



City of Los Altos

Planning Division

SUBMITTAL REQUIREMENTS FOR A MILLS ACT APPLICATION

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at the time of submittal and shall be submitted in electronic format.

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1. General Planning Application: The application form shall be signed by the property owner and project applicant. Refer to the Planning Forms and Handouts webpage.

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2. Application Fee: Current application fee as listed in the City's adopted fee schedule.

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3. Current Preliminary Title Report: Title report for the project property(ies) prepared within the last year.

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4. Property Tax Record: Copy of the most recent property tax bill.

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5. Photographs: Photographs of all sides of the building exterior (front, rear, sides) and any accessory structures. Photographs must be labeled with the building address, subject of photo, and direction of view.

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6. Historic Resource Evaluation: A Historic Resource Evaluation Report and State of California Department Parks and Recreation (DPR) Forms (523A and 523B). A historic professional who meets the National Parks Service Qualification Standards shall provide a new Historic Resource Evaluation (HRE) and DPR forms for the property and building(s).

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7. Ten Year Rehabilitation/Restoration/Maintenance and Timeline Work Plan: Provide a 10-year work plan for the maintenance, repair, rehabilitation, and/or restoration of the historic resource. The list of the improvements shall be organized in order of priority and limited to the stabilization and/or maintenance of the historic structure or restoration and/or repair of exterior character defining features of the historic property. All work must comply with the rules and regulations of the State Office of Historic Preservation of the Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, and the State Historic Building Code. Each improvement shall also include the anticipated cost, including the cost of materials, labor, permits, and fees. Anticipated construction must be equal to or greater than the tax savings.



8. Site Plan (1/8" = 1' scale):

- North arrow.
- Dimensioned property lines.
- Location, name, and existing widths of all adjoining streets, roads, highways, alleys, or creeks.
- Location and configuration of all buildings, including accessory structures.
- Location of parking and driveways.
- Landscape areas, walkways, and fences/walls.
- Location, size, and type of all existing trees.