



City of Laguna Beach

Community Development
Department

INFORMATION GUIDE FOR:

Staking a Design Review Project

Background

The City's Design Review process requires stakes to be constructed which depict the elevations and silhouette of a proposed structure or an addition to an existing building. These stakes are commonly called "story poles" and are used by staff, the design review authority and neighbors to help evaluate a project application. Staking is required for projects that involve a new structure, additions greater than 50% of the original floor area, second-story additions to an existing structure, and any addition, which in the estimation of staff or the design review authority, may cause concerns about bulk and mass or view blockage. In the event that required story poles are not erected or incorrectly installed, an application may be continued from its scheduled hearing date to a subsequent meeting so that the story pole requirements can fully be met.

Process

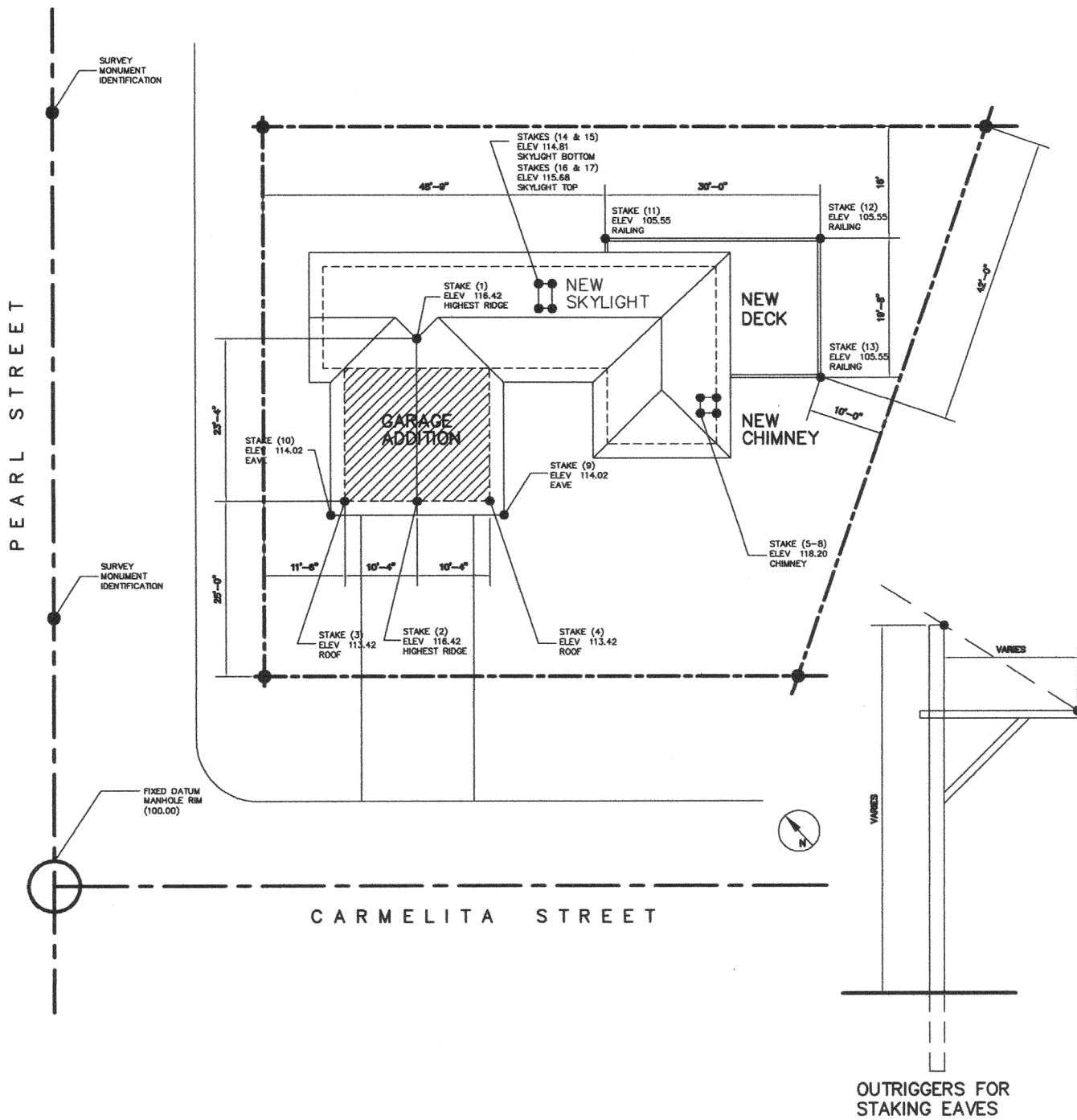
Step 1 – Staking Plan Submittal: One of the requirements of the Zoning Plan Check process is the submittal of a "Staking Plan." This staking plan must be shown as notes and diagrams directly on a copy of the required full-size roof plan. The notes and diagrams must depict both the horizontal relation of the story pole locations to property lot lines, as well as the elevation height of each pole. The staking plan must be developed so that after construction of the story poles there will be an accurate reflection of the proposed building envelope for all proposed structures and/or additions. The staking plan must identify at least two existing or established survey monuments that were used in the survey for the basis of the staking plan. In addition, the staking plan must identify, either in a table or by notations, 1) the pole identification number, 2) the story pole base grade elevation and 3) the story pole height. Story pole elevations must be tied to a datum benchmark location. The datum benchmark location shown on the staking plan must be the same as the datum benchmark location shown on the site plan and preferably on the initial topographic survey. All measurements must utilize this established datum benchmark that will not change over the course of the construction of the project. The staking plan must represent the most distant corners of proposed construction, the maximum roof ridges or parapet heights, chimneys, decks, deck railings, skylights and site walls exceeding five feet in height.

Step 2 – Story Pole Construction Story poles shall be erected at least 21 days prior to the design review authority's first noticed public hearing date (or 14 days prior to administrative design review hearing or a design review continuance), and shall remain in place until action on the project has taken place and the 14-day appeal period has expired. A licensed land surveyor or civil engineer must establish by survey the location of the proposed story poles on the site, as well as the height of each story pole. Staff recommends that the poles be made of 2" x 4" lumber with wire, twine or rope line strung between them to show the various structural elements. "Drooping" plastic poles will not be accepted as an accurate reflection of the building envelope. Small pieces of brightly colored cloth or tape should be tied around the lines to facilitate accurate viewing of the proposed structure. Roof eaves must also be shown as extensions from the main building story poles. The story poles must have, either by direct marking on the pole or by a tagging system, the pole identification number, base grade elevation and pole height. Note that the story poles must show, and the total height must include, all roofing materials. At roof sheathing inspection, a Building Height and Location Certification will be required which must be in conformance with the story pole locations and heights shown on the approved staking plan.

Step 3 – Story Pole Certification and Inspection: A licensed civil engineer or land survey must certify with signature and stamp placed directly on the full-size staking plan that the location and height of the constructed story poles is true and accurate at least 21 days prior to the design review authority's first noticed public hearing date. Prior to the design review authority's first noticed public hearing date, City staff may make an on-site inspection to verify the staking plan construction (number of poles and general staking plan compliance).

Step 4 – Removal of Story Poles: Story poles shall be removed within 20 days after the final project decision and the 14-day appeal period expires. Story poles associated with a development application, which has been inactive for three months, shall be removed until the application review returns to an “active” status.

Sample Staking Plan:



SAMPLE

STORY POLE HEIGHT AND LOCATION CERTIFICATION

Instructions: The Story Pole Height and Location Certification and Story Pole Construction Notes Table or Notations must be executed by a registered land surveyor or registered civil engineer directly on a copy of the full-size roof plan. The completed certification must be submitted to the City at least 21 days prior to the design review authority's first noticed public hearing date (or 14 days prior to administrative design review hearing or a design review continuance).

Required Certification Statement:

I hereby certify that the story poles located on the referenced site were constructed under my supervision and survey, and the story poles are in conformance with the design, height and location as shown on the approved staking plan. I further certify that 1) the story pole identification numbers, 2) story pole location base grade elevations, 3) story pole heights and 4) the proposed maximum height elevations are true and correct. I acknowledge and understand that the required project staking is for the purpose of informing the owner, architect, designer, City staff, design review authority and the public as to the accurate location and exterior dimensions of the proposed structure or addition.

Please stamp & sign below

Signature of Registered Land Surveyor or Civil Engineer

Name (printed or typed)

License No./Expiration Date

Date



Sample
Story Pole Construction Notes Table

Date: _____

Site Address: _____

Datum Benchmark: _____

Name of Surveyor or Engineer: _____

<u>Pole Number</u>	<u>Base Grade Elevation*</u>	<u>Story Pole Height from Base Grade Elevation</u>	<u>Proposed Maximum Elevation</u>

*If standard base grade elevation nails are not feasible because of the existence of rocks, paving or existing structural improvements, then the surveyor or engineer may use an alternative method of establishing horizontal and vertical control for story poles that can be observed in the field. The surveyor or engineer shall describe the control method used directly on the full-size staking plan. Such alternative methods may include painted markings. It is also recognized that sometimes it may not be feasible to set poles due to unforeseen circumstances. In that case, please identify the story poles that were not established and an explanation as to the reason.