



RESIDENTIAL STORY POLES INFO SHEET

Hours: Monday, Tuesday, Thursday 8 am–4 pm and Wednesday 8 am–3 pm

CITY OF SAN LEANDRO
Community Development Department
835 East 14th Street
San Leandro, CA 94577

Email planner@sanleandro.org
Leave a Message (510) 577-3325

General Information

For certain new residences, additions, and new accessory structures in the RS-VP Zoning District, story poles must be provided by the applicant to delineate the footprint and height of the proposed construction.

Story poles give neighbors, City planning staff, and decision-making bodies a better visual tool to evaluate the project.

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.

WHEN ARE STORY POLES REQUIRED?

You will need to add story poles for your project if it is in the **RS-VP Residential View Preservation Zoning District (Bay-O-Vista)** and meets either one of the following conditions:

[§2.04.412.D.4.d >](#)

- Second Story Construction:** The project results in a second story construction greater than 250 square feet.
- New Large Home or Major Addition:** The addition would result in a residence of 4,000 sf or larger or exceeds 100% of the existing residence's floor area.

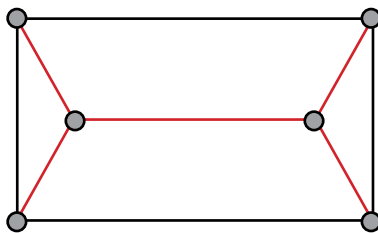
Exceptions may be granted by Planning, based on scope of work proposed.

WHERE SHOULD THE STORY POLE BE INSTALLED?

Show the proposed roof lines is a primary function of story poles. Story poles should be erected at the most distant corners of a structure. In addition, story poles may be required for accessory buildings, chimneys, balconies, roof overhangs, and eaves.

The height of story poles shall indicate the final height of the building. Grading shall be accounted for in the height of the poles.

Example Roof Diagram



- Story Pole Locations
- Ribbon Locations

WHAT MATERIALS ARE USED FOR THE STORY POLES?

The poles must be able to withstand weather.

- Material:** Story poles shall be constructed of 2x4 lumber or other sturdy material. If plastic piping is used, it shall be a minimum of schedule 40 PVC. Guy wires, support beams, or other support measures may also be used.
- Paint:** The top 2 feet of poles must be painted red or orange to better identify the height of the proposed structure in photo analysis.
- Ribbons:** Brightly colored ribbons or flattening material shall be strung between the poles to show location and height of roof lines and the outline of the proposed structure.

WHEN DO I NEED TO PUT UP STORY POLES?

Story poles shall be installed prior to sending notices to neighboring property owners. **Please coordinate with Planning staff, who will inform the applicant when the story poles should be installed.** The applicant shall notify the City when the frame is in place. Failure to do so may result in your application being deemed incomplete or rescheduled for a later hearing.

HOW LONG DO I HAVE TO LEAVE THE STORY POLES UP FOR?

The story poles shall remain in place until the project has been reviewed AND the 15-day appeal period has passed. If the project is appealed, the story poles shall remain until the appeal has been acted upon.

INACTIVE APPLICATION. Story poles associated with a formal application that has been inactive for 3 months shall be removed until the application review returns to an active status.

INFORMAL STORY POLES 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 30 days. Please coordinate with Planning staff.

Check if you are in the RS-V P Zoning District at:

[www.sanleandro.org/zoning >](http://www.sanleandro.org/zoning)

[§#.#.# >](#) Refers to relevant Zoning Code Section.



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Story Pole Examples

