



2020 Mills Act Application SUBMISSION INSTRUCTIONS

In order to complete your Mills Act application, please submit items 1-6 listed below by **4:00pm on Friday, February 28, 2020**.

Applications received after 4:00pm on Friday, February 28, 2020 will not be accepted and will not be considered for a 2020 Historical Property Contract.

1 - Application

[Online 2020 Mills Act Historical Property Contract Application](#)

2 - Photographs

Maximum 20 photographs in a Word or PDF document, no more than two per page, with captions that include the property address, a description and date of photograph; at least one photo must be of the exterior, street-facing façade of the property.

3 - Permit Records

Original building permit and permits for major alterations and additions. Recent building permits are available through [ZIMAS](#) and historical permit records are available online from the Los Angeles Department of Building and Safety's website at <http://www.ladbs.org/services/check-status/online-building-records>.

4 - Report From Qualified Structural Engineer, if applicable

If structural or foundation work is proposed as part of the scope of work under a potential Mills Act Contract, submit a report or inspection letter/memo from a qualified structural engineer who has experience working on historic buildings. The report or inspection letter/memo should include recommendations on any necessary retrofitting.



5 - Documentation of Affordable Units

(applies only to multi-family and mixed-use commercial properties with more than 20 residential rental units)

All multi-family and commercial mixed-use properties with greater than 20 residential rental units are required to submit documentation showing the number of affordable units. Eligible properties must conform to current [United States Department of Housing and Urban Development \(HUD\)](#) criteria for low-income housing.

6 - Non-refundable Application Fee made out to the City of Los Angeles: \$650

All checks are payable to "City of Los Angeles" and must be dated when submitted.

E-mail items 2-5 as one PDF to planning.millsact@lacity.org. If the file is too large to e-mail, use a file-sharing service or submit materials on a flash drive.

The application fee can be delivered in-person or mailed to:

**Office of Historic Resources
ATTN: Mills Act Application 2020
221 North Figueroa Street, Suite 1350
Los Angeles, CA 90012**

Application Schedule

January 8	Annual workshop for prospective applicants
February 28	Complete application and application fee due by 4:00pm
March 23	Appeal of staff determination of ineligibility and appeal fee must be submitted in-person by 4:00pm
April 16	Hearing for appeal of staff determination before the Cultural Heritage Commission
May 5 -- May 6	Contract packet, including Historic Structure Report and Contract Execution fee submission by appointment
June – August	Pre-approval property inspection
October 6 – October 7	In-person appointment to review pre-approval inspection report and submission of the Contract Execution Fee