



CITY OF SAUSALITO

Community Development Department
420 Litho Street • Sausalito, California 94965
Telephone: (415) 289-4128
www.sausalito.gov

August 28, 2024

Austin Carrier
2033 Lovall Valley Road
Sonoma, CA 95476

RE: Notice of Incomplete Application; DR/VA 2023-00086
303 Bridgeway Boulevard, Sausalito, CA

Dear Austin Carrier,

On July 30, 2024, the City of Sausalito's Community Development Department received the application materials and filing fee requesting approval of a Design Review Permit and Variance application pertaining to the above noted property, which is the official filing date for the application. After staff review, it has been determined the application is incomplete.

The following comments must be addressed before the application may be deemed complete:

Community Development Department

1. **General**: Variance application required for relief from encroachment into required setbacks for both proposed front and rear additions per SMC 10.40.170(D)(1).
2. **General**: Have licensed architect, engineer, and/or landscape architect complete the "Copyright Materials Release" portion of the General Application form.
3. **General**: Provide a dated Narrative Letter describing project proposal.
4. **General**: Provide written explanations for each of the Design Review Permit Findings per SMC 10.54.050(D), each of the Heightened Review findings per SMC 10.54.050(E), and each of the Variance application Findings per SMC 10.68.050.
5. **General**: Provide a copy of the property's Title Report.
6. **General**: Clarify on Planning Application and Submittal Requirements form if this project requires a Statement or Preliminary Plan for undergrounding of utilities per SMC 18.08.
7. **General**: Provide additional sheet in plan set showing diagrams drawn to scale and details including proposed height, length, and depth of footing for proposed retaining walls.
8. **Sheet A1.1**: Show Construction Staging area(s) on Proposed Site Plan to indicate where equipment and materials will be stored during construction.

August 28, 2024

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9. Sheet A1.1: Label all retaining walls on existing and proposed site plans.

Resubmittal Instructions

Please address ALL comments prior to resubmitting documents for review. Piecemeal resubmittal documents will not be accepted as it makes it impossible to complete a review within established timeframes. A letter responding to each comment is also required with the resubmittal in order to provide helpful context for reviewers as they review the revised documents.

To facilitate processing of the resubmittal once all associated documents have been revised, please first contact me at ablair@sausalito.gov and I will send a link via e-mail to a Microsoft OneDrive folder pertaining to this project. Once you have received the OneDrive folder link, you may upload the revised documents requested in this Notice of Incomplete. Upon uploading all documents requested, please alert me via e-mail and I will first ensure all requested documents have been provided before routing the documents for review.

I am available to discuss any questions you may have regarding these comments. My phone number is (415) 289-4131.

I look forward to receiving the requested information and completing this application.

Sincerely,



Adam Blair, *Assistant Planner*