



# City of Palm Springs

Department of Planning Services

3200 East Tahquitz Canyon Way • Palm Springs, California 92262  
Tel: (760) 323-8245 • Fax: (760) 322-8360 • Web: [www.palmspringsca.gov](http://www.palmspringsca.gov)

## APPLICATION CHECKLIST MILLS ACT APPLICATION

The following items are required to be submitted for review:  
(All files should be in PDF format)

- Request letter from the owner(s) of the property**
  - All owners must acknowledge the request and sign the letter.
- Request letter from the Homeowner's Association (HOA)**
  - Official representative of the HOA must agree to be party to the contract.
- Grant Deed with legal description of the property**
- Public Integrity Disclosure Form** (If the property is owned by a corporation, LLC, Trust, etc.)
- Exterior Site photographs of existing conditions prior to work**
- Site Plan (scaled)**
- Capital Improvements/ Restoration/ Maintenance Plan and Timeline:**

This is a comprehensive list of projects the owner(s) of the property commit to pursue in order to restore, rehabilitate, preserve and maintain the historic resource. The following information must be included:

  1. Description of feature
  2. Project narrative
  3. Estimated cost
  4. Estimated year of completion

Examples of work that may qualify are as follows:  
Roof repair/replacement, exterior cladding (eg. siding, stucco, etc.) repair, painting and finishes, masonry repair and repointing, restoration of original features, fenestration repairs/replacement, removal of potentially hazardous materials, updates to outdated/faulty electrical, plumbing or HVAC systems, structural repairs, site drainage improvements, and energy efficiency improvements.
- Application Fee for Mills Act \$1,355 and Inspection Fee \$311.** (Invoiced at the time of submittal and approval.)

**\*Certification of work:** Documentation of work in the form of permits, contractor invoices, photographs of progress may be requested at the time of inspection.



## CITY OF PALM SPRINGS PUBLIC INTEGRITY DISCLOSURE (INSTRUCTIONS FOR APPLICANTS)

### Who Must File?

Applicants that are NOT a natural person or group of natural people that will be identified on the application, and seek a City approval determined by a vote of City officials. Examples include corporations, limited liability companies, trusts, *etc.* that seek a City Council approval, or an approval by one of the City's board or commissions.

### Why Must I File?

The City of Palm Springs Public Integrity Ordinance advances transparency in municipal government and assists public officials in avoiding conflicts of interest. The City's Public Integrity Ordinance, codified in Chapter 2.60 of the municipal code, reflects the City's interest in ensuring that companies (and other legal entities that are not natural people) doing business in the community are transparent and make disclosure as to their ownership and management, and further that those companies disclose the identity of any person, with a beneficial ownership interest of five percent (5%) or more.

### When Must I File?

You must file this form with the Office of the City Clerk, or designee, at the same time when you file your application for a City approval determined by a vote of City officials, whether elected or appointed.

### What Must I Disclose?

- A. The names of all natural persons who are officers, directors, members, managers, trustees, and other fiduciaries serving trusts or other types of organizations (attorneys, accountants, *etc.*).

**Note:** (1) you must make these disclosures in relation to the applicant entity, and also in relation to any related entity that owns a part of, or makes a profit based upon the business of the applicant entity. Disclosures may include parent, subsidiary or affiliated entities of the applicant entity; (2) if any entity that is not a natural person serves as the applicant entity (e.g. as a member of the applicant LLC), then all officers, directors, members, managers, trustees, *etc.*, of the second entity must be disclosed.

- B. The names of persons owning a beneficial interest of five percent (5%) or more in your entity, Owners/investors who have such an interest hold either investment power or voting power, i.e., they can (i) sell or transfer their interest, or (ii) vote their interest in management decisions.

NOTE: USE ADDITIONAL PAGES AS NECESSARY

### What if I Have Questions?

If you have any questions about how to complete this form, please contact the Office of the City Clerk, (760) 323-8206, [cityclerk@palm Springsca.gov](mailto:cityclerk@palm Springsca.gov).



# PUBLIC INTEGRITY DISCLOSURE APPLICANT DISCLOSURE FORM

<b>1. Name of Entity</b>
<b>2. Address of Entity (Principle Place of Business)</b>
<b>3. Local or California Address (if different than #2)</b>
<b>4. State where Entity is Registered with Secretary of State</b>  <i>If other than California, is the Entity also registered in California? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>
<b>5. Type of Entity</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Other (please specify)
<b>6. Officers, Directors, Members, Managers, Trustees, Other Fiduciaries (please specify)</b> <i>Note: If any response is not a natural person, please identify all officers, directors, members, managers and other fiduciaries for the member, manager, trust or other entity</i>
<hr/> <p>[name] <input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Other _____</p>
<hr/> <p>[name] <input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Other _____</p>
<hr/> <p>[name] <input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Other _____</p>

<b>7. Owners/Investors with a 5% beneficial interest in the Applicant Entity or a related entity</b>	
<b>EXAMPLE</b>  <i>JANE DOE</i>	  <i>50%, ABC COMPANY, Inc.</i>
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]
<b>A.</b>	
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]
<b>B.</b>	
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]
<b>C.</b>	
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]
<b>D.</b>	
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]
<b>E.</b>	
_____	_____
[name of owner/investor]	[percentage of beneficial interest in entity and name of entity]

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.**

Signature of Disclosing Party, Printed Name, Title	Date
_____	_____

**PENALTIES**  
Falsification of information or failure to report information required to be reported may subject you to administrative action by the City.