

TOWN OF LOS ALTOS HILLS

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Story Pole Policy

Revised- 6/8/05

PURPOSE

To request new construction and some remodels be staked on site and that height poles and netting 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 and netting shall be used for the following types of applications:

- New residential and nonresidential buildings.
- Residential second story additions.
- Additions exceeding 900 square feet and increases in roof height.
- Accessory structures and second units.
- Driveway entrance modifications, tennis courts and pools (outlined with stakes and ribbon at ground level).
- 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 and sending notice to neighboring property owners. Staff will inform the applicant when the story poles should be installed. The story poles and netting shall remain in place until the project has been reviewed and the appeal period has passed. If the project is appealed, the netting and ribbons shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed story poles and netting. Please note that public notices will not be mailed until the height poles and netting are installed 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 woven plastic snow fencing which must clearly outline the proposed ridgelines and eaves for the new structure, addition and/or accessory buildings. Additionally, proposed swimming pools, tennis courts and/or driveway modifications

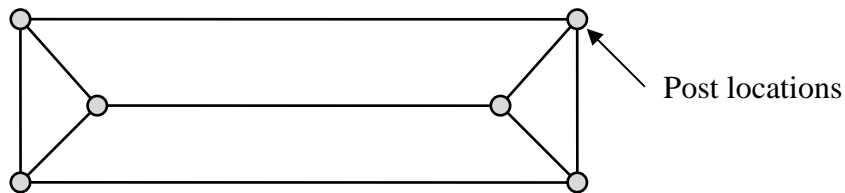
should be outlined and marked with ribbon at ground level. Please note that all trees proposed to be removed shall be marked with tape, flags, or other obvious identification markers.

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

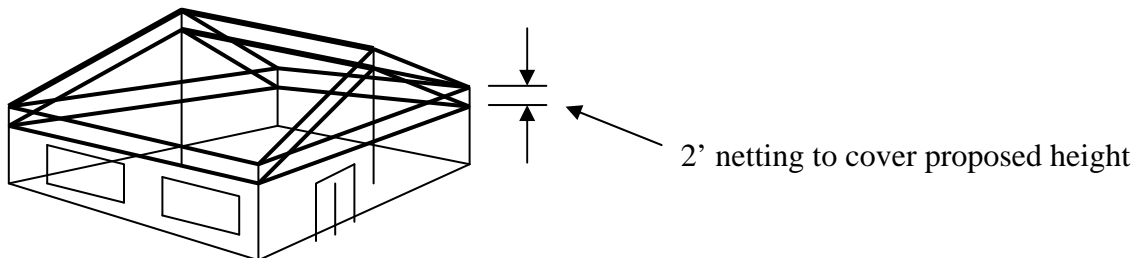
Height Pole and Netting Instructions

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

Roof Plan



Story Poles



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