

**CITY OF GILROY  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

**1/1/2006**

Instructions for filing a MILLS ACT APPLICATION:

**APPLICATIONS MAY ONLY BE SUBMITTED FROM JULY 1 THROUGH JULY 31**

No application will be accepted as complete without all of the following:

- (1) Filing Fee. .... \$ **3190.00** +  
**Attorney Costs**
- (2) Application .....1 copy
- (3) Legal Description.....1 copy
- (4) Location Map.....12 copies

The location map shall include:

- a. The location of the project site in relation to streets within at least a four (4)-block area
  - b. A north arrow
  - c. Property Address
  - d. Assessor's Parcel Number
- (5) Photographs of Property:
- a. 12 paper copies (Showing all sides of the building)
  - b. 1 digital copy (Showing all sides of the building) in Graphics Interchange Format (.gif), JPEG File Interchange Format (.jpg), or other acceptable format
- (6) A ten-year plan of proposed improvements to the property

**MAPS AND PLANS MUST BE INDIVIDUALLY FOLDED INTO SETS TO A SIZE  
NOT TO EXCEED 8 1/2" X 14" IN ORDER TO FIT INTO FILE FOLDERS OR THEY  
WILL BE RETURNED TO THE APPLICANT.**

NOTES:

- Prior to submitting this application, the Applicant should submit the proposed project to the Planning Division for review.
- It is the Applicant's responsibility to obtain all necessary contract signatures and notarizations, and to record the final Mills Act contract with the Santa Clara County Recorder's Office.

**COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION  
MILLS ACT APPLICATION**

**City of Gilroy**  
7351 Rosanna Street  
Gilroy, CA 95020  
(408) 846-0440

File No. MA \_\_\_\_\_ Project # \_\_\_\_\_

**Please type or print the following information:**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Person** (The contact person should be an individual with adequate responsibility for the project to carry out all project negotiations with the City):

Name: \_\_\_\_\_ E-Mail \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**Others to be notified of meetings:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Names and addresses of all property owners:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Property location:** \_\_\_\_\_

Street Address

**Property is zoned:** \_\_\_\_\_ **Assessor's Parcel #** \_\_\_\_\_ **Parcel Size:** \_\_\_\_\_

**Amount of taxes paid in most recent tax year:** \_\_\_\_\_

**Property's Numeric Designation on the City's Historic Preservation Study:** \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

(If different from property owner)

**IF YOU REQUIRE ACCOMMODATIONS OR ASSISTANCE TO COMPLETE THIS APPLICATION PROCESS, DUE TO A DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, PLEASE DESCRIBE THE ACCOMMODATIONS YOU NEED:**

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If you have any questions during the processing of this application, please contact the City of Gilroy, Planning Division at (408) 846-0440.

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**PLANNING DIVISION USE ONLY**

Date Filed: \_\_\_\_\_ Fee: \_\_\_\_\_

By: \_\_\_\_\_, Planning Division

**NOTICE**

This application is accepted only during the month of July for the following reasons:

- ⦿ The City Council reviews all applications for Mills Act applications at one time each year so that the cumulative financial impact of approving these applications can be determined.
- ⦿ Mills Act contracts must be recorded prior to January 1 of any given year to be effective for that year. Because of the time needed to process these applications, accepting applications after July of any year may prevent applicants from recording their contracts in time to receive the Mills Act benefit the following year.
- ⦿ Applications are accepted in July because County Assessor’s Office staff has more time available to process Mills Act requests after June of each year.
- ⦿ Accepting all Mills Act applications at one time reduces the cost of processing these applications; this cost reduction is passed on to the applicants.