



Historic Preservation Permit Application

P-40

Community Development Dept.
Planning Division
1635 Faraday Avenue
(442) 339-2610
www.carlsbadca.gov



SUBMITTAL INFORMATION

Historic Preservation Permit Applications are needed to process a Historic Resource Designation application or to apply to receive certain benefits and incentives, such as enrollment in a local Mills Act program. Mills Act Contract applications will be accepted **by no later than June 1 of each calendar year**. All forms must be completed and signed, and supplemental materials included with your submittal. Please see Mills Act Contract Supplemental Checklist [Form P-40\(a\)](#) for more detailed explanations of submittal requirements.

APPLICATION & PAYMENT

Application & Materials (including Work Plan, Site Plan, Photographs etc.)

In addition to the original hard copy, provide an electronic copy of your application and required documents on a flash drive or a CD. All items, including additional pages, supporting documents, and reports, must be saved as individual PDFs and labeled accordingly; photographs submitted separately (not in a report) must be saved as JPEGs.

Fees

Payment of fees is required if adopted by the City Council for all Mills Act Contract applications. Payment via cash, check, or credit card is required at the time of submittal.

OWNERSHIP

Title Report and Property Tax Bill

Include a title report for the specific property prepared within six months prior to application submittal. Include a copy of signature authority if applicable. Include a copy of the most recent property tax bill.

HISTORICAL PROPERTY STATUS

Qualified Historical Property

Supporting evidence that the property meets the definition of a “qualified historical property” in California Government Code Section 50280.1 or request concurrent application to be added to the local registry.

PRESERVATION WORK PLAN

10-Year Work Plan (If Required)

Required only for Mills Act Contract applications. Include the proposed maintenance, repair, restoration, and/or rehabilitation work plan in anticipated order of completion over 10 years. See Form P-40(a) for details and page 3 for the work plan summary form.

AFFIDAVIT

Consent and Ownership Certification

Signed affidavit acknowledging the owner(s)' consent to the filing and processing of the application, agreeing to the submitted 10-year work plan, agreeing to abide by the Contract terms and associated regulations, and certifying ownership and signature authority.

1 HISTORIC PRESERVATION PERMIT APPLICATION FORM

APPLICATION TYPE

- Historic Resource Designation Application (Local Register) Mills Act Contract*

*Individual properties that are not qualified for a Mills Act Contract at the time of application may submit an application for the property to be listed in the register simultaneously.

PROPERTY INFORMATION

Property Address: _____

Assessor Parcel Number(s) (APN): _____

- Historic Status (attach back-up documentation):
- Listed in National Register of Historic Places
 - Listed in California Register of Historical Resources
 - California Historical Landmark or Point of Historical Interest
 - Designated in City of Carlsbad Historic Resource Register
 - Local Historic Designation Application Request (attach Historical Report)

Current Existing Use: _____

Original Use if Different: _____

Number of Buildings:

	Primary		Accessory/Detached
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Number of Residential Units: _____

Owner-Occupied Property: Yes No

Number of Non-Residential Buildings/Units/Suites: _____

Total Square Footage: _____

Date of Construction: _____

Historic Name, if known: _____

Architectural Style: _____

Architect, if known: _____

Existing Condition of Property (Describe condition in detail and attach photographs. Attach additional pages if necessary.)

2 10-YEAR WORK PLAN (IF REQUIRED)

Use this form to briefly describe the proposed preservation maintenance, repair, restoration and/or rehabilitation of your property with estimated costs over the first ten-year term of the Mills Act Contract. The listed items shall be a summary of the items detailed in the attached required work plan prepared by, or with the written concurrence of, a qualified historic preservation professional. Arrange the proposed work in anticipated order of priority/completion. **Delete the generic examples in the table below before completing this form.** Please see IB-161 for more information.

MILLS ACT 10-YEAR PRESERVATION WORK PLAN

Contract Year	Scope of Work	Estimated Cost
<i>e.g. Year 2</i>	<i>Repair deteriorated front porch with materials and features to match historic</i>	<i>\$4000</i>
<i>e.g. Year 4</i>	<i>Remove stucco from originally exposed brick chimney</i>	<i>\$2000</i>
<i>e.g. Year 7</i>	<i>Replace non-historic modern tiles on porch stair risers with historically appropriate tiles</i>	<i>\$2000</i>

3 PROPERTY OWNER(S) AFFIDAVIT

Under penalty of perjury the following declarations are made:

1. I/we hereby consent to the filing of this application and certify that all statements contained in this application and any accompanying documents are true and correct to the best of my/our knowledge, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of the deemed complete status, or potential cancellation of a recorded Mills Act Contract.
2. I/we understand and agree that any report, work plan or other information submitted to the city in furtherance of this application will be treated by the city as public records which may be reviewed by any person and if requested, that a copy will be provided by the city.
3. I/we hereby consent to the attached work plan's preservation maintenance/repair/restoration/rehabilitation recommendations, as summarized in Section 2 above, and understand and agree that if those recommendations are modified by the Historic Preservation Commission's recommendation, then I/we will be required to provide written consent to the modified recommendations in order to continue processing this application AND prior to scheduling the Contract for City Council consideration.
4. I/we understand and agree that, if the Mills Act Contract is approved by the city and recorded on title to my property, to do all of the following:
 - a. Make timely improvements as identified in the Contract work plan;
 - b. Host city inspection (exterior and interior) of the premises at year 5 to verify premises remains in good repair and demonstrate progress on the Contract work plan items;
 - c. Host city inspection (exterior and interior) at year 10 to verify premises remains in good repair and that all work plan items have been completed;
 - d. Host ongoing city inspections (exterior and interior) every five years after year 10 to ensure the premises remains in good repair; and
 - e. Comply with all applicable regulations of the Carlsbad Municipal Code, including but not limited to requirements in Carlsbad Municipal Code Title 22 for duty to maintain and approval for property modifications, as well as applicable state and federal requirements including but not limited to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the state Historical Building Code.
5. Before the application can be accepted, each and all owners of the property involved must provide a signature to verify the application is being filed with their consent. Staff will confirm ownership based on the records of the city or county assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.
 - **Ownership Disclosure.** Include current signature authorization for the person or persons signing the application. For a corporation, a chairman, president or vice-president AND a secretary, assistant secretary, CFO or assistant treasurer must sign. Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation. For an LLC, attach an official paper listing the individual as a Member of the LLC with sole authority to bind the organization. For a partnership, attach an official document identifying the individual as a general partner with sole authority to execute documents on behalf of the limited partnership. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
 - **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the pre-application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the pre-application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items a-c below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure

or, in the case of private ownership, by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.

- **Title Report.** Provide a preliminary title report for the property prepared within six months prior to application submittal. If ownership has changed within those six months, provide a copy of the current Grant Deed. A grant deed alone will not be accepted, and an abbreviated property detail report will not be accepted in lieu of a title report. The ownership listed on the application must correspond exactly with the ownership on the title report (or grant deed if ownership has changed in the prior six months).
 - **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) signatures are required of all owners.
- a. I hereby certify that I/we am/are the owner(s) of record of the herein previously described property located in the City of Carlsbad which is involved in this application or have been empowered to sign as the owner(s) on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.

The city requires original signatures below – the signatures do not need to be notarized. However, the Mills Act Contract will require notarized signatures from all owners prior to execution by the city and recordation.

PROPERTY OWNER(S) SIGNATURES *(continue on additional sheet as necessary)*

Name: _____ Email: _____
Address: _____ Phone: _____
Signature: _____ Date: _____
Title: _____

Name: _____ Email: _____
Address: _____ Phone: _____
Signature: _____ Date: _____
Title: _____

Name: _____ Email: _____
Address: _____ Phone: _____
Signature: _____ Date: _____
Title: _____

Name: _____ Email: _____
Address: _____ Phone: _____
Signature: _____ Date: _____
Title: _____