

Los Angeles County Department of Regional Planning

PROPOSED WORK PROGRAM INSTRUCTIONS

Identify all exterior and interior preservation, restoration and rehabilitation work (including electrical, plumbing, etc.) on the property to be completed in the next 10 years. The Mills Act Ordinance defines preservation, restoration and rehabilitation as follows:

- "Preservation" or "preserve" means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a qualified historical property.
- "Restoration" or "restore" means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removing features of the property from other periods in its history and reconstructing its missing features from the restoration period.
- "Rehabilitation" or "rehabilitate" means the act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features of the property that convey its historical, cultural, or architectural values. For the purposes of this definition, "compatible use" means the property's historical use or a new use that requires minimal change to the property's distinctive materials, features, spaces, and spatial relationships.

Proposed work must be consistent with the Secretary Interior Standards of Rehabilitation ("Standards") which are located at: <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>. The Standards are interpreted by the Guidelines for Rehabilitating Historic Buildings located at: <https://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>. If the property's existing conditions do not conform to the Standards, the Work Program should propose restoration and/or rehabilitation of the property which, at a minimum, removes the non-conforming conditions and brings the property into conformance with the Standards.

All work identified in the Work Program must commence after the contract has been executed. Completed work, recent or otherwise, must not be included.

Prior to contract offer/denial, your property will be inspected to ensure that the Work Program is consistent with aforementioned criteria.

Prioritize proposed work in the Work Program, beginning with work to be completed first. Consider work that protects the historic materials of the house, especially those that may be threatened by damage or neglect, a high priority.

Provide documentation, such as written estimates from professionals, for each item of work. A directory of professionals specializing in historic preservation, restoration and rehabilitation is located at: <https://www.laconservancy.org/find-professional>. Number the estimates corresponding to the item number on the Work Program.

The total estimated cost of proposed work should be at least equal to the total property tax savings received under the Mills Act contract. The maximum property tax savings from a Mills Act contract is

approximately 50 percent. However, not all properties will receive a 50 percent property tax reduction. To estimate your maximum property tax savings, use the following formula:
Current Annual Property Tax X 5.

Provide photos of each item. Number the photos corresponding to the item number on the Work Program. Label the site plan with item numbers, indicating their location.

Your Work Program must be typed and in the following format.

PROPOSED WORK PROGRAM

Property Address:

1. Building Feature:

Work Description:

Estimated Completion Year:

Estimated Cost:

2. Building Feature:

Work Description:

Estimated Completion Year:

Estimated Cost:

3. Building Feature:

Work Description:

Estimated Completion Year:

Estimated Cost:

4. Building Feature:

Work Description:

Estimated Completion Year:

Estimated Cost:

Total Estimated Cost: