



# Mills Act Contract Supplemental CHECKLIST P-40(a)

Community Development Dept.  
Planning Division  
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The information listed in this checklist is required to be completed and/or attached to the application for all Mills Act Contract applications. Please prepare the required materials/information described in this checklist and submit it with the completed Historic Preservation Permit application form P-40.

**PROPERTY LOCATION AND SITE PLAN**

Include the street address and APN(s) of the subject property on the application form. Attach a site plan of the property, including the main building and any other accessory buildings, structures or objects on the property and indicate the boundaries of the area proposed for inclusion in the Contract.

**HISTORICAL PROPERTY STATUS**

Only developed residential and non-residential, owner-occupied or income properties that are not exempt from paying property taxes AND meet the definition of a “qualified historical property” in Government Code §50280.1 may apply for a Mills Act. Provide a copy of documentation to verify the historic status checked on the application form. This is either a copy of an action designating the property as historic in the National Register of Historic Places, California Register of Historical Resources, California Historical Landmark, California Point of Historical Interest or in the City of Carlsbad Historic Resource Register, OR a historical evaluation report prepared by a qualified person meeting the Secretary of the Interior’s Historic Preservation Professional Qualification Standards for a concurrent designation request.

**PROPERTY USE/OWNER TYPE, # BUILDINGS/UNITS, SQUARE FOOTAGE**

- Provide the current use of the property (e.g. single family home, attorney’s office)
- If the original/historic use was different, provide it if known (e.g. shops with two apartments above)
- State how many primary buildings and detached accessory buildings are on the property, as well as the number of units or suites (a single family home and a single use office each have 1 unit)
- State if the owner lives in the home or one of the units (for residential property only)
- Provide the total square footage of the primary and any accessory uses/buildings (e.g. home and garage)

**HISTORICAL DATA SUMMARY**

- State the date of construction (from city permit, county assessor residential building record etc.). Put “Unk” if the date is unknown.
- Include the property’s historic name if known (this could be what the community has historically called the property, like the “Magee House,” or it could be identified in a historical report)
- Include the architectural style (e.g. Spanish Colonial Revival, Craftsman, Victorian, etc.) and the name of the original architect if known

**PROPERTY CONDITION**

- Please describe the existing condition of the property in detail. A property can be in poor condition but still retain all of its historic character. Include any exterior modifications that the property has experienced. For example: additions, recent restoration work, removal of original features (e.g. a wrought iron railing or clay tile roof), or any non-original windows or doors that have been installed, etc.
- Attach images depicting each elevation of the main building and main room interiors, including detail shots of character-defining features on both the exterior and interior, and any other accessory buildings, structures, or objects on the property for inclusion in the Contract. Include one representative image of the interior of each main room - living, dining, kitchen, bedroom for residential, or lobby, office, meeting room, etc. for non-residential. A historical report or copy of the existing designation if it has photographs will be accepted for submittal purposes but additional photographs may be requested later by the project planner.

**10-YEAR WORK PLAN**

Attach the required work plan prepared by, or with the written concurrence of, a qualified historic preservation professional that details the recommended preservation maintenance, repair, restoration and/or rehabilitation activities for your property over the first ten-year term of the Mills Act Contract. Use the form in Part 2 of the application form P-40) to summarize the proposed activities with estimated costs of the 10-year work plan. Arrange the proposed work in anticipated order of priority/completion. Major repair/restoration improvements completed in the 12 months prior to submittal may be included if accepted by the City Planner.

**OWNERSHIP, PROPERTY TAX BILL AND CONSENT AFFIDAVITS**

- Attach a title report for the specific property prepared within six months prior to application submittal. If ownership has changed within those six months, attach the most recent deed to the property showing current ownership.
- Attach a copy of the most recent property tax bill.
- All owners must sign the P-1 application form and the P-40 application form affidavit. Include backup documentation of signature authority for trusts or LLCs, Partnership, or corporation (e.g., Articles of Organization, Certification of Trust, Certificate of Limited Partnership)
- Signatures on the affidavit are required to ensure that all owners consent to the filing of the Mills Act Contract application since the Contract will be recorded on title and will bind all owners and successors in interest to the Contract obligations as well as the benefits. The signed affidavit also commits all owners to the obligations of the Mills Act Contract if approved and recorded, including carrying out the 10-year work plan, hosting inspections of the property and complying with regulations for maintaining the historic property. If the recommended work plan is modified through the review process, the owners will need to submit written consent to the modified work plan prior to the City Council's consideration of the Mills Act Contract.