



Step 1: Project Submitted.

Submittal of application, supporting materials, and fees. See application submittal requirements.



Step 2: Project Manager Assigned.

Project manager evaluates the project and is the primary contact for the applicant.



Step 3: Schedule Historical Landmarks Commission Hearing & Staff Report Published.



Step 4: Historical & Landmarks Commission Hearing.
Recommendation on Mills Act Contract to City Council



Step 5: Schedule City Council Hearing & Staff Report Published.



Step 6: Mills Act Contract Notarization.

Contract notarization occurs on scheduled date of City Council meeting at City Clerk's Office. Project manager coordinates appointment and sends invite to available notary and homeowners. Homeowner comes in person on to sign contract at City Clerk's Office.



Step 7: City Council Hearing.

Decision is made on whether to issue the approval or denial for Mills Act Contract request.



Step 8: Mills Act Contract Recordation.

After the Mills Act Contract has been approved and signed by all parties, City Clerk's Office sends contract to County Recorder's Office for recordation. Project manager sends a copy of the recorded document to the homeowner.