

To: Applicants  
From: Architectural Review Board  
Subject: **Staking Requirements for Building Projects**

The Architectural Review Board has adopted a policy effective July 25, 1989 requiring staking of building projects. The purpose of the staking requirement is to facilitate review of applications by providing accurate information about the proposed construction and its relation to the site and to adjacent properties.

### **Which projects require staking?**

The requirement applies to new construction and major additions. Other projects (for example, where construction is proposed in proximity to trees) may be determined by staff to require staking.

### **When does the ARB review the staking?**

All projects requiring staking are to be staked prior to concept review (or prior to site plan review for a use permit application). ARB field trips to the site are conducted at noon on the day of the meeting. Staking is to be installed by the day of the field trip.

### **What are the staking requirements?**

1. Stake outside corners of proposed construction. Indicate location of stakes on the site plan.
2. Provide stake marked to show first level floor elevation.
3. String all property lines where determined necessary by staff.

In cases where staff determines that building height is a significant concern, story poles will be required at corners of proposed construction.

Please contact the Community Development Department at (831) 648-3190 if you have questions or need further information.