



Development Services Department

For City Purposes Only. App #:
Date Check Received:
Date Deemed Complete:
Check # & Receipt #:

MILLS ACT AGREEMENT APPLICATION

Applications are accepted **January 1st - March 31st** and will be processed the same calendar year. This application form and the 5 attachments must be completed and either emailed to DSDMillsAct@sandiego.gov OR mailed to the address below. **The application check for \$471.00 made payable to the City Treasurer must be mailed to:**

**CITY OF SAN DIEGO
ATTENTION: EMMA HAGGERTY
1222 1ST AVENUE, MAIL STATION 501
SAN DIEGO, CA 92101**

Applicant Name (on Grant Deed): _____

Designated Property Address: _____

Mailing Address: _____

[HRB Site Number:](#) _____ [HRB Hearing Date:](#) _____

[Parcel Number:](#) _____ Is this an Owner-Occupied Single-Family Home? _____ Yes / No

Email Address: _____ Phone Number: _____

- Attachment 1. Proposed Improvements:** Explain how the Mills Act will promote preservation of the **exterior** of the property. Attach cost estimates from qualified contractors. Include a tentative schedule of restoration and maintenance activities consistent with [The Secretary of the Interior’s Standards for the Treatment of Historic Properties](#) for the next 10 years. *Applications will not be processed unless it can be demonstrated that the tax savings will be invested back into the property. Please note mechanical, electrical, plumbing & interior work will not be accepted.*
- Attachment 2. Historical Characteristics:** Provide a hyperlink to the Full Nomination Report from [CHRID](#). For mail in applications, please contact DSDMillsAct@sandiego.gov for this requirement.
- Attachment 3. Current Photos:** Provide current, exterior photographs of all elevations as well any outbuildings. For digital applications, provide the photos either in a PDF or Word Document. For mail in applications, please contact DSDMillsAct@sandiego.gov for this requirement.
- Attachment 4. Additions & Modifications:** Describe any exterior modifications that the property has experienced. For example: additions, recent restoration work, or any non-original windows or doors.
- Attachment 5. Authority to Sign:** Submit current Grant Deed, including a legal description of the property, and any quitclaim deed(s). Attach authority of signer(s) if held in LLC, Trust, Partnership, or corporation (e.g., Articles of Organization, Certification of Trust, Certificate of Limited Partnership). This document can be requested on the County Assessor’s website here: <https://arcc-acclaim.sdcounty.ca.gov/search/SearchTypeDocType>
- Check for \$471.00 payable to the City Treasurer - Nonrefundable Application Fee: The check must be mailed to City of San Diego, Attention: Emma Haggerty at 1222 1st Ave, MS 501 San Diego, CA 92101.**

Signature of Property Owner _____ Date _____ Signature of Property Owner _____ Date _____

ATTACHMENT 1. PROPOSED IMPROVEMENTS

The provided improvements must be for exterior restoration and exterior repairs;

NOT for new, additional square footage or interior work.

Attach additional pages and cost estimates as necessary

Contract Year	Scope of Work	Estimated Cost
<i>e.g. Year 2</i>	<i>Replace non-original metal-framed window screens with wood-framed screens</i>	<i>\$2000</i>
<i>e.g. Year 7</i>	<i>Remove stucco from originally exposed brick chimney</i>	<i>\$4000</i>