



# CITY OF SAUSALITO

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

January 7, 2025

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 December 16, 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: Site Plans in revised plans shall be updated to reflect the location of structures in relation to property lines.
  - a. Sheet S-3.0 the set of plans received 7/31/2024 reflects the accurate location of property lines in relation to existing and proposed structures. Site Plans in revised set of plans shall be updated to match these 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 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](mailto: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", with a long horizontal line extending to the right.

Adam Blair, Assistant Planner