



CITY OF SAUSALITO

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

August 14, 2024

William Pearson
388-390 Sausalito Boulevard
Sausalito, CA.
94965

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

Dear Mr. Pearson,

On July 30, 2024, the City of Sausalito Community Development Department received application materials requesting approval of an Administrative Design Review Permit and an Administrative Encroachment Agreement pertaining to the above noted property. After staff review, it has been determined that the application submitted is incomplete. Several items required in the City's Planning Application Submittal Requirements are not provided (see **Attachment 1**).

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

Community Development Department

1. Narrative Letter. Please provide a narrative letter with a detailed description of the proposed project providing rationale for proposed architectural and site design solutions and the entitlements sought.
2. Findings. Please provide a letter detailing the explanation for how each required finding of approval can be made. Please see Sausalito Municipal Code Sections 10.54.050 D and 10.56.060 for the required findings for Design Review Permits and Encroachment Agreements.
3. Boundary Survey. Please provide the previously completed boundary survey showing the location of property lines.
4. Elevations. Please provide existing and proposed elevations of the entire retaining wall system and exterior improvements complete with stairs and decking. Please provide the existing and proposed western elevation of the residence with new window and door openings.

5. Project Plans. Sheet S-1.0. Project description needs to be revised to include all work completed without permits, including the addition of decking (both levels), stairs, and window and door openings added to the residence.
6. Project Plans. Sheet S-2.0. Please clearly label existing (e) residence, and new (n) lower-level decking, and new (n) window and door openings. Please show the access and circulation plan for the exterior improvements.
7. Project Plans. Sheet S-4.0. Please correctly locate and label the property line on the site plan image. The image provide is incorrect.
8. Landscape Plan. Please provide size, height, and location of existing and proposed plants with their Latin plant names. Please show the method and extent of the irrigation system.

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 mmandich@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) 289-4135.

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

Sincerely,



Matthew Mandich, Senior Planner

ATTACHMENTS:

1. Planning Application Submittal Requirements