

**City of Auburn**

1225 Lincoln Way, Auburn, CA 95603 Phone (530) 823-4211 Fax (530) 885-5508

---

**AUBURN REGISTER OF HISTORIC BUILDINGS AND PLACES  
APPLICATION INFORMATION**

**GENERAL INFORMATION:** The City of Auburn Register of Historic Buildings and Places is the City's official list of designated Historic Buildings, Points of Historical Interest and Historical Land Sites.

An application to list a property on the Register shall include background information about your property that will be used to evaluate if the property meets the criteria for the City of Auburn Register of Historic Buildings and Places (see below).

**APPLICATION CHECKLIST:** An application for historic designation of property shall include the following information:

1. One (1) completed copy of the application form.
2. No fee is required of the application.
3. Such additional information, as specified on forms provided by the Community Development Department, that an informed decision can be rendered using the criteria established by the City. The application information shall include, but not be limited to the following:
  - A. An adequately developed historic context, including identified property type according to the Guidelines for Preservation Planning in the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties.
  - B. Sufficient information about the appearance, condition and associative values of the property to be evaluated to:
    1. Accurately locate the property;
    2. Submit current and historical photographs of the resource;
    3. Classify it as to historic resource type (e.g. Historic Building; Point of Historic Interest; Historic Land Site);
    4. Compare its features or characteristics with those expected for its historic type;
    5. Define the physical extent of the historic resource;
    6. Describe the pertinent and significant historical contexts of the historic resource;
    7. Assess the integrity of the historic resource relative to that needed to represent the context; and,
    8. Additional information as determined necessary by the City of Auburn.

**Note: Submittal of an application does not imply application acceptance. The Community Development Staff will review the application and materials which will be deemed complete and accepted only if all required items have been included.**

**APPLICATION PROCESS:**

1. *Application.* A request to designate a property for the Auburn Register may only be initiated by the owner of the property.
2. *Stay of Work.* While an application is being considered by the City, no work shall be conducted that would require Historic Design Review Commission approval in accordance with Section 159.497(C)(1).
3. *Review by Community Development Department.* The Community Development Department shall review an application against the Register criteria (See Qualifying Requirements).
4. *Historic Design Commission Review.* The Historic Design Review Commission shall hold a public hearing to review and recommend approval of, in whole or in part, or disapproval of the application for designation in writing to the City Council, setting forth the reasons for the decision. Public Notice shall be provided pursuant to Section 8 below.
5. *City Council Review and Action.* After receiving the Historic Design Review Commission's recommendations, the City Council shall review the request for designation and may pass a resolution to approve the recommendations in whole or in part, or may motion to disapprove them in their entirety. Public Notice for the hearing shall be provided pursuant to Section 8 below. The City Council's decision shall be provided to the applicant in writing.
6. *Add to Register.* Properties designated by the City Council shall be added to the Auburn Register of Historic Buildings and Places by the Community Development Department. The Register shall clearly identify the designated resource category applied to the property.
7. *Recording Requirements.* All historic designations in the City of Auburn shall be officially recorded with the property deeds at the Placer County Recorder's Office. The Community Development Department shall prepare for the applicant's recording, the recorded information on the property deed which shall state:

“The property identified as (insert street name and address) also identified as Assessor's Parcel No. (Insert APN) was designated as a (insert designation category – History Building; Point of Historic Interest; Historic Land Site) by the City of Auburn City Council on (insert month, day and year). As a designated historic property in the City of Auburn, this property is subject to the rules and regulations set forth in the Historic Preservation Ordinance identified as Section 159.490 et. seq. of the Auburn Municipal Code.”

8. *Notice of Public Hearing.* Notice of date, place, time, and purpose of hearing shall be provided in accordance with Section 159.460 et. seq. of the Auburn Municipal Code, excepting that notice shall be provided to persons owning property within 100 feet of the affected property. Failure to receive notice of such hearing shall in no way effect the validity of the action taken.

**QUALIFYING REQUIREMENTS:** A historic resource may be designed on the Auburn Register if the resource meets any one of the following criteria of significance within a given historic context and retains its historical integrity:

**1. Significance Criteria:**

- (A) Associated with events that made a significant contribution to the broad patterns of Auburn's History;
- (B) Associated with the lives of persons significant in Auburn's past;
- (C) Embodies the distinctive characteristics of a type, period, or method of construction; or that represents the work of a master; or that possesses high artistic values; or that represents a significant and distinguishable entity whose components may lack individual distinction;
- (D) Has yielded, or may be likely to yield, information important to Auburn's history or prehistory.

**2. Historical Integrity Criteria:**

- (A) Retains aspects of integrity such as: location, design, setting, materials, workmanship, feelings, or association.
- (B) Achieved significance within the past 50 years if it is of exceptional importance.

SAMPLE LETTER  
REQUESTING LISTING ON THE CITY OF AUBURN REGISTER OF HISTORIC  
BUILDINGS AND PLACES

City of Auburn Community Development Department  
1225 Lincoln Way  
Auburn, CA 95603  
Attn: Director of Community Development

SUBJECT: [Address of Property]

Dear Director of Community Development,

Please accept this letter and application packet as my formal request for the City of Auburn to formally and officially designate a Historic Resource pursuant to the City of Auburn Municipal Code Section 159.490. I understand that once my property is on the local register, I may be eligible for incentives as a result of listing. I also understand that future modifications of my property may require approval by the City of Auburn and will be done according to the City's Historic Preservation Architectural Design Guidelines and the Secretary of Interior's Standards for Rehabilitating Historic Buildings.

This letter constitutes my written permission as the property's current owner of record for such designation.

I have enclosed an application, photographs, and information about the property. Please contact me if there are any questions or you need additional information.

I can be reached at [best number to call] and also by email at [email address].

Sincerely,

[NAME/ADDRESS OF APPLICANT(S)]

Attachment: Application and photos