Mills Act Process & Timeline

Phase 1:
Planning Department Reviews Application

1. Submit Completed Application
Property owner submits completed Landmark Designation/Mills Act application to the Planning Division.

2. Review of applications. Planning Division reviews the applications and supporting materials for completeness. Assigned planner will provide additional feedback and plan corrections if necessary.

3. Property Inspection. Planning Division will schedule a site visit with Owner.

APPLICATION DEADLINE: MAY 1

Phase 2:
Public Amenities Commission Hearing

Landmark/Certificate of Appropriateness

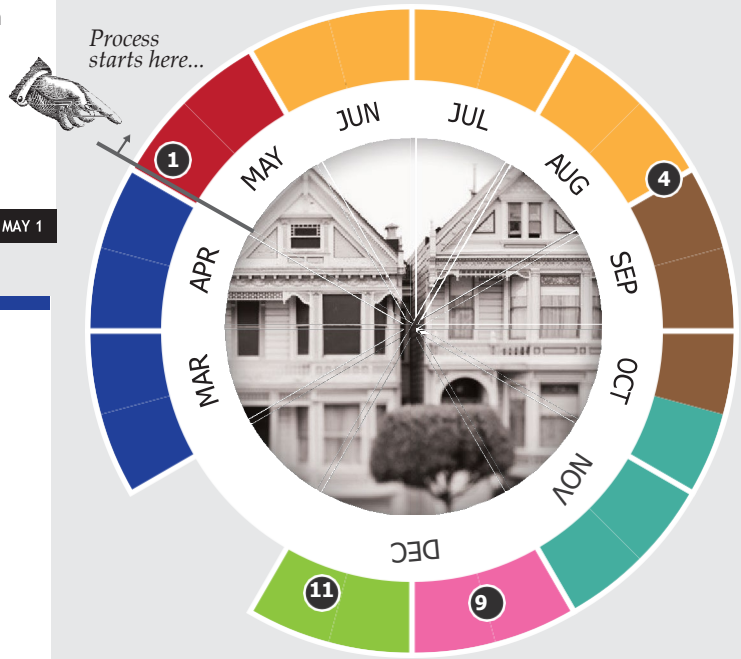
4. PAC Hearing. The Public Amenities Commission (PAC) meets the second Wednesday of each month. The PAC will make a decision on landmarking of the property and certificate of appropriateness for any proposed modifications to the building. The Property Owner or representative is required to be present for any questions the commission may have.

DEADLINE: SEPTEMBER 15

Phase 3:
Approval of Minutes and Signing the Resolution

5. PAC Meeting. The PAC approves the meeting minutes from the prior meeting and the PAC Chair signs the resolution.

Please Note: This is an internal staff process and typically takes between 3-5 weeks to complete.



● *Action/Deadline*

Phase 4:
Mills Act Contract Agreement Preparation and City Council Hearing

6. The Planning Division will now draft a Mills Act Contract and have it reviewed by the City Attorney's Office.

7. The Planning Division notifies the property owners to pick up contracts to review, sign and notarize the contract and return it to the Planning Division.

8. The Notarized Mills Act Contract will be scheduled for consideration at an upcoming City Council Meeting. This is not a Public Hearing, and the Property Owner is not required to attend.

9. After approval the City Clerk's Office will route the Mills Act Contract for signatures to the Mayor and City Attorney.

Please Note: This is an internal staff process and typically takes between 1-3 weeks to complete.

Phase 7:
Mills Act Monitoring

12. Onsite Property inspections occur every five years with Planning and the Assessor Recorder's Office.

Phase 6:
Recordation and Distribution

11. Office of the Assessor-Recorder records contract.

The Planning Division will route the recorded Mills Act Contract to the County Assessor. Contracts that are recorded by December 31 are typically reassessed by June 30 of the following year so that the reduced tax appears on the tax bill of October of that year.

LA County Assessor's Contact # 213-635-3277

DEADLINE: DECEMBER 30

Phase 5:
Final Contracts Issued, Recorded & Distributed

10. City Clerk's Office will Route to Los Angeles County Registrar-Recorder and upload the recorded version to the City Clerk's webpage.

DEADLINE: DECEMBER 13