained in a superior manner. All current building and zoning codes will be enforced. The following conditions are prohibited:

- a. Dilapidated buildings or features such as fences, roofs, doors, walls and windows.
- b. Abandoned or discarded objects, equipment or materials such as automobiles, automobile parts, furniture, appliances, containers, lumber or similar items stored outside but within property lines.
- c. Stagnant water or open excavations.
- d. Any device, decoration or structure, which is unsightly by reason of its height, condition or location.
- e. Peeling exterior paint or unremoved/uncovered graffiti.
- f. Overgrown landscaping, exposed bald areas within yards or grounds and broken hardscape features which could cause injury.
- g. Other substandard conditions as cited by the Historic Landmarks Commission, the Community Development Director, or the City's Urban Historian.

Conditions

This Historical Property Contract provides the potential for property tax reduction in exchange for agreement to rehabilitate and maintain an historic building. Existing conditions not in conformance with the Secretary of the Interior's Standards may be required to be removed and the original conditions remedied as part of this contract.

**MILLS ACT PROGRAM
PROPERTY OWNER PROGRESS REPORT**

Property Address: _____ Date _____

What were your tax savings for the following tax years? _____

What projects did you complete? _____

What was the cost of the project(s)? _____

Based on the results of project(s) would you like to revise your Ten-Year Plan? _____

If so, how? _____

Comments/ Suggestions:

(Attached additional sheets if necessary)

Print Name _____ Signature _____

IMPORTANT: Attach copies of Receipts and Permits to this form for documentation.

Return form by December 30th to:

Nicole Hernandez,
Associate Planner/Urban Historian
City of Santa Barbara
PO Box 1990
630 Garden Street, 2nd Floor
Santa Barbara, CA 93102

MILLS ACT PROGRAM PROPERTY INSPECTION INFORMATION

Initial Inspection:

If you are selected to participate in the Mills Act, City Planning staff will complete an initial inspection of your property to help finalize your Ten-Year Rehabilitation Plan and to photo document the current condition of the property. Photographs will be attached to the Historic Property Preservation Agreement (Mills Act Contract) as Exhibit C. The inspection will be scheduled at a time that is convenient for you and will include a walk-through of the residence and any accessory buildings as well as a general inspection of the property.

Periodic Inspection:

City planning staff may inspect your property periodically following submittal of your Progress Report to ensure that work has been completed in accordance with the Ten-Year Rehabilitation Plan and all City requirements. Exterior work that is easily visible from the street may be inspected without an appointment. Interior work will require an inspection appointment. Photographs will be taken as part of the inspection for inclusion in you file.

Transfer of Ownership

A Mills Act Historical Property Contract is attached to the property. Subsequent owners are bound by the terms and conditions of the contract, and obligated to complete any work identified in the contract and perform required maintenance. It is incumbent upon the seller of a Mills Act property to disclose this fact to potential buyers. For example, if an owner completes some of the contract mandated work in the first five years and then sells the property, the new buyer would have five years to complete the rehabilitation/restoration of the property. The new owner contact information must be provided to the City planning staff to coordinate property inspections.