

August 31, 2017

Dear

**Property Address:**

**APN:**

**Mills Act Effective Date:**

Thank you for partnering with the City of Santa Clara by owning a historic home and investing in the property. Without you and your commitment to historic preservation, our community's best assets would not be preserved. The City of Santa Clara is contacting you at this time to update our Mills Act program with information on the progress of your efforts in achieving the work goals adopted as part of your ten year rehabilitation plan.

As you know, the Mills Act is an economic incentive program offered in the State of California that allows for owners of historical properties to receive a property tax reduction by entering into a contract with participating local governments (cities and counties) through the agreement of repairing and maintaining a historically significant property. This program allows the tax savings achieved to be used towards the initial preservation, restoration, or rehabilitation of the historical property and then towards the continuous long term maintenance of the property.

While a great benefit to Mills Act homeowners, the agreement requires that City staff monitor the progress of each property and conduct periodic reviews to ensure that the contractual obligations are being fulfilled. This means ascertaining compliance with the projects submitted in your ten year plan. Please note that this assessment is being conducted by the City of Santa Clara and differs from other assessments and surveys conducted by the County of Santa Clara Tax Assessors Office. Our goal is to work with you to maintain the tax benefits allowed by the contract and making the submission of information as convenient as possible.

There are a variety of ways to provide information to the City verifying the progress made on the work listed on your ten year plan. We are enclosing a checklist of the requested information and the corresponding forms to be filled out which can be sent back either by mail or electronically to [TVien@SantaClaraCA.gov](mailto:TVien@SantaClaraCA.gov). Another option is to set up an appointment with a planning staff member to meet with you on your property and conduct a walk through. We are happy to further discuss via telephone on what approach works best for you, or to assist you with the checklist prior to submitting documentation by calling our main phone number at 408.615.2450 and asking for Tiffany Vien.

We look forward to hearing back from you and would appreciate a response in any method mentioned above by **September 22, 2017**.

If you have any questions, please do not hesitate to contact us at your earliest convenience.

Sincerely,

Gloria Sciara, AICP  
Development Review Officer

## **DEADLINE: September 22, 2017**

The following must be returned back to the City of Santa Clara either by mailing the hard copies back to this office or by scanning the information/forms and emailing them electronically to [TVien@SantaClaraCA.gov](mailto:TVien@SantaClaraCA.gov).

- ☐ **Homeowner Contact Information:** A contact information form is enclosed for each homeowner of the historical property to fill out. This form will help serve as the updated contact information for the City of Santa Clara to follow up with the homeowners and address any issues/concerns that may arise.
- ☐ **Preservation & Restoration Efforts:** A copy of the original preservation and restoration plan/schedule (ten year plan) that was submitted with Historical Property Preservation Agreement is enclosed. Please write (Yes or No) next to each project on this copy to indicate the completion of the stated projects. *Additional notes may be added on the side to explain any changes or alternations made to the original plan.*
- ☐ **Additional Projects:** If any additional projects that were NOT included in the original preservation and restoration efforts exhibit have been completed, please fill out the enclosed form. Provide a detailed description of the work completed, whether or not it serves as a contribution to the restoration and rehabilitation of the historical property, the year it was completed and the amount spent to complete the project.
- ☐ **Photographs:** Please provide color photos in either a printed, digital, or CD format for every completed project (include projects from both the original ten year plan and the additional projects list). All photos must be labeled with the address and a detailed description of the photo content.
- ☐ **Expenditures:** Along with the photographs, please provide corresponding copies of receipts/invoices or cost estimates to indicate the amount spent towards each completed project. All scanned copies of receipts and cost estimates should include the property address and a description of the completed project.

### **Additional Projects**

Please list any work that has been done to the property that was not included in the original Preservation and Restoration schedule/plan. Add any additional notes to the backside of this form.

|   | Description of Project Work | Contribution to Historical Significance | Year Completed & Cost |
|---|-----------------------------|---|-----------------------|
| 1 |                             |   |                       |
| 2 |                             |   |                       |
| 3 |                             |   |                       |
| 4 |                             |   |                       |
| 5 |                             |   |                       |

## **Mills Act Homeowner Contact Information**

|                          |                          |
|--------------------------|--------------------------|
| <b>Property Address:</b> |                          |
| <b>APN:</b>              | <b>Date of Purchase:</b> |

### **Homeowner 1:**

|                    |        |                    |
|--------------------|--------|--------------------|
| Name:              |        |                    |
| Mailing Address:   |        |                    |
| City:              | State: | Zip Code:          |
| Home Phone Number: |        | Cell Phone Number: |
| Email:             |        |                    |

### **Homeowner 2:**

|                    |        |                    |
|--------------------|--------|--------------------|
| Name:              |        |                    |
| Mailing Address:   |        |                    |
| City:              | State: | Zip Code:          |
| Home Phone Number: |        | Cell Phone Number: |
| Email:             |        |                    |

### **Homeowner 3:**

|                    |        |                    |
|--------------------|--------|--------------------|
| Name:              |        |                    |
| Mailing Address:   |        |                    |
| City:              | State: | Zip Code:          |
| Home Phone Number: |        | Cell Phone Number: |
| Email:             |        |                    |