



## Mills Act Historical Property Contract Program Application

This application is for any property owner(s) seeking to enter into a Mills Act Historical Property Contract with the City of Hayward for their qualified historical property as described in Hayward Municipal Code Chapter 10, Article 27.

### **Filing Instructions**

1. Please complete, sign and submit the attached application form. In addition to the application form, several other items and exhibits must be submitted as part of your application package, as identified in the attached checklist on the following pages.
2. Submit your complete application package to the Planning Division, at the address shown below.

Development Services Department, Planning Division  
777 B Street, Hayward, CA 94541-5007  
P: 510.583.4200 F: 510.583.3649



# Mills Act Historical Property Contract Program Application

1. **Application Type:**                    \_\_\_\_\_ New                    \_\_\_\_\_ Cancellation

2. **Applicant Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

3. **Property Information:**

Address of Proposed Mills Act Contract Property

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

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

Assessor's Parcel Numbers (APN): \_\_\_\_\_

4. **Property Historic Designation:**

*NOTE: Your property must be a designated historic landmark or contributing resource within a designated historic district to participate in the Mills Act Contract Program.*

\_\_\_\_\_ National Register                    \_\_\_\_\_ State Register                    \_\_\_\_\_ Local Register

Date of Landmark Designation: \_\_\_\_\_

5. **Signature**

*I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE AND, FURTHER THAT I APPROVE OF THE PROPOSED USE CONTAINED HEREIN. SEE NOTE 2.*

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

*I HEREBY STATE THAT THE FOREGOING STATEMENTS AND ANSWERS AND ALL DATA, INFORMATION AND EVIDENCE SUBMITTED HEREIN WERE TRUE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.*

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

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## 6. Application Attachment Check List

*Please attach the following documents to this application*

- \_\_\_\_\_ Legal description of property
- \_\_\_\_\_ Site Plan of Property
- \_\_\_\_\_ Copy of the current property deed
- \_\_\_\_\_ Copy of most recent property tax bill
- \_\_\_\_\_ Itemized list of annual maintenance costs for property (i.e. house insurance, house repair, landscape maintenance, etc.)
- \_\_\_\_\_ Ten Year Work Plan (see attached)
- \_\_\_\_\_ Signed Owner's Affidavit, if applicant is different than property owner (see attached)



# Mills Act Historical Property Contract Program Application- Ten Year Work Plan

Please describe the work that you will accomplish over the term of the proposed Mills Act Historical Property Contract. Please be as specific as possible and attach all professional cost estimates and improvement descriptions. Where necessary, please identify the year in which the work is to be completed.

You may use this form or attach a similarly formatted work plan to this application.

|    | Project Description | Professional Cost Estimate #1 | Calendar Year to be Completed |
|----|---------------------|-------------------------------|-------------------------------|
| 1  |                     |                               |                               |
| 2  |                     |                               |                               |
| 3  |                     |                               |                               |
| 4  |                     |                               |                               |
| 5  |                     |                               |                               |
| 6  |                     |                               |                               |
| 7  |                     |                               |                               |
| 8  |                     |                               |                               |
| 9  |                     |                               |                               |
| 10 |                     |                               |                               |



# Mills Act Historical Property Contract Program Application- Owner's Affidavit

This affidavit allows the project applicant to act on behalf of the property owner. The Planning Division will assume the applicant will represent the project at all required public hearings. Although the owner will receive notices of all public hearings, all project correspondence will be sent to the designated project applicant. **Owner agreements are not acceptable in lieu of signature.**

I/We, the owner of the property in subject, hereby authorize

\_\_\_\_\_ to:  
Applicant's Name

\_\_\_\_\_ Make application for my property and/or:

\_\_\_\_\_ Act for me on my behalf at any and all meetings connected with this application,  
and to take such action as deemed advisable in connection with this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### Legal Property Owner's Contact Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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**FOR OFFICE USE ONLY:**

Application Number: \_\_\_\_\_

Taken by: \_\_\_\_\_

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

Fee: \$ \_\_\_\_\_  
Initial Time & Material Deposit (see notes 1 & 2)

Note 1: Fees are not refundable and payment in no way guarantees approval of application.

Note 2: The Owner is responsible for paying all time and material charges.

| Approval Routing                    |  |
|-------------------------------------|--|
| Planning Manager                    |  |
| Deputy Dir. Of Development Services |  |
| Director of Development Services    |  |
| Assistant City Manager              |  |
| City Manager                        |  |