

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: 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, along with photographs of the story poles. The verification shall state that the story poles are in compliance with the proposed application and shall be submitted in writing 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 on the reverse side of this policy. **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.** 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.

Story poles shall remain during the 10 day appeal period after the staff or Planning Commission decision, and shall be removed within 14 days after the appeal period ends, unless an appeal is filed, in which case the story poles shall remain until a final decision is made by the Planning Commission or City Council.

INITIATED: Planning Commission

APPROVED: October 11, 2004

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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:
MONDAY, JANUARY 10, 2011	NOON, MONDAY, DECEMBER 27, 2010
MONDAY, FEBRUARY 14, 2011	NOON, MONDAY, JANUARY 31, 2011
MONDAY, MARCH 14, 2011	NOON, MONDAY, FEBRUARY 28, 2011
MONDAY, APRIL 11, 2011	NOON, MONDAY, MARCH 28, 2011
MONDAY, MAY 9, 2011	NOON, MONDAY, APRIL 25, 2011
MONDAY, JUNE 13, 2011	NOON, FRIDAY, MAY 27, 2011
MONDAY, JULY 11, 2011	NOON, MONDAY, JUNE 27, 2011
MONDAY, AUGUST 8, 2011	NOON, MONDAY, JULY 25, 2011
MONDAY, SEPTEMBER 12, 2011	NOON, MONDAY, AUGUST 29, 2011
MONDAY, OCTOBER 10, 2011	NOON, MONDAY, SEPTEMBER 26, 2011
MONDAY, NOVEMBER 14, 2011	NOON, MONDAY, OCTOBER 24, 2011
MONDAY, DECEMBER 12, 2011	NOON, MONDAY, NOVEMBER 28, 2011
MONDAY, JANUARY 9, 2012	NOON, FRIDAY, DECEMBER 23, 2011
MONDAY, FEBRUARY 13, 2012	NOON, MONDAY, JANUARY 30, 2012

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.