



## LOCATION OF STORY POLES – WORKSHEET

### Town of Woodside

2955 Woodside Road

Woodside, CA 94062

650.851.6790

[www.woodsideca.gov](http://www.woodsideca.gov)

Story poles are frequently used in Woodside to help decision makers, staff, neighbors, and other interested parties to visualize the mass of a proposed project and potential visual impacts to adjacent properties and streets. Story poles should reasonably indicate building corners, roof ridges, setbacks, or other physical aspects of the projects.

**Story poles should be erected at least ten days prior to the meeting date, and removed no later than fourteen days after the appeal period ends, unless requested differently by staff.**

Please follow these steps if your project entails a second story addition, a new structure, a major addition, and/or if staff requests that they be erected.

1. Erect poles equal to eave heights at each corner of the proposed structure. Such poles should be erected at appropriate heights to approximate heights of the finished project.
2. Erect story poles equal to the heights of the proposed roof ridges. Poles should be placed at the ends of the ridges.
3. Connect the eave poles and ridge poles with ribbon or boards so that the outline of the proposed structure/project is easily discernible on site. **(See diagram below.)**
4. All story poles need to be erected so as to withstand weather and remain standing until meeting dates.
5. If a new driveway entrance is being proposed, please mark the driveway with white stakes to show where it will enter the road.
6. If address numbers are not clearly seen from the roadway, please place a sign at the property entrance which identifies the address of the property.
7. If a swimming pool and/or gate is proposed, the location(s) of the swimming pool and/or gate shall be shown using stakes for the gate and string or ribbon for the swimming pool.

Contact Planning Staff (650 851-6790) at the Planning Department should you have any questions, or would like direction as to what poles need to be erected.

