



# MILLS ACT ANNUAL REPORT FORM

**City of Claremont, Community Development Department  
207 Harvard Avenue  
Claremont, CA 91711**

The following items must be submitted to the Planning Division in order to initiate City review of a Mills Act Annual Report form. Completion of this form is part of your Mills Act contract agreement. Mills Act contracts within the initial ten years of the contract are required to submit this report annually to the City. Contracts that have fulfilled their ten-year work plan and have reported annually will be required to submit this form every five years.

**PLEASE PROVIDE ALL OF THE FOLLOWING:**

- Completed Mills Act Annual Report Form (attached)
- Certification Statement (notarized owner(s) signature(s) on page 2 of this form)
- Mills Act Annual Compliance Review & Inspection Fee
- Please submit at least one of the following for all Mills Act work performed during the last year:
  - Before and After photographs; or
  - Copies of paid invoices or itemized receipts; or
  - Copies of any required building permits
- Optional: If you are within the initial ten years of your contract and would like to revise your work plan, please reach out to the Planning Division (contact info below).

**Contact:** Please submit all required documentation to Andrea Heywood, Associate Planner via email at [aheywood@ci.claremont.ca.us](mailto:aheywood@ci.claremont.ca.us) or by mail to:

Claremont City Hall  
Attn: Andrea Heywood  
207 Harvard Avenue, PO Box 880  
Claremont, CA 91711

If you have questions regarding any of the requirements, please contact Andrea Heywood at (909) 399-5353 or [aheywood@ci.claremont.ca.us](mailto:aheywood@ci.claremont.ca.us).

**Please note:** Some work performed under the Mills Act agreement may require a building permit. It is the property owner's responsibility to obtain the proper permits. This annual report form is not a substitute for any required permits and is only used to verify Mills Act contract compliance.

**FOR CITY USE ONLY**

File Number:	___-MA_____	Date:	
Received By:		Application fee:	\$



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## CONTACT INFORMATION

Property Owner(s):	
Mills Act Property Address:	
Phone Number(s):	
Address of Owner (if different):	
Email:	
Mills Act Property Historic Designation (select one):	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> National
Date of Designation:	

*All property owners must sign this Certification Statement and have their signatures notarized. The City Clerk's Office may verify owner signatures in lieu of notarization, free of charge. Please call the City Clerk's office to schedule signature verification at (909) 399-5460.*

## CERTIFICATION STATEMENT

I/we certify that I/we are presently the legal owner(s) of the above-described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont code. **(Note: a person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature:		Date:	
Signature:		Date:	

Subscribe and sworn to me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of City Clerk or Notary Public (seal)	
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MILLS ACT REPORTING INFORMATION	
Annual report year:	
What were your tax savings this year? (Please attach copies of your tax statement for the applicable year)	
What was the total cost of all projects for the year you are reporting?	

MILLS ACT REPORTING INFORMATION CONTINUED (Provide as much information as possible & attach additional sheets as needed.)	
<p><i>Instructions: Consult your Mills Act Contract, Exhibit C – Schedule of Improvements. If you do not have a copy, please contact Andrea Heywood at (909) 399-5353. In the space below, describe each project for the year you are reporting that contributes to your required expenditure. Please do not include work that has been completed in years other than the one you are reporting.</i></p>	
<b>Project 1</b>	
Cost: _____	
Building or site feature(s): _____	
Description of work:	
_____	
_____	
_____	
_____	
_____	

**Project 2**

Cost: \_\_\_\_\_

Building or site feature(s): \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project 3**

Cost: \_\_\_\_\_

Building or site feature(s): \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project 4**

Cost: \_\_\_\_\_

Building or site feature(s): \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project 5**

Cost: \_\_\_\_\_

Building or site feature(s): \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH ADDITIONAL SHEETS AS NEEDED.