



# Mills Act Agreement Application

Development Services Department – Planning Division  
460 N. Euclid Avenue  
Upland, CA 91786  
(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: MA –	
RELATED FILES:	

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

APPLICANT NAME: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### PROJECT INFORMATION

General Plan: \_\_\_\_\_ Zoning: \_\_\_\_\_ APN: \_\_\_\_\_

#### PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Type of building:  Residential  Commercial  Industrial

2. Year of construction: \_\_\_\_\_

3. Is the property listed in the Historic Resources Survey?  Yes  No

If yes, indicate the Historic Resource Survey Evaluation Number: \_\_\_\_\_

4. Is the subject property listed on the City of Upland’s Local Register of Historic places?  Yes  No

If yes, provide date of designation: \_\_\_\_\_ Resolution No.: \_\_\_\_\_

### PROPERTY OWNER’S CERTIFICATION

I/we hereby certify that I/we am/are the property owner(s) of \_\_\_\_\_ (address), and that I/we request the property be considered for a Mills Act Agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### APPLICANT CERTIFICATION

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STAFF USE ONLY				
DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO.:	ASSIGNED PLANNER:

## FILING REQUIREMENTS

- A letter describing the request in detail and providing justification for approval.
- Provide a list of property improvements to be completed within each year, of the 10-year Term, of the Mills Act Agreement.
- Provide a copy of the TITLE REPORT showing legal vesting, lot description, easements and map of the property. A Preliminary Title Report or a Deed may be acceptable, subject to the type of request.
- A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
- Color photographs of the site, including all sides of the main building(s) and any historic accessory structure(s).
- Mills Act Applications should be filed with the Development Services Department by September 30th of each year. This is to ensure they are processed timely for Tax Credits the following year.
- Digital copies of all above items on a flash drive.

### FILING FEES:

Mills Act:	\$1,100.00
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\*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on July 1, 2025. The applicant is responsible for all costs incurred by the City including supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations, or the use of third-party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only the true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.