

Mills Act Program Annual Reporting Form

Section 1:

To Be Completed by the Property Owner – Complete one form for each structure/property subject to a Mills Act contract.

Property Information

Property Address: _____ **Assessor Parcel #:** _____
Owner Name: _____ **Mailing Address:** _____
Phone: _____ **E-mail:** _____

I/We the present owner(s) of the property described above and certify all information submitted is accurate.

Owner Signature: _____
Owner Signature: _____

Required Annual Report Documentation: The applicant is required to provide the following annual report components for all properties subject to a Mills Act agreement.

- \$202.50 Annual Inspection Fee
- Signed copy of annual report form
- Bulleted list of all work completed in the past five years with date completed, and photograph references.
- Updated Work Plan indicating any items completed, completion dates, and photograph references.
- Photos: clear color photos, labeled, minimum size 3" X 5". The photos should include all exterior sides of the structure or areas of the property, interior photos of relevant areas where work has been performed, both overall and detail views. Detailed photographs before and after work has been performed. Additional photos may be requested by staff (associated structures, house, garage, shed, and neighboring properties).

Section 2: For Staff use only

Date Report Deemed Complete: _____

Received by: _____ Mills Act File #: _____