



## **CITY OF SAN LEANDRO**

Community Development Department · Planning Services

835 East 14th Street · San Leandro, CA 94577

(510) 577 – 3325 · [www.sanleandro.org](http://www.sanleandro.org)

Hours: Monday – Thursday 8:30 am – 3:00 pm; Friday by appointment

# **STORY POLES**

## **Purpose**

For certain new residences, additions and new accessory structures, story poles must be provided by the applicant to delineate the footprint and height of the proposed construction. This gives the decision-making bodies, City planning staff, and neighbors a better visual tool to evaluate the project.

## **Policy**

Story poles shall be used for the following types of applications that require Residential Site Plan Review, or at the discretion of the Zoning Enforcement Official:

### **Residential (RO, RS, and RS-40) Districts**

Major Additions, New Large Homes or Second Story Construction that would result in a residence of 4,000 square feet or larger or an addition that exceeds 100% of the existing residence's floor area.

Residential View Preservation (RS-VP) District (Bay-O-Vista)

All Major Additions, New Large Homes or Second Story Construction greater than 250 square feet.

Exceptions may be granted by the Planning Services Division, based on scope of work proposed.

## **Timing**

Story poles shall be installed prior to advertising the project for public hearing and sending notices to neighboring property owners. 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 and the appeal period has passed. If the project is appealed, they shall remain until the appeal has been acted upon. Story poles associated with a formal application that has been inactive for three (3) months shall be removed until the application review returns to an "active" status. Informal story poles may be placed as part of a pre-application "evaluation phase," however, they may be in place for only a maximum of thirty (30) days. Please note that public notices will not be mailed until the poles are installed and approved by Staff. Failure to do so may result in your application being deemed incomplete or rescheduled for a later hearing.

## **Requirements**

Story poles shall be constructed of 2" x 4" lumber or other sturdy material (if plastic piping is used, it shall be a minimum of schedule 40 PVC). The poles must be able to withstand weather, and to this purpose, guy wires, supports beams or other support measures may be used.

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

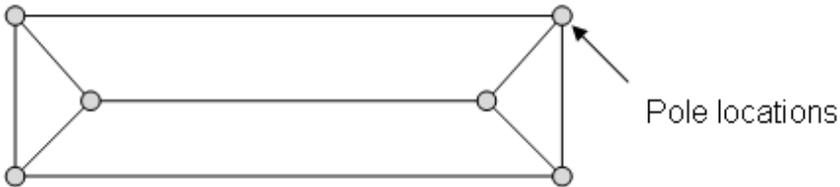
## **Pole Location, Height and Marking Instructions**

Story poles should be erected at the most distant corners of a structure, roof ridgelines, chimneys, balconies and accessory buildings. Story poles for roof overhangs, eaves, chimneys, balconies and accessory buildings may also be required at the discretion of the Planning Services Division.

Demarcation of rooflines is a primary function of story poles. The top two feet of poles must be painted red or orange to better identify the height of the proposed structure in photo analysis. At the discretion of staff, brightly colored ribbons or other types of flagging may be required to be strung between the poles to show location and height of rooflines and the outline of the proposed structure.

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

### Roof Plan



### Certification of Height and Position

There needs to be certification in some form that the heights and locations of the poles are in fact true and correct representations of the proposed structure or addition. For major projects (i.e. not owner-builder projects), a signed statement by a licensed architect, engineer or surveyor on the story pole site plans, stating that the location and height of the poles are true and accurate is required.

### Safety

All story poles need to be erected safely and without putting the public at risk. If at any time the story poles become unsafe, they shall be repaired or removed immediately. The poles shall be removed immediately if determined by the City to be a public safety risk. The applicant shall notify the City when the frame is in place.