



Mills Act Application Checklist

Read the Application Guide before completing your application.
Use this Checklist as a cover sheet for the items below.

All applicants shall submit the following with the signed Mills Act Contract Application :

- Mills Act Contract Application
- Detailed Workplan and Schedule
- Photographs
- Site Plan
- Most recent property tax bill
- Grant Deed (owner name must match application form)
- Mills Act Pre-Application Fee

Additional Forms that may be required:

- Priority Consideration Criteria Worksheet
- Certificate of Appropriateness Landmark Designation Application

Condominium buildings must have 100% owner participation to be eligible for consideration. Additional requirements for Condominiums:

The authorized agent(s) of the HOA must submit the following for the building's commonly held spaces:

- HOA Covenants, Conditions & Restrictions (CC&Rs)
- Matrix of Condominium Ownership Information

Applicants must submit all applicable forms along with the Pre-Application Fee by the applicable deadline to be considered for the Mills Act Program

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.