



# Town of Corte Madera

## Story Pole Information and Requirements

Planning Department  
300 Tamalpais Dr., Corte Madera  
415-927-5064

### Definition:

Story poles are three-dimensional, full-scale, silhouette structures that outline the location, bulk and mass that a proposed structure or addition will occupy on a site. They are required for certain design review applications and may be requested for any discretionary review where warranted by visual impact or location issues. Story poles allow staff, neighbors and others to assess the location and general massing of a proposed building from various vantage points.

### Requirements:

- The applicant shall provide a **Story Pole Plan** at the time of application. The plan shall indicate the location and height of the story poles, based on the roof plan of the proposed structure. Staff approval of the story pole plan is required prior to installation of the story poles.
- Install story poles to accurately outline the proposed building/addition's major wall planes, gables and ridges. Decks, balconies, entries and other similar features must be shown if staff believes they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of railings.

Story poles shall be constructed of 2x4 or 2x6 lumber or similar other sturdy building material. Story poles should be braced at the base to ensure that they remain correctly positioned and can withstand strong winds, shaking and gravity. A building permit may be required to ensure public safety. Bright orange construction mesh, tape, or similar high-visibility material shall connect poles to show the building's major exterior walls and roof ridgelines. Where grading would change the site's natural grade elevation, story poles shall represent the final height of the building, with grading accounted for in the height of the poles.

- Following construction of the story poles, the applicant shall provide a **Story Pole Certification** (on reverse), signed by a licensed land surveyor or civil engineer, certifying that the poles located on the site were surveyed and found to be in conformance with the project plans and story pole site plan. (Other qualified professionals, such as an architect, may certify the location of the story poles if such measurement is made from a point that can easily be verified in the field, such as the finished floor of an existing structure.)
- Note that if plans are modified, staff may require the story poles and certification to be updated.

### Installation and Removal Timing:

- The story poles must be satisfactorily installed at least 14 days before the scheduled hearing date unless an earlier date is deemed necessary by staff. If at any time the story poles become unsafe or shift location, they shall be repaired and reset immediately. The Town shall not be liable for any damage or injury associated with the erection of story poles.
- Story poles must remain in place until the later of: (1) The expiration of any appeal period to the Town Council; or (2) The final determination on an appeal by the Town Council.
- Story poles must be removed within 10 calendar days following the expiration of the appeal period, unless other arrangements have been made with the Planning Department.

### Exceptions/Compliance

The Director of Planning and Building may grant exceptions to this policy based on unusual circumstances provided that the purposes of this policy are not impaired.

The Zoning Administrator, Planning Commission or Town Council may determine that failure to comply with these requirements is grounds to continue a public hearing to allow the story poles to be installed.



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

## Town of Corte Madera Story Pole Certification

**Instructions: The story pole certification must be performed by a registered land surveyor or civil engineer. Please attach a copy of the roof plan with the surveyed roof ridge elevations labeled.**

I, \_\_\_\_\_ have surveyed  
NAME OF LAND SURVEYOR/CIVIL ENGINEER

the story poles located at \_\_\_\_\_  
ADDRESS OF SUBJECT PROPERTY

on \_\_\_\_\_, which is based on Planning Application  
DATE OF SURVEY

number \_\_\_\_\_, submitted to the Town of Corte Madera  
APPLICATION NUMBER

by \_\_\_\_\_ . The survey was taken from the following  
NAME OF APPLICATION

benchmark: \_\_\_\_\_  
DESCRIPTION/LOCATION OF BENCHMARK

at an elevation of \_\_\_\_\_. The ridge elevations silhouetted are indicated on  
ELEVATION  
the attached plan.

**I have surveyed the building envelope, setbacks and ridge elevations of the story poles and silhouette described above, and I certify that all dimensions, location and elevations are accurate within \_\_\_\_\_ of the plans submitted (Town standard is within 6" maximum).**  
INCHES

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
License Number/Expiration Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

PLEASE STAMP AND SIGN BELOW: