



# *Mills Act Historic Property Tax Incentive Program*

## *Submittal Requirements*

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The following must be submitted with your application:

- \_\_\_\_\_ 1. **Application Form**: Signed by the applicant and property owner
- \_\_\_\_\_ 2. **Form #1 - Priority Consideration Worksheet**
- \_\_\_\_\_ 3. **Form #2 - Proposed Schedule and Plan for Maintenance and Treatment of the Historic Property**: Include a cost estimate for the work to be done and information that substantiates the cost estimates.
- \_\_\_\_\_ 4. **Form #3 - Property Tax Adjustment Worksheet**
- \_\_\_\_\_ 5. **Contribution Disclosure Form**: Indicate on this form if any political financial contributions have ever been provided to a sitting member of the Planning Commission and/or City Council.
- \_\_\_\_\_ 6. **Property Deed**: Provide a copy of the current deed for the property, including the legal description
- \_\_\_\_\_ 7. **Site Plan**: (drawn to scale)
- \_\_\_\_\_ 8. **Photographs**: Provide color photos documenting the interior and exterior of the property (3x5 format). The exterior photos must show all elevations (sides) of the structure(s) and all photos must be labeled with address and detailed description of the photo content.
- \_\_\_\_\_ 9. **Property Tax Bill**: Provide a copy of the most recent property tax bill.
- \_\_\_\_\_ 10. **Inclusion on City of Campbell's Historic Inventory List (HRI)**: The property must be listed on the HRI or be a designated landmark in order to apply for the Mills Act Program.
- \_\_\_\_\_ 11. **Filing Fee**: \$1,527

The staff planner who is on duty when your application is submitted will give the application a cursory review for completeness. If any of the above items are not complete, the application will not be accepted.



***City of Campbell  
Mills Act Historic Property  
Tax Incentive Program***

**Introduction**

In 1972, the state of California enacted the Mills Act, an economic incentive program to encourage the preservation of historic buildings. State codes related to the Mills Act include California Government Code, Article 12, Sections 50280 – 50290 and California Revenue and Taxation Code, Article 1.9, Sections 439 – 439.4.

The Mills Act grants local governments the authority to establish, administer and implement Mills Act Historic Preservation Tax Abatement Programs (Mills Act programs). Cities and counties with Mills Act programs are able to enter into contracts with owners of qualified historic properties who actively participate in the restoration and maintenance of their historic properties while receiving property tax relief. Each local government establishes its own criteria for evaluating applications and determines how many contracts will be allowed within its jurisdiction.

On October 4, 2011, the City Council of Campbell adopted Resolution No. 11334 establishing a Mills Act program to foster the preservation and rehabilitation of the City's residential historic properties. The administration of the City of Campbell's Mills Act program is assigned to the Planning Division of the Planning Department. For questions about this program, please call the Planning Division at (408) 866-2140.

The purpose of entering into a Mills Act contract is for residential property owners to restore, rehabilitate, and preserve historic resources as a benefit to the community of Campbell while receiving property tax relief. Property owners will use their tax savings to extend the life of the structure(s), protect the historic and aesthetic value of the property, and comply with the rules and regulations of the State Office of Historic Preservation of the Department of Parks and Recreation; the United States Secretary of the Interior's Standards for Rehabilitation; the State Historic Building Code; and the City of Campbell Municipal Code, Historic Preservation Ordinance and Design Guidelines when any work is to be done on the structure(s) or property. The property owner is expected to submit an annual report of preservation and maintenance activity on the historic structure(s) and property as outlined within this application and per the contract between the property owner and the City of Campbell.

## **Application Requirements**

### **How to Apply:**

To begin the process, the residential property owner(s) or an authorized representative files a Mills Act Historic Property Contract Application with the Planning Division of the City of Campbell. Incomplete or inaccurate applications will be returned to the property owner. Assistance in preparing the application may require the use of a qualified professional consultant. An application packet can be obtained through the City of Campbell Planning Division, 70 N. First Street, Campbell, CA 95008 or pulled off the website: [www.cityofcampbell.com](http://www.cityofcampbell.com). For further information, interested property owners can also call the Planning Division at (408) 866-2140.

### **Review Process:**

A request for a Mills Act Contract begins with submittal of a complete application to the City of Campbell's Planning Division. Once the Planning Division has reviewed the application and finds it is complete, the application will be reviewed by the Historic Preservation Board. The Historic Preservation Board will then evaluate the application against a set of priority criteria and give it a ranking. If necessary, the top ranked applications will be put into a 'lottery' to determine which applications will be forwarded to the City Council for their consideration.

At a noticed public hearing, the Historic Preservation Board will review, consider and take action on each application's "Schedule and Plan for Maintenance and Treatment of the Historic Property". The Historic Preservation Board will then forward to the City Council their actions and recommendations on each of the Mills Act Contract applications.

The City Council at a public meeting will receive their commendations of the Historic Preservation Board. The Council will also receive public testimony on the proposed application(s); they will then determine whether or not the City should enter into a Mills Act Historic Property Contract with the property owner. If the Council determines that a Contract is appropriate, they will adopt a Resolution authorizing the City Manager to enter into the Contract with the property owner. Once the Mills Act Historic Property Contract is executed by all parties, the City will record it with the Santa Clara County Recorder. The property owner will be responsible for payment of applicable recording fees.

After the Mills Act Historic Property Contract has been recorded, a copy of the recorded document is forwarded to the Santa Clara County Assessor, who will then recalculate the property taxes according to the Mills Act statutes. A copy of the recorded contract is also forwarded to the State Office of Historic Preservation.

## **Selection Criteria:**

The Historic Preservation Board will evaluate each contract application using the following criteria to rank and prioritize the applications:

- A higher ranking will be given to those applications that demonstrate that entering into a Mills Act Historic Property Contract will result in the greatest number or value of improvements to the historic property thereby resulting in the greatest benefit to the public.
- A higher ranking will be given to those applications that demonstrate that entering into a Mills Act Historic Property Contract will substantially reduce the threat to the historic property of demolition, deterioration, abandonment, and/or general neglect.
- A higher ranking will be given to those applications that demonstrate, in cases of economic hardship, that entering into a Mills Act Historic Property Contract will result in the preservation and maintenance of a historic property.
- A higher ranking will be given to those applications that demonstrate the highest percentage of the tax savings being used to finance the property maintenance and improvements.

**Application Fee:** A fee must be submitted along with each Mills Act program application by check made out payable to City of Campbell.

## **City Requirements:**

At a minimum the following shall be required as part of the contract between the property owner and the City of Campbell. To view the entire contract, you can contact the Planning Division at (408) 866-2140 or inquire by email at [planning@cityofcampbell.com](mailto:planning@cityofcampbell.com).

1. Annual Reports: Each property owner of a property subject to a Mills Act Historic Property Contract will be required to submit to the City an annual report which documents how the property owner is satisfying the terms and provisions of their individual Contract. An annual monitoring fee established by the City Council may be required to be submitted with the annual report.
2. The contract must require periodic interior and exterior inspections by the tax assessor, Department of Parks and Recreation and State Board of Equalization to determine the property owner's compliance with the contract.

3. ***Length of Mills Act Contract.*** The term of a contract shall be a minimum of ten years. One year will automatically be added to the initial term of the contract each year on the anniversary date of the contract, unless the City or property owner files a notice of non-renewal 60 or 90 days prior to the anniversary, respectively. If a notice of non-renewal is duly filed, the existing contract shall remain in effect for the balance of the period remaining since the execution or last renewal of the contract.
4. The contract must be binding upon successive property owners for the term of the contract. Successive property owners shall have the same rights and obligations under the contract as the owner who entered the contract.
5. A cancellation fee of 12.5% of the full market value of the property must be assessed upon the property owner if the contract is canceled for breach of the provisions of the contract or if the property is altered or allowed to deteriorate so that it is no longer considered a significant historic structure.
6. The property must be privately owned, not exempt from property taxation and either 1) listed in the National Register of Historic Places or registered as a historic district or 2) listed in a state, city or county official register of historical or architecturally significant sites, places or land marks.
7. All work must comply with the rules and regulations of the State Office of Historic Preservation of the Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, and the State Historic Building Code.
8. ***Qualifying Structures.*** To qualify for the program, a structure must be one of the following:
  - a. A designated historic landmark.
  - b. A structure listed on the Historic Resource Inventory (HRI).
9. ***Qualifying Projects.*** A wide range of projects may be considered for inclusion in a Mills Act contract. However, to qualify for the program, each project must meet the following requirements:
  - a. All aspects of the project including, but not limited to, its design, materials, and techniques must comply with the rules and regulations of the United States Secretary of the Interior's Standards for Rehabilitation; the State Office of Historic Preservation of the Department of Parks and Recreation; the State Historic Building Code; and the City of Campbell Municipal Code, Historic Preservation Ordinance and Design Guidelines. *(Projects include interior and exterior renovation/restoration that will extend the life of the structure and limited site work.)*

- b. Projects required ensuring the structural integrity of a structure (e.g., seismic retrofitting, electrical change out or termite treatment) shall be completed prior to the undertaking of projects involving other elements of the structure.
  - c. For projects involving removable features (e.g., light fixtures, fireplace mantelpieces or built-in cabinets), the features shall remain attached to the structure.
10. **Non-Qualifying Projects.** Additions (e.g., room or patio additions), the relocation of structures, solar panels or photo voltaic panels mounted to the roof or on the side of the structure and projects that fail to meet all of the requirements listed above, do not qualify for the program

## Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the verity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**CITY OF CAMPBELL MILLS ACT PROPERTY TAX INCENTIVE PROGRAM**

**APPLICATION FORM**

Submit to City of Campbell Planning Division, 70 N. First Street, Campbell, CA 95008, (408) 866-2140

Please complete the information below and attach supplemental information as required. A site plan and supplemental information, and the applicable application fee as shown on the back of this application form must accompany all applications. If you have questions regarding this application form, the application process, or general planning questions, please do not hesitate to contact the Planning Division at the address and phone number shown above. Office hours are Monday- Friday, 8 a.m.-noon and 1p.m.-5p.m. (Please note Planning counter is closed during the lunch hour).

**APPLICANT/OWNER/AGENT**

**Applicant's Name\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner of Property-Name (if not applicant)\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\*If there is more than one applicant or owner, please list on an attached sheet*

**PROJECT LOCATION**

<sup>(1)</sup>Street/Site Address: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

<sup>(2)</sup>Street/Site Address: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

**PROJECT DESCRIPTION**  
*(Please provide a project description, attach additional sheets as necessary):*

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

**OWNER'S AUTHORIZATION**

I hereby authorize the City of Campbell to process this application, and I authorize the City of Campbell to enter upon the property described herein as reasonably necessary to evaluate the project. I have completed, or reviewed this application and any "Supplement to Application" forms and know that the contents there of are true and accurate to my own knowledge and I assume all responsibility for their accuracy.

<sup>(1)</sup>Property Owner's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>(2)</sup>Property Owner's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If more than one property or property owner is involved, please include owner's authorization for all additional properties*

**STAFF USE**

Assigned Case No.s: \_\_\_\_\_

Zone Designation: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

**APPLICATION SUPPLEMENTAL FORM #1**  
**Priority Consideration Worksheet**

The following four criteria are used by the Historic Preservation Board to evaluate each contract application and to prioritize and rank them. Please use this form to explain why or how your historic resource and residential property should be considered a priority, attach additional sheet(s) if needed; or you may use an alternate form at provided it responds to the criteria listed below.

- A higher ranking will be given to those applications that demonstrate that entering into a Mills Act Historic Property Contract will result in the greatest number or value of improvements to the historic resource and property thereby resulting in the greatest benefit to the public.

***Explain what improvements are proposed for the historic resource and property and how you believe that completing those improvements will be a public benefit:***

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- A higher ranking will be given to those applications that demonstrate that entering into a Mills Act Historic Property Contract will substantially reduce the threat to the historic resource and property of demolition, deterioration, abandonment, and/or general neglect.

***Explain the physical state of the historic resource and property and how you believe the proposed improvements will prevent the demolition, deterioration, abandonment and general neglect of the historic resource and property:***

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- A higher ranking will be given to those applications that demonstrate, in cases of economic hardship, that entering into a Mills Act Historic Property Contract will result in the preservation and maintenance of a historic resource and property.

***Explain how you believe you have, or qualify as having, an economic hardship:  
(Applicant shall provide copies of their most recent tax return and must have a family income considered "low" based on the state guideline to justify a hardship)***

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- A higher ranking will be given to those applications that demonstrate the highest percentage of the tax savings being used to finance the property maintenance and improvements.

***Describe what percentage of the estimated tax savings you intend to reinvest into the property and structure to finance the improvements:***

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**APPLICATION SUPPLEMENTAL FORM #2**  
**Proposed Schedule and Plan for**  
**Maintenance and Treatment of the Historic Property**

Please list the proposed work to be done, the year(s) in which the work will be commenced and completed, the type of work (maintenance, rehabilitation, new construction, etc.), and the estimated cost of the work. Also, please attach information to substantiate the cost estimates. You may use any format convenient to you, provided the necessary information is included. Attach as many sheets as necessary.

	WorkTask	Typeof Work	Year Commenced	Year Completed	Estimated Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**Projects may include but are not limited to:**

Access Modifications– Exterior  
Access Modifications–Interior Accessory  
Structure Repair or Replace  
Annual Maintenance & Repairs  
Appliance Vent  
Architectural– Remove Non-historic Feature &  
Restore to Original  
Architectural Trim– Repair  
Architectural Trim– Replace  
Architectural Trim–Install New  
Balcony/ Decks– New Railings  
Balcony/ Decks– Repair or Replace  
Basement– Access– Repair or Replace to Code  
Basement– New or Rebuild  
Cabinets– New Built-in Bathroom  
Cabinets– New Built-in Kitchen  
Cabinets– New Built-in Other  
Carpentry– Remove window &reframe shower  
including Siding/Caulking  
Chimney–Inspect and Clean  
Chimney– New  
Chimney– Rebuild or Repair  
Code Repair Item  
Column– Replace or Rebuild  
Corbels/ Structural Brackets Replace or Repair  
Door– Repair or Replace Screen Door  
Door– Hardware  
Door– New Basement Hatch Cover and Base  
Door– Repair  
Door– Replacement  
Drain for Deck–Install &or Repair  
Drainage Protection or Correction  
Dry-Rot Remove, Repair and or Replace  
Electrical– Rewire or Install New Outlets  
Electrical– Complete Rewire and Service  
Upgrade  
Electrical– Ground & Service Entry  
Electrical–Install New Circuits  
Electrical–Lighting Fixtures  
Electrical– New Service Lines to Garage  
Electrical– Security Lighting and Alarm  
Electrical– New Outlets  
Fence – Repair or New

Flashing  
Floor Furnace – Remove or Restore floor  
Flooring– Carpet  
Flooring– Repair  
Flooring– Repair Wood Floors  
Flooring– Replacement  
Foundation– Bolting and Seismic Work  
Foundation– New  
Foundation– Repair  
Gable or Attic – Re-screening  
Garage Door  
Gutters & Downspouts  
House Relocation  
HVAC– Complete New System  
HVAC– Maintenance & Replacement/Plumbing  
Service & Painting  
Insulation – Walls– Blown-in  
Insulation– Attic  
Interior Trim– Refinish  
Kitchen – New Counters  
Masonry– New  
Masonry– Repair or Replace Tile Hearth  
Masonry– Repair or Repoint  
Masonry– Repoint Brick  
Mechanical– Air Conditioning  
Mechanical– Heating Unit  
Mechanical– Ventilation– New Kitchen/Bath  
Fan & Duct Work  
Mechanical– Venting& Duct  
Mechanical– Venting& Duct Work  
Minor Painting and Exterior Repairs  
Painting– Exterior  
Painting–Interior  
Painting– Removal of Lead Based Paint  
Painting– Exterior Trim  
Patio– Repair  
Plastering– Remove, Replace, or Refinish  
Plumbing– DWV, Drain, Waste &Vent  
Plumbing– Fixtures  
Plumbing–Install new supply lines  
Plumbing–Install Sump Pump &Discharge  
Drain  
Plumbing– Minor Repairs  
Plumbing– New Supply  
Plumbing– Service Lines

Plumbing– Sewer  
Plumbing Repairs  
Porch-Ceiling replacement Porch– Rebuild or Replace Porch– Repair  
Porch– Repoint Brick  
Porch Railing– Repair or Replace to Code  
Porches– Resurface  
Remove Substandard Construction (Tin Shed) Repair Eaves and/or Overhangs  
Repair Exterior Stucco  
Repair Garage  
Replace Garage  
Replace Non-Historic Feature  
Roof-Minor Repair  
Roof-Reroof  
Roof-Strip and Install New  
Security Lighting and Alarm System  
Seismic Retrofitting– Other than Foundation Siding– Remove Asbestos Siding & Restore Siding  
Repair

Skylights– Replace  
Stair – Repair  
Stair – Replacement  
Stonework  
Stoop– Repair  
Stoop– Replacement  
Structural– New Framing or Repairs  
Structural Bracing  
Structural Modifications  
Structural Repairs– Roof and/or Ceiling Joists  
Termite Treatment  
Termite Treatment and Repair Tile – Replace, Repair or Repoint Utility Enclosure –  
New Ventilation– Attic Fan Waterproofing  
Weatherproofing  
Window– Screens or Hardware  
Windows– Repair  
Windows– Replacement in kind

## APPLICATION SUPPLEMENTAL FORM #3

### Property Tax Adjustment Worksheet

Below is a simplified process for obtaining the estimated Mills Act Historic Property tax savings. Please be aware that the assessed value you determine here is an estimate only and will not necessarily be the value determined by the Assessor. The Assessor assesses the property annually using values that will likely change from year to year; therefore, the assessed property taxes may change from year to year.

		<i>Instructions</i>	<i>Value</i>	<i>Notes</i>
<b>ANNUAL PROPERTY INCOME</b>				
Line1	Monthly Rental Income		\$ _____	<i>Even if the property is owner-occupied, an estimated monthly rental income is needed as a basis for this worksheet.</i>
Line2	Annual Rental Income	<i>Multiply Line 1 by 12(months)</i>	\$ _____	

<b>ANNUAL OPERATING INCOME</b>				
<i>Do not include mortgage payments or property taxes. Provide back-up documentation where applicable.</i>				
Line3	Management		\$ _____	<i>Where applicable, include expense of on-site manager's unit and 5% off-site management fee; and describe other management costs.</i>
Line4	Insurance		\$ _____	<i>Fire, Liability, etc.</i>
Line5	Utilities		\$ _____	<i>Water, Gas, Electric</i>

		<i>Instructions</i>	<i>Value</i>	<i>Notes</i>
Line6	Maintenance		\$ _____	<i>Maintenance includes: painting, plumbing, electrical, gardening, cleaning, mechanical, heating repairs, and structural repairs. All costs should be recurring annually.</i>
Line7	Other Operating Expenses		\$ _____	<i>Security, services, etc.</i>
Line8	Total Expenses	<i>Add lines 3 through 7</i>	\$ _____	

<b>NET OPERATING INCOME</b>				
Line9	Net Total	<i>Line 2 minus Line 8</i>	\$ _____	

<b>CAPITALIZATION RATE</b>				
Line10	Interest Rate	<i>6.0% (for year 2005)</i>	6.0 %	<i>As determined by the State Board of Equalization for the specified year.</i>
Line11	Risk Rate	<i>Owner occupied one-family home=4% All other property=2%</i>	_____ %	
Line12	Property Tax Rate	<i>1%</i>	1 %	
Line13	Depreciation Rate	<i>3.3%</i>	3.3 %	
Line14	Total Capitalization Rate	<i>Add lines 10 through 13</i>	_____ %	

<b>NEW ASSESSED VALUE</b>				
Line15	Mills Act Assessed Value	<i>Line 9 divided by Line 14</i>	\$ _____	

<b>NEW TAX ASSESSMENT</b>				
Line16	Current Tax		\$ _____	<i>General tax levy only- do not include voted indebtedness or direct assessments</i>
Line17	Tax Under Mills Act	<i>Line 15 times .01(1%)</i>	\$ _____	
Line18	Estimated Tax Reduction	<i>Line 16 minus Line 17</i>	\$ _____	



## *Attachment B*

### *Planning Commission Contribution Disclosure Form*

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#### INFORMATION SHEET

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before the Planning Commission.

Important Notice: Basic Provisions of the Government Code Section 84308

- I. If you are an applicant for, or the subject of, any proceedings involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of \$250 or more to any commissioner, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by the Planning Commission. In addition, no commissioner, alternate, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period. These prohibitions also apply to your agents, and, if you are a closely held corporation to your majority shareholder as well.
- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner, his or her alternate, or any candidate for the position during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner, alternate, or candidate during the 12 months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner, alternate, or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application or with the first written document you file or submitted after the proceeding commences.

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm or similar business entity, both the business entity and the individual are "agents."
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners/councilmembers, their alternates, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8. For more information, contact the Campbell City Attorney at (408) 866-2125, or the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

Prepared by: Legal Division, Fair Political Practice Commission, May 1986

**TO BE FILLED OUT BY APPLICANT**

I.  IF CONTRIBUTIONS TOTALING \$250 HAVE NOT BEEN MADE, CHECK HERE, AND SIGN BELOW IN SECTION III.

II. TO BE COMPLETED ONLY IF CONTRIBUTIONS TOTALING \$250 OR MORE HAVE BEEN MADE.

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

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

\_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

LIST COMMISSION MEMBER(S) TO WHOM YOU AND/OR YOUR AGENT MADE CAMPAIGN CONTRIBUTIONS TOTALING \$250 OR MORE, AND THE DATES OF THOSE CONTRIBUTIONS.

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

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

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

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

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

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

III. SIGNATURE

\_\_\_\_\_  
Signature of Applicant/Agent

DATE: \_\_\_\_\_