

CITY OF PIEDMONT  
POLICIES AND PROCEDURES

SUBJECT: Story Poles  
SECTION: Planning

PURPOSE: The purpose of this policy is to enable neighbors, Planning Commissioners and staff to envision the proposed construction of design review applications and ensure the accuracy of the story pole representations, in accordance with Piedmont City Code Sections 17.20.1, and 17.20.3.

POLICY: It is the policy of the Department of Public Works and Planning Department to require the installation and verification of story poles for design review applications when:

1. A new residence and/or any other detached structure requiring design review is proposed;
2. An upper level expansion of an existing residence (including decks and dormers) is proposed, when a neighbor's light, view and/or privacy is in question; and
3. As needed by the staff or Planning Commission to assess the proposed height and/or bulk of large single story expansions or any other proposed expansions.

PROCEDURES: Unless otherwise directed by the Director of Public Works or his/her designee, story poles are to be erected by the applicant or the applicant's representative and verified by a California Licensed Land Surveyor or Licensed California Civil Engineer. Verification must be in the form of a completed Story Pole Certification form that is stamped and signed by the licensed professional along with photographs of the story poles. The Certification form, the format of which shall be determined by the Director of Public Works, shall state that the story poles are in compliance with the proposed application.

The verification shall be submitted to the Department of Public Works no later than 12:00 noon, 14 days before a scheduled Planning Commission hearing in accordance with the schedule attached to this policy. **Without exception, applications that do not have verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.** For Staff Design Review applications, staff will not consider the application to be complete or send the required notice to neighbors until verification is received, and will not take action on the application until at least 14 days from the receipt of the story pole verification. Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

Story poles shall be installed to define the outlines of the proposed construction in order to show the proposed height and mass of the construction. Typically there will be a pole at every proposed corner to indicate the wall planes, and poles that represent roof points, with tape or strings that connect the poles to indicate the roof height, ridges, slopes and relationship to the walls. There are no required materials for the poles, but the poles must be clearly visible and stable (wood and aluminum stud framing and rigid PVC pipes are typical materials), and the tape or strings should be brightly colored, clearly visible and strongly attached. Staff and the Planning Commission may require colored flags or plastic construction netting to help understand the proposed construction. Please contact staff if you have questions about a specific project.

INITIATED: Planning Commission  
APPROVED: March 12, 2012 by PC  
COMPUTER FILE: f:\planning\policies\story pole.904

## STORY POLE VERIFICATION DEADLINE SCHEDULE

### APPLICATIONS SUBJECT TO PLANNING COMMISSION REVIEW

Verification from a California Licensed Surveyor or California Licensed Civil Engineer shall be received in writing to the Department of Public Works no later than 12:00 noon, 14 days before the scheduled hearing in accordance with the Story Pole Policy and Procedures on the reverse side of this schedule. *Without exception, applications that do not have written verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.* Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

<u>MEETING DATES</u> For the meeting of:	<u>VERIFICATION RECEIPT DEADLINE</u> Verification must be received by:
<b>MONDAY, NOVEMBER 14, 2016</b>	<b>NOON, MONDAY, OCTOBER 31, 2016</b>
<b>MONDAY, DECEMBER 12, 2016</b>	<b>NOON, MONDAY, NOVEMBER 28, 2016</b>
<b>MONDAY, JANUARY 9, 2017</b>	<b>NOON, THURSDAY, DECEMBER 22, 2016</b>
<b>MONDAY, FEBRUARY 13, 2017</b>	<b>NOON, MONDAY, JANUARY 30, 2017</b>
<b>MONDAY, MARCH 13, 2017</b>	<b>NOON, MONDAY, FEBRUARY 27, 2017</b>
<b>MONDAY, APRIL 10, 2017</b>	<b>NOON, MONDAY, MARCH 27, 2017</b>
<b>MONDAY, MAY 8, 2017</b>	<b>NOON, MONDAY, APRIL 24, 2017</b>
<b>MONDAY, JUNE 12, 2017</b>	<b>NOON, FRIDAY, MAY 26, 2017</b>
<b>MONDAY, JULY 10, 2017</b>	<b>NOON, MONDAY, JUNE 26, 2017</b>
<b>MONDAY, AUGUST 14, 2017</b>	<b>NOON, MONDAY, JULY 31, 2017</b>
<b>MONDAY, SEPTEMBER 11, 2017</b>	<b>NOON, MONDAY, AUGUST 28, 2017</b>
<b>MONDAY, OCTOBER 9, 2017</b>	<b>NOON, MONDAY, SEPTEMBER 25, 2017</b>
<b>MONDAY, NOVEMBER 13, 2017</b>	<b>NOON, MONDAY, OCTOBER 30, 2017</b>
<b>MONDAY, DECEMBER 11, 2017</b>	<b>NOON, MONDAY, NOVEMBER 27, 2017</b>
<b>MONDAY, JANUARY 8, 2018</b>	<b>NOON, THURSDAY, DECEMBER 21, 2018</b>

### APPLICATIONS SUBJECT TO STAFF REVIEW

Staff will not consider an application to be complete or take action on the application until at least 14 days from the receipt of the story pole verification from a California Licensed Surveyor or California Licensed Civil Engineer.

**City of Piedmont**  
California



*City use only*  
Date Received \_\_\_\_\_  
**Time Received** \_\_\_\_\_

### **STORY POLE CERTIFICATION**

(Must be prepared by a California Licensed Surveyor or Civil Engineer)

On \_\_\_\_\_, I surveyed the story poles located at  
*date*  
\_\_\_\_\_, Piedmont, Ca., related to plans  
*property address*  
submitted as part of design review application \_\_\_\_\_.  
*application number*

I have determined that the story poles are in substantial compliance with the plans dated  
\_\_\_\_\_, and accurately represent the proposed  
*plan date or City date-stamp date*  
construction in terms of dimensions, corner/wall locations, and ridge heights/locations.

**PLEASE STAMP AND SIGN BELOW**

\_\_\_\_\_  
*name (please print)*

\_\_\_\_\_  
*company*

\_\_\_\_\_  
*address*

\_\_\_\_\_  
*phone*

\_\_\_\_\_  
*fax*

\_\_\_\_\_  
*Piedmont Business License #*