

# TOWN OF PORTOLA VALLEY

## APPLICATION FOR ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC) APPROVAL

PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_ APN: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

OWNER TELEPHONE: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

ARCHITECT, DESIGNER OR ENGINEER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

DETAILED PROJECT DESCRIPTION: \_\_\_\_\_

IS PROPERTY LOCATED WITHIN THE FLOOD PLAIN? \_\_\_\_\_

TOTAL NEW (ADDITION) SQ. FT.: \_\_\_\_\_

TOTAL OVERALL SQ. FT.: \_\_\_\_\_ TOTAL BASEMENT SQ. FT.: \_\_\_\_\_

### A SITE DEVELOPMENT PERMIT MAY BE REQUIRED:

**TOTAL AMOUNT OF EXCAVATION AND FILL** (except excavations below finished grade for basements, footings of buildings, retaining walls, septic tanks, drainfields, and swimming pools. However, fill from such excavations must be counted in the total): \_\_\_\_\_ cubic yards. If this cut+fill exceeds 50 cubic yards, you are subject to a site development permit in addition to ASCC review.

**PLEASE SEE THE ASCC APPLICATION CHECKLIST FOR ALL PLANS, DOCUMENTS, AND MATERIALS THAT ARE REQUIRED FOR A COMPLETE APPLICATION AND SUBMIT THIS CHECKLIST WITH YOUR APPLICATION PACKAGE.**

**APPLICATIONS THAT ARE INCOMPLETE  
WILL NOT BE ACCEPTED**

**Story Poles Must be Erected for all New Residences, 2<sup>nd</sup> Story Additions, and Accessory Buildings**

\*Engineers/Surveyors must use town monuments as official benchmarks. All maps and plans submitted for review shall indicate which monument was used as the benchmark. After completion of the project, an AutoCAD (ver. 2011) file of the plan must be submitted to the Town prior to final sign off. Town monument maps are available at Town Hall.

### PLEASE NOTE

To facilitate processing and ASCC review of your project, all plans must be complete and prepared in conformity with Portola Valley Zoning and Site Development Ordinances and Design Guidelines. Copies of these documents are available for reference at Town Hall and on our website at [www.portolavalley.net](http://www.portolavalley.net). If you need help in understanding the ordinances or guidelines please contact Assistant Planner, Carol Borck at Town Hall (650/851-1700) Monday through Friday between 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 3:00 p.m. Further, if your project is a new house, or will result in significant changes to the existing site conditions, you will need to have a pre-application meeting Planning staff. Contact Carol Borck to arrange.



**TOWN OF PORTOLA VALLEY**  
**PLANNING DEPARTMENT**  
765 PORTOLA ROAD  
PORTOLA VALLEY, CA 94028  
TEL. (650) 851-1700 • FAX (650) 851-4677

**ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC)**  
**APPLICATION CHECKLIST**

**Note:** If your project is a new residence or will result in significant changes to the existing site conditions, you are required to have a **pre-application meeting** with Planning staff. Contact Assistant Planner to arrange (650) 851-1700 x. 211.

❖ **Applicants must submit the following (incomplete applications will not be accepted):**

- Completed ASCC application form
- Completed ASCC application checklist
- Appropriate fee and deposit
- Signed Statement of Understanding form
- Ten (10) sets of required plans - two (2) full size (24 x 36) sets, seven (7) reduced, and (1) 8 ½ x 11. Additionally, you must provide a .pdf copy.
- Two (2) 8 ½" x 11" colors/materials boards
- Two (2) sets of exterior lighting cut sheets
- Two copies of arborist report (if applicable)
- Completed Outdoor Water Use Efficiency Checklist
- Completed Water Budget (if applicable/proposing sod lawn)
- Completed Stormwater Control Requirements Checklist
- Completed Build-It-Green Green Building Checklist form (either for new residence or addition/remodel, as applicable) that meets at least the minimum required points under the Town's Green Building Ordinance. Please visit [www.builditgreen.org](http://www.builditgreen.org)

❖ **Plans shall be to scale and include:**

- Site Plan
  - Note existing, proposed, and allowed square footages for floor area & impervious surface
  - Full parcel dimensions – partial site plans will not be accepted
  - All existing and proposed buildings/structures
  - Yards (setbacks) and open spaces
  - Walls and fences
  - Recycling and trash enclosures
  - Off-street parking
  - Access (pedestrian/vehicular/equestrian/internal circulation)
  - Easements for public utilities, public and private trails, and access
  - Existing grades and proposed finished grades and drainage plan certified by a registered civil engineer or licensed land surveyor
  - \*Engineers/surveyors must use official Town benchmarks (see Town Hall for info)

- Floor Plans (existing and proposed)
- Demolition Plan
- Roof Plan (including any proposed skylights or solar photovoltaics)
- Building Sections
- Building Elevations (existing and proposed)
  - Plans must call out all proposed colors and materials for all structures
  
- Landscape/Planting/Irrigation Plans
  - Consistent with Town's landscaping guidelines and Outdoor Water Ordinance
  - Utilization of Town's native plant list
  - Does not include Town's "discouraged plants" or other non-native, invasive vegetation
  - If project includes any proposed fencing, enclosures, arbors, walls or other landscape structures, you must also include colors/materials and elevation details for these features
  
- Exterior & Landscape Lighting Plans
  - Consistent with Town's lighting regulations & Design Guidelines
  - As per Building Code, one light at each door leading to grade is permitted
  - Identify proposed light fixture by type, location, and illumination intensity
  - Provide fixture cut sheet for each proposed fixture
  
- ❖ **Colors and materials boards shall include:**
  - Roofing, building/window/railing/site colors, materials (use small chips/samples on board)
  - 2 copies, no greater than 8 1/2" x 11"
  - If colors/materials will match existing, provide color photos
  - Please note that all colors and materials must meet the Town's light reflectivity requirements as described in the Town's Design Guidelines
  
- ❖ If project is located within a **Homeowner's Association (HOA)**, you must also complete the HOA design review prior to ASCC action on your application. The following areas have active HOAs with design review requirements, and it is the applicant's responsibility to work with representatives of the HOA:
  - Westridge Subdivision
  - Oak Hills Subdivision
  - Portola Valley Ranch Subdivision
  - Blue Oaks Subdivision
  - Portola Green Circle Subdivision
  - Oak Forest Court
  
- ❖ If project is a **new residence, a major addition/remodel, accessory building, or any addition of a 2<sup>nd</sup> story**, then **story poles** must be erected at least 10 days prior (however, installation as soon as possible is preferred) to the ASCC meeting that the project will be reviewed. Your story poles must be verified in the field and 9 copies of the story pole plan submitted for ASCC review. If you are uncertain whether your project requires story poles, contact the Assistant Planner at (650) 851-1700 ex. 211. Please refer to the Town's Story Pole Requirements.



**TOWN OF PORTOLA VALLEY**  
**PLANNING DEPARTMENT**  
**Statement of Understanding**

*PLEASE COMPLETE, SIGN AND RETURN WITH YOUR APPLICATION*  
The person responsible for payment of application charges must sign.

In signing this Statement of Understanding in conjunction with the attached application of the

Town of Portola Valley for \_\_\_\_\_  
(location of property)

I understand that charges for Town professional staff and consultant time spent processing this application will be based on an hourly rate and that costs necessary to process the application will be billed to me. Consultant charges are based on actual costs. Further, I understand that, in addition to an application fee, there is an initial deposit that these charges will be billed against. If my deposit is reduced to less than 30 percent of the original deposit, I understand I will be asked to increase the deposit to its initial amount. If the final costs are less than the deposit, the unused portion will be returned to me at the conclusion of the process.

I understand that if my deposit remains at or below 30 percent of the original deposit more than 10 calendar days after receipt of notice from the Town to increase the deposit, the Town will stop all processing of the application and will withhold any permits, except as necessary to meet statutory deadlines for action on the project.

If on-going costs ever exceed the deposit, I understand I will be billed for the additional charges at actual cost. I understand that payment is due upon receipt of billing.

I understand that money remaining in the deposit account will be returned to me, upon approval of the warrant list, following completion of the project. The account will remain open until all payment of invoices have been received from applicants; and:

- a. *Subdivisions* – when final maintenance bond is released by the Town or when all conditions of approval are fulfilled, whichever is later (the deposit may be reduced for subdivisions when a maintenance surety is placed with the Town).
- b. *All other applications* – when the Town issues final building inspection clearance, or when work for which the permit was issued is satisfactorily completed.
- c. *If application is denied* – after the appeal period has ended or processing of the appeal is completed.
- d. *If application is withdrawn* – following completion of any remaining staff work on the application.

I assume full responsibility for all costs incurred by the Town in processing this application including, but not limited to charges by the Town Engineer and outside consultants including, but not limited to, the Town Geologist, the Town Planner, and the Town Attorney. I understand that I am responsible for payment of the costs involved with this application even though the property or project may be sold or assigned to other parties. It is my responsibility to have this agreement replaced by a new agreement if payment responsibility is to be transferred to another party.

The following are **examples** of billable tasks performed by various staff or consultant personnel. This list is not intended to be complete.

- |    |                    |    |   |
|----|--------------------|----|---|
| -- | informal meetings  | -- | scheduling                                |
| -- | formal meetings    | -- | action letters                            |
| -- | posting            | -- | counter or telephone explanations         |
| -- | neighbor inquiries | -- | consultant review of issues and documents |
| -- | report preparation | -- | consultant preparation of documents       |
| -- | noticing           | -- | condition enforcement                     |
| -- | permit issuance    | -- | site visits                               |
| -- | referral inquiries | -- | actions related to violations             |
| -- | plan check         | -- | building inspections                      |

**NAME AND CURRENT MAILING ADDRESS OF PERSON TO BE BILLED:**

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## RESIDENTIAL OUTDOOR WATER USE EFFICIENCY CHECKLIST

### To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Project Information

New Construction  Rehabilitated  Other:

Single Family  Multi-Family  Commercial  Institutional  Irrigation only  Industrial  Other:

Applicant Name (print): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Project Site Address:		<b>Agency Review</b>	
		(Pass)	(Fail)
Project Area (sq.ft. or acre):	# of Units:	# of Meters:	
For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq.ft.):	<input type="checkbox"/>	<input type="checkbox"/>
	Turf Irrigated Area (sq.ft.):	<input type="checkbox"/>	<input type="checkbox"/>
	Non-Turf Irrigated Area (sq.ft.):	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigated Special Landscape Area (SLA) (sq.ft.):	<input type="checkbox"/>	<input type="checkbox"/>
	Water Feature Surface Area (sq.ft.):		
Landscape Parameter	Requirements	Project Compliance	
<b>Plant Material</b>	Low water using plants are installed for at least 80% of plant area	<input type="checkbox"/> Yes	<input type="checkbox"/>
		<input type="checkbox"/> No, See Special Landscape Area and/or Recycled Water Area	<input type="checkbox"/>
<b>Turf</b>	No turf proposed	<input type="checkbox"/> Yes	<input type="checkbox"/>
		<input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>
	There is no turf in parkways < 10 feet wide	<input type="checkbox"/> Yes	<input type="checkbox"/>
		<input type="checkbox"/> No, if adjacent to a parking strip	<input type="checkbox"/>
	All turf is planted on slopes ≤ 25%	<input type="checkbox"/> Yes	<input type="checkbox"/>
<b>Hydrozones</b>	Plants are grouped by Hydrozones	<input type="checkbox"/> Yes	<input type="checkbox"/>
<b>Compost</b>	At least 4 cubic yards per 1,000 sq ft to a depth of 6 inches	<input type="checkbox"/> Yes	<input type="checkbox"/>
		<input type="checkbox"/> No, See Soil Test	<input type="checkbox"/>
<b>Mulch</b>	At least 3-inches of mulch on exposed soil surfaces	<input type="checkbox"/> Yes	<input type="checkbox"/>
<b>Irrigation System</b>	Use of automatic irrigation controllers that use evapotranspiration or soil moisture sensor data and utilize a rain sensor	<input type="checkbox"/> Yes	<input type="checkbox"/>
	Irrigation controllers do not lose programming data when power source is interrupted	<input type="checkbox"/> Yes	<input type="checkbox"/>
	Irrigation system includes pressure regulators	<input type="checkbox"/> Yes	<input type="checkbox"/>
	Manual shut-off valves are installed near the connection to the water supply	<input type="checkbox"/> Yes	<input type="checkbox"/>
	All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher	<input type="checkbox"/> Yes	<input type="checkbox"/>
	Areas < 10 feet shall be irrigated with subsurface irrigation	<input type="checkbox"/> Yes <input type="checkbox"/> No, but there is no runoff or overspray	<input type="checkbox"/>

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

<b>Metering</b>	Separate irrigation meter	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required if < 5,000 sq ft	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming Pools / Spas</b>	Cover highly recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Features</b>	Recirculating	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation</b> (per section 492.3)	Project Information	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Water Efficient Landscape Worksheet (optional if no turf and 80% native, low water use plants)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Soil Management Report (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Landscape Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Grading Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
<b>Audit</b>	Post-installation audit completed	<input type="checkbox"/> Completed by professional	<input type="checkbox"/>	<input type="checkbox"/>



<p><b>Auditor:</b></p> <p><b>Materials Received and Reviewed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Information</li> <li><input type="checkbox"/> Water Efficient Landscape Worksheet</li> <li><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</li> <li><input type="checkbox"/> Post-Installation Audit</li> <li><input type="checkbox"/> Landscape Design Plan</li> <li><input type="checkbox"/> Soil Management Report</li> <li><input type="checkbox"/> Irrigation Design Plan</li> <li><input type="checkbox"/> Grading Design Plan</li> </ul> <p><b>Date Reviewed:</b></p> <p><input type="checkbox"/> Follow up required (explain):</p> <p><b>Date Resubmitted:</b></p> <p><b>Date Approved:</b></p> <p><b>Dedicated Irrigation Meter Required:</b></p> <p><b>Meter sizing:</b></p>	<p style="text-align: center; background-color: #cccccc;"><b>Material Distributed to Applicant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regional Water Efficient Landscape Ordinance</li> <li><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</li> <li><input type="checkbox"/> Water Efficient Landscape Worksheet</li> <li><input type="checkbox"/> Plant List</li> <li><input type="checkbox"/> Other:</li> </ul> <p style="text-align: center; background-color: #cccccc;"><b>Measures Recommended to Applicant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drip irrigation</li> <li><input type="checkbox"/> Plant palate</li> <li><input type="checkbox"/> Grading</li> <li><input type="checkbox"/> Pool and/or spa cover</li> <li><input type="checkbox"/> Dedicated irrigation meter</li> <li><input type="checkbox"/> Other:</li> </ul>
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**Comments:**

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## Selected Definitions:

ET <sub>o</sub>	Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.
SLA	Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
Professional	Professional is a "certified professional" or "authorized professional" that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.
Water Feature	A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

# Stormwater Requirements Checklist

## For Small Projects

Municipal Regional Stormwater Permit (MRP)  
Order No. R2-2009-0074 ; Order No. R2-2011-0083  
NPDES No. CAS612008

**Complete this form for stand-alone single family home projects that create and/or replace 2,500 square feet or more of impervious surface.** (*Impervious Surface: A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/stormwater. Impervious surfaces include, but are not limited to, roof tops; walkways; patios; driveways; parking lots; storage areas; impervious concrete and asphalt; and any other continuous watertight pavement or covering.*)

### Project Information

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project APN: \_\_\_\_\_

### Select Appropriate Site Design Measures

Does the project create and/or replace 2,500 square feet or more of impervious surface<sup>1</sup>?  Yes  No

- *If yes, and the project will receive final discretionary approval on or after December 1, 2012, the project **must include one of Site Design Measures a through f.**<sup>2</sup> Fact sheets regarding site design measures a through f may be downloaded at [http://www.flowstobay.org/bs\\_new\\_development.php#flyers](http://www.flowstobay.org/bs_new_development.php#flyers).*
- *If no, or the project will receive final discretionary approval before December 1, 2012, the project is encouraged to implement site design measures<sup>3</sup>, which may be required at municipality discretion. Consult with municipal staff about requirements for your project.*

Is the site design measure included in the project plans?

Yes	No	Plan Sheet No.
<input type="checkbox"/>	<input type="checkbox"/>	a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input type="checkbox"/>	<input type="checkbox"/>	b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.

Name of applicant completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes/Comments (for municipal staff use only):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Complete the C.3/C.6 Development Review Checklist if the project is not an individual single family home, and it creates and/or replaces 10,000 square feet or more of impervious surface; or if it is a restaurant, retail gasoline outlet, auto service facility, or parking lot project that creates and/or replaces 5,000 square feet or more of impervious surface.

<sup>2</sup> See MRP Provision C.3.i.

<sup>3</sup> See MRP Provision C.3.a.i.(6).

# Story Poles

## Requirements and Guidelines

The placement of story poles is extremely helpful and important during the course of Town architectural review of applications for new development. Proper and accurate placement of story poles provides a demonstration of the planned rooflines and heights and some indication of the potential massing of the proposed structure. Story poles enhance understanding of the project and potential impacts not only for the Town's Architectural and Site Control Commission (ASCC) and staff, but also for the residents of neighboring properties and home owner association committees that may be involved in review of the project. The statements that follow set forth the Town's ordinance requirements and guidelines associated with the placement and removal of story poles.

Municipal Code Section 18.64.040.D. requires that the perimeter of all proposed structures are to be clearly staked and labeled on the site at the time of submittal of an application for ASCC review. The staking is to be maintained throughout the time period the application is under review by the Town. Pursuant to this ordinance section, the ASCC may also require that the actual bulk of the structure be demonstrated through story poles and ridgeline taping.

Staff will inform an applicant and/or his or her designer during the pre-application meeting if story poles will be required for the proposed project. If it is determined story poles are to be placed on the project site, a site plan depicting the proposed location of the story poles shall be provided for staff review at the time application is made for architectural review. The above notwithstanding, pursuant to the policy of the ASCC story poles ***must*** be installed as part of the application review process for all proposals for new residences.

The story poles should be in place for review at least 10 days prior to the scheduled hearing date with the ASCC. Staff will inform an applicant and/or designer of the anticipated hearing date in order to provide adequate time for placement of the story poles. Once the application has been reviewed and acted on by the ASCC (i.e., to approve, conditionally approve or deny the project), the story poles shall remain in place during the 15 day architectural review appeal period, and removed no later than 10 days after the appeal period has expired. If an application has been appealed, the poles shall remain in place during the appeal process and then be removed within 10 days of completion of action on the appeal.

The key factors in the placement of story poles are that the poles accurately show locations and proposed heights and remain "accurately" in place during the course of project review. *If poles are not installed accurately, the ASCC may continue project review until such time that the pole placement has been corrected.*

In addition to the above, the following story pole guidelines should be followed:

- The story pole site plan shall clearly identify where the story poles have been placed, what they model and the heights of the story poles relative to existing ground elevation. The tops of the story poles should accurately match the heights of the features they are modeling and the heights of the poles should be clearly recorded on the site plan. The story pole plan and the actual placement of the story poles shall be certified by the project surveyor, engineer or architect.
- The story poles should model the proposed ridgeline heights and should outline the locations where the roofs meet the planned wall planes and not the roof eave extensions.
- The tape used to outline the ridges and tops of walls should be tightly strung and have sufficient size and color to be readily identifiable from reasonable distances. Further, the story poles should be of sufficient size, 2"x4" or heavier boards, and placed with sufficient support to stand for two weeks without leaning so that taping can be as stable as possible during the project review process.
- If, during the course of project review, a design change is made or required by the ASCC that changes the planned heights, the story poles shall be modified if required by the ASCC. If the story poles are required to be modified, they shall be in place in the modified condition at least 10 days prior to final ASCC action.

If the application requires public hearing review by the Planning Commission, the story poles shall remain in place until the Commission has completed its review. Once the application has been reviewed and acted on by the Planning Commission, the story poles shall remain in place during the appeal period, which will be 15 or 30 days after the action depending on the nature of the specific application. The poles shall be removed within 10 days of the expiration of the appeal period. If an application has been appealed, the poles shall remain in place during the appeal process and removed within 10 days of completion of the action on the appeal.

Timely removal of story poles maintains the visual quality of the Town and is respectful of relationships with neighbors.