



CITY OF SAUSALITO

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

December 4, 2024

Darius Abolhassani
DAC Associates, Inc.
388-390 Sausalito Boulevard
Sausalito, CA 94965

RE: Notice of Incomplete Application; Project ID: 2024-00130
388-390 Sausalito Boulevard, Sausalito, CA.

Dear Mr. Abolhassani,

On November 7, 2024, the City of Sausalito Community Development Department received resubmitted application materials requesting approval of an Administrative Design Review Permit and Encroachment Agreement pertaining to the above noted property. After staff review, it has been determined that the application is incomplete.

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

Community Development Department

1. **General**: Please amend your General Application form to include the following:
 - a. Applicant and Property Owner's signatures under the "Certification and Signatures" section of the application form.
 - b. Engineer's signature under the "Copyright Materials Release" section of the application form.
2. **General**: Please fill out our Planning Permit Application Submittal Requirements form and provide any additional information outlined in the form.
3. **General**: Please provide a letter detailing an explanation for how each required findings of approval can be made for the Encroachment Agreement portion of your application. Please refer to Sausalito Municipal Code (SMC) [10.56.060](#) for the required findings for Encroachment Agreements.

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 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,

A handwritten signature in black ink, appearing to read "Adam Blair". The signature is fluid and cursive, with a long horizontal stroke at the end.

Adam Blair, Assistant Planner