

# TOWN OF LOS ALTOS HILLS

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## Story Pole Policy

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### **PURPOSE**

To request new construction and some remodels be staked on site and that height poles and fencing shall be erected to provide the decision making bodies (City Council, Planning Commission, Planning Staff) and neighbors with a better visual tool to evaluate proposed construction.

### **POLICY**

Story poles shall be used for the following types of applications:

- New buildings
- Second story additions
- Additions exceeding 900 square feet and increases in roof height
- Accessory structures (exceeding 900 square feet)
- Second units (if in conjunction with new residence or major addition)
- Driveway entrance modifications, sports court and pools (outlined with stakes and ribbon at ground level)
- Open Space easements
- Trees proposed to be removed (marked with ribbons or tags or some type of obvious marker)

*Exceptions may be granted by the Planning Department based on scope of work proposed.*

### **Timing**

Story poles shall be installed approximately two weeks prior to advertising the project for public hearing. Staff will inform the applicant when the story poles should be installed. The story poles shall remain in place until the project has been reviewed at a public hearing and the appeal period has passed. If the project is appealed, the story poles shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed story poles. Please note that public notices will not be mailed until the staking has been completed and approved by staff.

### **Requirements**

The project Surveyor or Civil Engineer shall determine the perimeter points of the proposed structures for story pole installation. Story poles shall be constructed of rigid material (plastic piping is not acceptable) and a two (2) foot wide band of plastic orange snow fencing which must clearly outline the proposed ridgelines and eaves for the new structure, addition and/or accessory buildings. In addition, proposed swimming pools, tennis courts, open space easements, and/or

driveway modifications should be outlined and marked with ribbon at ground level. Please note that all trees proposed to be removed shall be marked with tape, flags, or other obvious identification markers.

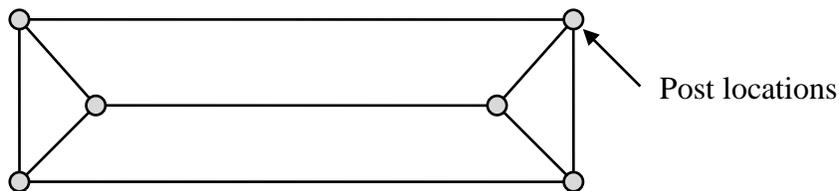
Staff may approve alternative materials for story pole construction for minor projects. If you have questions about materials contact the Planning Department.

Orange snow fencing at least two feet (2') wide must be erected to represent the roofline of the proposed structure/addition. The fencing must be supported by height poles strong enough to accurately maintain the outline and height as shown below (plastic piping is not acceptable).

The height of story poles should indicate the final height of the building (grading should be accounted for in the height of the poles).

**Example:**

Roof Plan



Story Poles

