

# TOWN OF HILLSBOROUGH

## SAN MATEO COUNTY

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### Requirements for the Installation of Story Poles

*As Approved by the ADRB on July 15, 2002*

Story poles are required for new two-story houses and second-story additions to assist in the visualization of the project on the site, the bulk and mass of the structure, and the differing and maximum heights of the proposed structure.

**Story pole plan:** The applicant must submit a proposed story pole plan and have it approved by the planner in advance of installation. This can be accomplished by bringing the proposed plan to the pre-application meeting, or to the meeting at which the ADRB application is submitted. A separate meeting can be scheduled with the planner for the plan's review and approval, but the cost of the additional staff time must be covered by the applicant.

The plan should be an 8.5" x 11" copy of the roof plan, located on the site plan (or a portion of the site plan). The locations and heights (above existing grade or the existing structure, if applicable) of the proposed poles must be clearly indicated. Ridges and perimeters that will be represented with netting should also be shown on the plan. Rooflines may be simplified for clarity. If there is an existing structure, show the outline of it for reference. Do not use color, as the plans are reproduced in black and white for the ADRB members. See attached example.

**Installation schedule:** The planner will provide a schedule with specific dates for the installation, certification and removal of story poles. Generally, the poles must be installed by no later than 10 days before the ADRB meeting at which the application will be considered. The installation must be certified within 5 days of the installation date. The poles must stay up through the appeal period, which is 15 days after the ADRB's final action on the project, and must be removed no later than 20 days after the ADRB's final action.

**Continued projects:** If a project is continued "off-calendar" for an extended period of time (i.e., more than 3 weeks will pass before the project returns to the Board) story poles must be removed and re-installed prior to the next public hearing on the project. A revised story pole plan must be submitted with the revised plans for the project if the roofline has been changed. Story poles must be re-installed and re-certified by the dates specified by the planner.

#### **Story poles shall be installed as follows:**

1. The second-story portions of the proposed building/addition shall be staked with poles that reach from the foundation (or the existing structure, where applicable) to the roof at an adequate number of locations to be able to determine the bulk and

mass of the structure. It may be necessary to stake more than just the four corners of the building/addition. Additionally, story poles are to be erected at key roof peak/ridge locations (including the highest), to visually demonstrate the different roof heights, and the maximum roof heights. Two-story accessory buildings shall be similarly marked with story poles. One-story portions of the proposed building/addition shall be staked with short ground stakes.

2. All story poles shall represent the final height of the building, with grading accounted for in the height of the poles.
3. All story poles shall be painted with 12" high stripes, alternately black and white, to assist with the visual verification of indicated heights above grade.
4. Netting at least 12" wide of woven plastic fencing, or another equally suited material (in "international orange", yellow, red, or other contrasting color), shall be assembled to represent the proposed structure. Netting must be supported by stakes or support wires that are strong enough to accurately outline the building mass and height. (See attached diagram.)
5. All story poles and netting shall be installed so as to withstand weather (and remain standing and correctly reflective of the plans) until removal, which shall occur no earlier than 15 days after, but no later than 20 days after, the ADRB's final action on the project, unless officially notified by staff that there will be an additional public hearing on the application.
6. If the project includes a new or revised driveway location, it shall be staked with short white stakes where the driveway intersects the property line or the back of pavement.
7. All trees 12" or greater in diameter that are proposed to be removed shall be marked with yellow tape.
8. The location of swimming pools and tennis courts shall be outlined with stakes and ribbon at ground level.
9. To facilitate site visits by staff and the Board, be sure that the site address is clearly marked at the street and that the site is made relatively accessible.

If possible, a copy of the story pole plan and a reduced set of plans should be made available at the site to help those looking at the poles understand what they represent.

**Certification Required:** By no later than 5 days prior to the public hearing, the applicant shall submit certification by a licensed surveyor or civil engineer that the poles have been installed as per the approved plan. The approved plan (showing locations and heights of the poles) shall be attached to the certification. The certification shall bear the professional stamp and signature of the licensed professional.

**Certification by the project architect will no longer be accepted.**

**Failure to install and verify the story poles as required will necessitate a continuance of the public hearing to a subsequent ADRB meeting.**

*If you have any questions, call the Planning Office at 650/375-7411.*

Story Poles 7/02