

# MILLS ACT



**Planning Department**  
1480 Main Street  
St. Helena, CA 94574  
(707) 968-2749

For additional information, zoning, forms & documents please visit us on the web at: [www.cityofsthelema.org](http://www.cityofsthelema.org)

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## Office Use Only - Do Not Write in this Area

File Number \_\_\_\_\_  
General Plan \_\_\_\_\_ Zoning \_\_\_\_\_  
Background Files \_\_\_\_\_  
Related Applications \_\_\_\_\_  
Application Fee \$ \_\_\_\_\_ City Makes Labels  \$ \_\_\_\_\_  
Total Fee Received \$ \_\_\_\_\_ Received By \_\_\_\_\_

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## Please Type or Print

Project Name \_\_\_\_\_  
Site Address \_\_\_\_\_  
APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Additional APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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### Applicant Information

### Owner Information

Name _____ (Applicant First & Last Name)	Name _____ (Owner First & Last Name)
Mailing Address _____	Mailing Address _____
City _____ State ____ Zip _____	City _____ State ____ Zip _____
Phone _____	Phone _____
Email _____	Email _____

**NOTE:** Additional property owners and/or applicants (name, address, phone number, and signature) shall be attached to the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

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I, \_\_\_\_\_, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolutions (as they may be amended from time to time).

**Staff time is billed at an hourly rate and the initial deposit may not be sufficient for processing your application. If expended staff time exceeds the initial deposit, you will be notified that additional funds are required. Applications with a negative balance at the time of the public hearing will be continued until the balance is paid in full.**

**In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for payment of the processing fees.**

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

## INFORMATION FOR FILING A COMPLETE DESIGN REVIEW APPLICATION

Each application must contain the following information. Some specialized applications require additional information. Consult with a planning staff member to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission action.

- APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest.
- WRITTEN STATEMENT**, signed and dated, describing historic building and renovation/repairs.
- PRELIMINARY TITLE REPORT** not more than 6 months old including all background documents.
- GRANT DEED** and legal description of property identifying all current property owners.
- SITE PLAN** – this should include a sketch of the buildings on site in relation to the site itself and to each other. All plans must .
- LOCATION/VICINITY** - This should include a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets.
- MILLS ACT PROGRAM TAX ADJUSTMENT WORKSHEET**
- MILLS ACT PROGRAM REHABILITATION/RESTORATION PLAN**
- FLOOR PLANS** – To scale and fully dimensioned.
- A **MAILING LIST** of all owners of property within a 300' radius of the subject property prepared and certified by a title company & **2 sets of MAILING ADDRESS LABELS for each property listed.**  
*\* The Planning Department can offer this service for an additional fee of \$200.00 paid at the time of submittal.*
- OTHER** \_\_\_\_\_

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- Processing Fee Initial Deposit:           **\$1,400**
  - Public Hearing Notice                       **\$400**
  - Preparation of Mailing Labels           **\$200** \* (Additional Fee)