



STORY POLE REQUIREMENTS AND CERTIFICATION FORM

City of Sausalito | Community Development Department
420 Litho Street | Sausalito, CA 94965 | (415) 289-4128 | cdd@sausalito.gov

Story poles are required to be installed to depict the outline, bulk, and mass of proposed development. Please review/complete this form, include a copy of the story pole plan, and return to the project planner.

SECTION 1 – STORY POLE REQUIREMENTS (CITY COUNCIL RESOLUTION NO. 4501 & 4539)

1	Story poles shall be installed where there is any change in building footprint, roof elevation, or building bulk.
2	Story poles shall be certified by a registered land surveyor or civil engineer.
3	The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridge lines connecting to each building corner at finish roof elevation. Appendages such as dormers, bays, and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of railings.
4	The story pole plan shall show the location of the connecting tape and respective elevations.
5	Story poles shall be installed at least 10 days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
6	The story poles shall be marked in one (1) foot increments.

- Protected trees must not be altered or removed to erect story poles without prior permitting.
- This certification form must be submitted to staff prior to public noticing for a public hearing.

SECTION 2 – STORY POLE CERTIFICATION BY QUALIFIED PROFESSIONAL

All fields are required.

PROJECT ADDRESS	
PROJECT ID NUMBER	
STORY POLE PLAN PREPARER	
STORY POLE PLAN DATE (MM-DD-YY)	
INSTALLATION DATE (MM-DD-YY)	
CERTIFICATION DATE (MM-DD-YY)	

I, the undersigned, hereby certify under penalty of perjury, that the story poles for the subject project herein identified have been installed and are in compliance with the City of Sausalito’s established story pole requirements.

COMPANY NAME	
PRINTED NAME	
TITLE	
SIGNATURE	
EMAIL	
MAILING ADDRESS	
PROFESSIONAL STAMP	

I have attached a copy of the story pole plan (8.5"x11") to this form.

SIGNATURE	
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