



PLANNING & DEVELOPMENT

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STORY POLE INSTRUCTIONS

Last Updated November 14, 2019

PURPOSE

Story Poles are meant to convey the height, bulk and massing of a project. By erecting the framing of the proposed project, neighbors will have an idea of how the finished project will affect their properties and the neighborhood in general, specifically possible impacts to views and/or privacy.

POLICY

Story Poles are required for:

- New main buildings exceeding 14 feet in average height in the “H” District (excluding ADUs); or
- Additions exceeding 14 feet in average height in the “H” District.

The project planner may waive the requirement if it is determined that no significant view or bulk/massing impacts would occur, based on a request to waive the requirement submitted by the project applicant.

STORY POLE PLAN

A Story Pole Plan shall be submitted to the City, preferably using the Site Plan or Roof Plan as the base drawing. The plan should be prepared by the project architect, designer, civil engineer or qualified professional. The Story Pole Plan shall indicate the location of each story pole and the location of the connecting tape or ribbons (See Figure 1). Each story pole shall be labeled with a number, with a corresponding data table indicating the base grade elevation at the location of the pole, the maximum elevation, and the height of each pole, to allow staff to cross-check their placement and height (See Figure 2).

TIMING

Once approved by staff, the story poles shall be installed for viewing by staff and decision-making bodies prior to scheduled public hearings. The schedule for installing the story poles must be coordinated with the Planning staff and should generally not be done until all other necessary items of information for the project have been submitted. Once installed, the applicant shall contact staff to make arrangements for viewing. For projects that require CEQA review, story poles, when required, must be installed prior to completion of any Mitigated Negative Declaration for the project or at least one month prior to a scheduled public hearing date, whichever comes first. Story poles shall remain up until the project has been reviewed by the project planner and the appeal period has expired, pending no appeals. If the project is appealed, the poles shall remain up until the project has been reviewed and approved or denied by the Zoning Adjustments Board. Story poles associated with an inactive project shall be removed after 6 months of inactivity.

An application cannot be deemed complete until the project planner has confirmed the accuracy of the story poles.

CONSTRUCTION

Story poles shall be constructed of 2" x 4" lumber or other sturdy material (if plastic piping is used, it shall be a minimum of schedule 40 PVC). The poles must be able to withstand weather, and to this purpose, guy wires, supports beams or other support measures may be used. Staff may approve alternative materials for story pole construction for minor projects.

POLE LOCATION, HEIGHT AND MARKING INSTRUCTIONS

Story poles should be erected at the most distant corners of a structure, roof ridgelines, chimneys, balconies and accessory buildings (See Figure 4). Story poles for roof overhangs, eaves, chimneys, balconies and accessory buildings may also be required at the discretion of the staff planner.

Demarcation of rooflines and any effect on views are the primary functions of story poles. The story poles must be marked to indicate the height in one foot increments. The top two feet of poles must be painted red or orange to better identify the height of the proposed structure in photo analysis. Brightly colored tape, ribbons or other types of flagging shall be strung between the poles to show ridge lines connecting to each building corner to depict the rooflines and the outline of the proposed structure. The height of story poles should indicate the final height of the building (grading should be accounted for in the height of the poles). At the discretion of staff, additional materials to fully demarcate the scope of the work may be required.

CERTIFICATION OF HEIGHT AND POSTION

Once story poles have been installed, certification is required that the heights and locations of the poles are in fact true and correct representations of the proposed structure or addition. A signed statement is required by a licensed architect, engineer or surveyor on the story pole site plans, stating that the location and height of the poles are true and accurate is required (See Figure 3 for sample certification letter). The completed certification must be submitted to the City at least 30 days before the first noticed public hearing date.

SAFETY

All story poles need to be erected safely and without putting the public at risk. If at any time the story poles become unsafe, they shall be repaired or removed immediately. The poles shall be removed immediately if determined by the City to be a public safety risk. The applicant shall notify the City when the frame is in place.

For further information, please contact the staff assigned to your project.

Figure 1. Sample Story Pole Plan (for an addition)

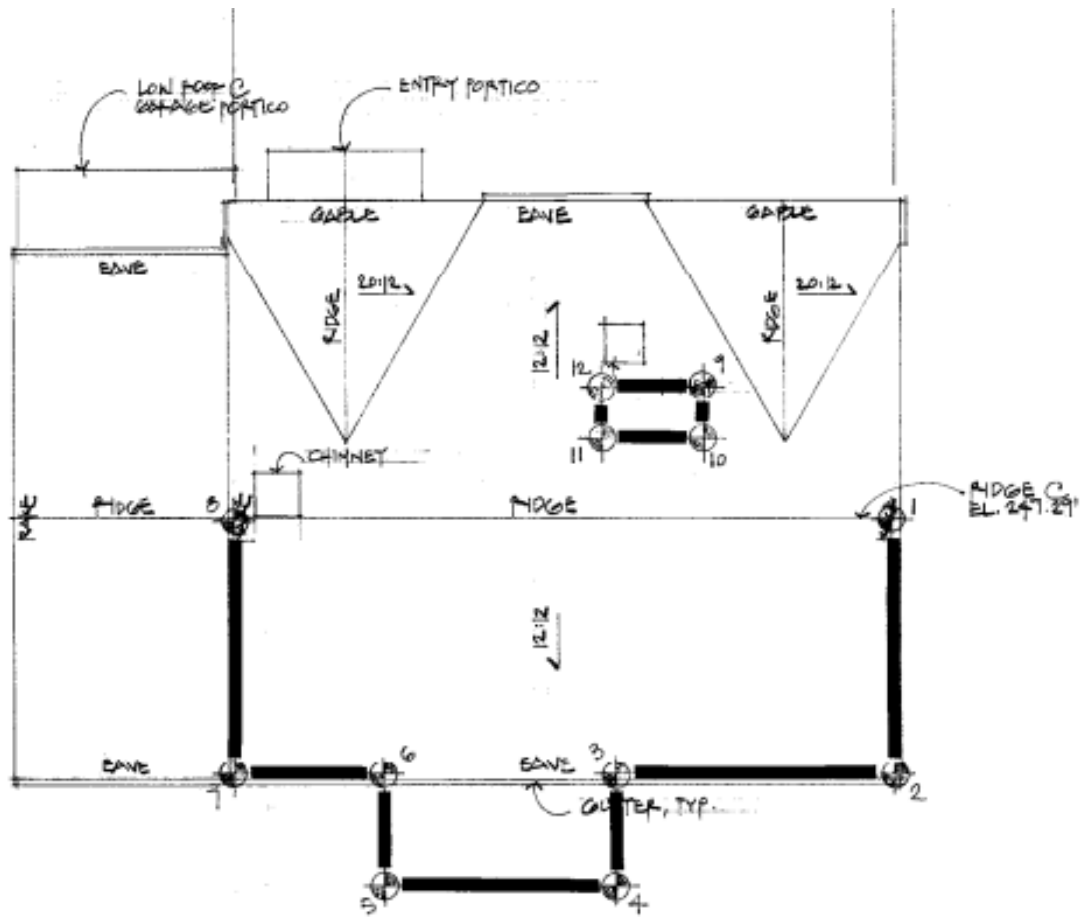


Figure 2. Sample Story Pole Data Table

<u>Pole Number</u>	<u>Base Grade Elevation</u>	<u>Proposed Maximum Elevation</u>	<u>Story Pole Height from Base Grade Elevation</u>
1	230'	247.29'	17.29'
2	225'	240'	15'
3	225'	240'	15'
4	222'	238'	14'
5	222'	238'	14'
6	225'	240'	15'
7	225'	240'	15'
8	230'	247.29'	17.29'

Figure 3. Sample Story Pole Height and Location Certification

SAMPLE

STORY POLE HEIGHT AND LOCATION CERTIFICATION

Instructions: The Story Pole Height and Location Certification and Story Pole Data Table must be executed for a registered land surveyor, architect, or civil engineer directly on a copy of the Story Pole Plan. The completed certification must be submitted to the City prior to the application being deemed complete by staff.

Required Certification Statement:

I hereby certify that the story poles located on the referenced site were constructed under my supervision and survey, and the story poles are in conformance with the design, height, and location as shown on the story pole plan. I further certify that 1) the story pole identification numbers, 2) story pole location base grade elevations, 3) story pole heights, and 4) the proposed maximum height elevations are true and correct. I acknowledge and understand that the required project story poles are for the purpose of informing the owner, architect, designer, City staff, Zoning Adjustments Board, and the public as to the accurate location and exterior dimensions of the proposed structure or addition.

Please stamp & sign below

<hr/> <p>Signature of Architect, Registered Land Surveyor, or Civil Engineer</p> <hr/> <p>Name (Printed or typed)</p> <hr/> <p>License No. / Expiration Date</p> <hr/> <p>Date</p>	<div style="border: 2px solid black; width: 100%; height: 100%;"></div>
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Figure 4 – Story Pole Installation Example

