



CITY OF EUREKA

Mills Act Historic Property Tax Incentive Program

APPLICATION Submittal Checklist

Please use this check-list to ensure that all of the following items have been completed before you submit your application for a Mills Act Historic Property Contract.

- APPLICATION FORM
- APPLICATION SUPPLEMENTAL FORM #1, Notary Acknowledgment of the property owner's signature authorizing the filing of the application
- APPLICATION SUPPLEMENTAL FORM #2, Priority Consideration Worksheet
- APPLICATION SUPPLEMENTAL FORM #3, "Schedule and Plan for Maintenance and Treatment of the Historic Property" including a cost estimate for the work to be done and information to substantiate the cost estimates
- APPLICATION SUPPLEMENTAL FORM #4, Property Tax Adjustment Worksheet
- Copy of the current deed for the property, including the legal description
- Site plan (drawn to scale)
- Black and white photo documentation of interior and exterior of property (3x5 format), The exterior photographs must show all elevations (sides) of the structure(s) and all photographs must be labeled with address and detailed description of the photo content.
- One black and white glossy photograph of the front façade of the building (8x10 format)
- Copy of most recent property tax bill
- If the property is not currently listed on the City of Eureka's Local Register of Historic Places, a complete application for inclusion on the Local Register of Historic Places, including application fees must be submitted with the Mills Act Historic Property Contract application