



March 24, 2026

Sandbank Construction
Attn.: Matthew Burns
1127 Grant Avenue, Ste. 3
Novato, CA 94947

Delivered via Email: matthew@sandbankinc.com

**RE: 924 GRANT AVENUE MIXED-USE; APPLICATION COMPLETENESS STATUS;
FILE No. DR2025-396; 924 GRANT AVENUE; APN: 153-046-06**

Dear Mr. Burns:

The City of Novato Community Development Department (“Department”) received Sandbank Construction’s (“Sandbank”) revised application materials on February 25, 2026, for 924 Grant Avenue Mixed-Use Project (“Project”), for the property at **924 Grant Avenue** (“Project Site”). Based on this review, the Department has determined the applications for the Project remain **incomplete**.

The Department will be sending separate correspondence addressing the Project’s consistency with applicable objective standards.

Application Completeness

Design Review Application

The following items, as listed in the [Design Review](#) information handout (Pages 2 to 5) are required for a complete Design Review project submittal.

(A) Site Plan. *Please address the following plan deficiencies.*

- Provide location and type of all exterior lighting.

(B) Landscaping Plan. *Please address the following plan deficiencies.*

- a. Tree staking and soil mix
- b. Irrigation information
- c. Planting area separators and/or fencing
- d. Area lighting

(C) Preliminary Grading and Drainage Plan. *Please address the following plan deficiencies.*

- Provide a preliminary grading and drainage plan that includes:
 - a. Show grading, drainage and retaining walls

(D) Project Statements. *Please address the following.*

- Provide parking calculations related to each type of use involved and total count.

- (E) Art Program. Provide information demonstrating compliance with NMC [Division 19.21](#) (Art Program). Submit the estimated construction cost of the Project, as well as an estimate of the in-lieu fee or plans for the proposed art piece.
- (F) Affordable Housing Requirements. Provide information demonstrating compliance with NMC [Division 19.24](#) (Affordable Housing Requirements), as applicable. Submit the proposed number of affordable units or an estimate of the in-lieu fee.
- (G) Light Photometric Plan. Provide a light photometric drawing for all exterior lighting.

Density Bonus Application

The submittal requirements and review procedures for a density bonus application are provided in NMC [Section 19.25.060](#) (Density Bonus – Application Requirements and Review).

- (A) *Sandbank has not submitted a site plan showing the total number and location of all proposed housing units and the number and location of proposed housing units which qualify the housing development for density bonus housing units.*

Staff Comment: The Project plans do not contain information indicating the location of the accessory dwelling unit (ADU).

- (B) *Sandbank has submitted information addressing how the City's affordable housing requirements will be satisfied.*
- (C) *Sandbank has not submitted a description of any requested incentives and concessions, waivers or modifications of development standards.*
- (D) *Sandbank has not proposed or requested a land donation.*
- (E) *Sandbank has not proposed or requested a childcare facility.*

Other Considerations

1. Environmental Review. The Project is subject to the requirements of the California Environmental Quality Act ("CEQA") and the City of Novato Environmental Review Guidelines. As a result, additional information regarding the Project and Project Site may be required to complete adequate CEQA documentation.
2. Agency Comments & Conditions of Approval. Attached for reference is correspondence from several non-city agencies and service districts that will serve the Project. This correspondence includes comments on the Project, as well as describes potential conditions of approval that are likely to be applied to the proposal.
3. Density Bonus – Concessions & Waivers. As proposed, Sandbank reserves 1 of the Total Units as a very low-income unit. This represents a total of 20 percent of the Total Units. By reserving 1 of the Total Units as a very low-income unit, Sandbank satisfies the criteria provided by Section 65915(b)(1)(B), copied below:

(B) Five percent of the total units of a housing development, including a shared housing building development, for rental or sale to very low income households, as defined in Section 50105 of the Health and Safety Code.

Sandbank is entitled to the percentage of density bonus that corresponds with the percentage of affordable housing units exceeding the percentage described above in Section 65915(b)(1)(B), as is in Section 65915(f)(2) for very low-income units. In this instance, Sandbank exceeds this amount by 15 percent, which qualifies the Project for a 50 percent density bonus. This density bonus calculation must exclude the number of accessory dwelling units proposed for this Project. Accordingly, the Project is allowed to receive a bonus of 2 dwelling units (4 du. X 50% = 2 du.).

Sandbank also reserves 1 of the Total Units as a moderate-income unit. This represents a total of 20 percent of the Total Units. Additionally, in accordance with Section 65915(v)(1)(B), by reserving 20 percent of the Total Units for very low-income, Sandbank also qualifies for an additional 50 percent density bonus for moderate-income units as listed in Section 65915(v)(2). This additional density bonus calculation also excludes the number of accessory dwelling units proposed for this Project. Accordingly, the Project is allowed to receive an additional bonus of 2 dwelling units (4 du. X 50% = 2 du.).

As proposed, the Project qualifies for a total of 4 bonus dwelling units resulting in a maximum of 9 dwelling units.

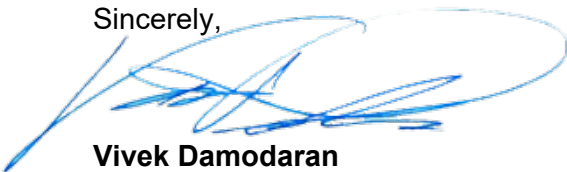
Pursuant to Section 65915(d)(1)(F), the Project proposes “*at least 16 percent of the units for very low-income households...*” and therefore qualifies for a total of 4 incentives and concessions. The terms “concession” or “incentives” are defined by Section 65915(k). As discussed in the Project’s Consistency Review Letter, dated **March 24, 2026**, the Project is deficient and not consistent with all applicable objective standards. Incentive, concession and/or waiver requests may be considered for some of the areas of inconsistencies identified in Project’s Preliminary Consistency Review Letter.

Disapproval of Incomplete Application(s)

Pursuant to NMC [Section 19.40.070.D](#) (Disapproval of Application), if the Planning Division does not receive the above noted completeness items within 120 days after the date of this letter, the Community Development Director may disapprove the incomplete application without prejudice. Application processing shall not resume thereafter until a new application is filed, including fees, plans, exhibits, and other materials that are required for any project on the same site.

If you have any questions about the items discussed above, please feel free to contact me by phone at 415-899-8939 or via email at vdamodaran@novato.gov.

Sincerely,



Vivek Damodaran
Senior Planner
City of Novato Planning Division

Attachments:

1. North Marin Water District Comments (October 22, 2025 – No New Comments)
2. Novato Sanitary District Comments (March 6, 2026)
3. Novato Fire District (March 9, 2026)



999 Rush Creek Place
P.O. Box 146
Novato, CA 94948-0146

PHONE
415-897-4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

October 22, 2025

Community Development Department
CITY OF NOVATO
Attn: Vivek Damodaran, Senior Planner
922 Machin Avenue
Novato, CA 94945

Re: Mix-Use Development
APN 153-*046-06
Permit #DR2025-096
924 Grant Avenue, Novato

Ladies and Gentlemen:

The North Marin Water District currently provides potable domestic water service to the above referenced property from a 1.5-inch water meter and a 4-inch fire service.

Construction of new water distribution facilities is required for the above referenced project. The owner must apply to the District; enter into an agreement with the District and complete financial arrangements for the new facilities as a condition of permit approval. Please visit <https://nmwd.com/business/engineering-services/> to apply with the District.

Fire Sprinklers

The owner should be directed to the local fire authority for determination of all final fire requirements for the project. The North Marin Water District should be informed of any changes or new requirements related to fire protection.

If fire sprinklers and other fire suppressions are required by the local fire authority, please visit <https://nmwd.com/business/engineering-services/> to apply with the District. Occupancy approval will not be granted until fees are paid and water service upgrades are complete

Water Conservation

The project must conform to the North Marin Water District's Mandatory Water Conservation Measures. For the full scope of the required water conservation measures for both indoor fixtures/appliances and landscaping refer to District Regulation 15 (section e. and f.) at www.nmwd.com/about/regulations/.

Occupancy approval will not be granted until compliance with water conservation measures, as applicable, can be verified. Please contact the District Water Conservation Coordinator at (415) 761-8933 if you have any questions regarding clarification of required water conservation measures or plan submittal requirements.

Cross-Connection and Backflow Protection

Installation of an above-ground, reduced pressure principle (RPP) backflow prevention device at the meter will be required in accordance with District Regulation 6 at www.nmwd.com/about/regulations/ and California Department of Health Regulations (Title 17).

Upon installation, an inspection report (including device testing) must be completed and returned to the District prior to the commencement of business activities. Please contact our Cross-Connection Control Technician at (415) 761-8948 or backflow@nmwd.com if you have

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any questions regarding clarification of cross-connection and/or backflow protection requirements.

Should you have any questions regarding this matter, please contact our Engineering Services Representative at (415) 761-8935.

Sincerely,

A handwritten signature in black ink that reads "Lia Solar". The signature is written in a cursive, flowing style.

Lia Solar
Engineering Services Rep.

Cc: Novato Fire
prevention@novatofire.org



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NOVATO SANITARY DISTRICT

500 DAVIDSON STREET * NOVATO * CALIFORNIA 94945 * PHONE (415) 892-1694 * FAX (415) 898-2279
www.novatosan.com

Date: March 6, 2026

TO: Community Development Department
City of Novato
922 Machin Avenue
Novato, CA 94945

RE: Application # DR2025-396
Residential and Commercial Design Review
924 Grant Avenue
Novato, CA 94945

Ladies and Gentlemen:

Applicant has applied for a design review with City of Novato, for a proposed 3 story development consisting of 8 residential units and 2 commercial units located at 924 Grant Ave in Novato CA.

Novato Sanitary District (NSD) has the following comments for the proposed project.

- 1) Once the project is in the Building Permit phase with the City, the applicant shall apply for a permit with NSD and pay all applicable fees including, but not limited to, permit, inspection, and connection fees.
- 2) Per NSD Ordinances, a building with this many plumbing fixtures will require a minimum 6-inch SS waste lateral. This will require the construction of a new manhole in the sewer main at the connection point will be required at the applicant's expense.
- 3) NSD recommends that the applicant install an approved Grease Interceptor to service the 2 commercial suites to allow restaurants to move into the commercial suites.

A permit can be obtained by either coming into the NSD office, filling out an application and paying the fees (currently we are only able to accept checks or cash) or by mailing in a completed application with a check (the application can be found here <https://novatosan.com/doc/6912/>).

Please don't hesitate to reach out if you have any questions.

Sincerely,

Michael Brewer
Staff Engineer
Novato Sanitary District
500 Davidson Street
Novato, California 94945
415.892.1694. ext.108
MichaelB@NovatoSan.com



NOVATO FIRE DISTRICT

95 Rowland Way, Novato, CA 94945

Design review comments

February 19, 2026

Permit Number: DR-2025-396

Project Address: 924 Grant Ave, Novato

Applicant: Sand Bank Construction

Issued By: Derrick Shaw, Fire Inspector

Fire Sprinkler Systems

An automatic fire protection system is required * Noted on plans

- **Novato Fire Ordinance (NFO) Requirements:**
- **Installation Required:** NFPD Fire Protection Standard 401 requires an automatic fire sprinkler system, installed per the latest edition of NFPA 13, in every newly constructed building.*.p3 - FIRE SPRINKLER ...*
- **Multi-Story Buildings:** For multi-story buildings, the sprinkler system must be zoned by floor. Each floor must have a supervised control valve capable of isolating that floor's system.
- **Hydraulic Calculations:** All hydraulic calculations must include a 10% pressure cushion factor at the end of the total system pressure calculation.
- **Permits and Plans:** A Fire District permit is required for all fire sprinkler systems. Separate permits are needed for overhead and underground work. Three sets of plans, calculations, and material specifications must be submitted for review before installation begins.

NOVATO FIRE DISTRICT

Fire Flow Requirements

fire flow refers to the amount of water available for firefighting.

- **Novato Fire Ordinance (NFO) Requirements:**
- **Minimum Flow:** In addition to the requirements of the CFC, NFPD Fire Protection Standard 401 specifies that the minimum fire flow for commercial projects and apartment buildings shall be **no less than 3,500 gallons per minute (gpm)**. This minimum may be increased based on building size and construction type.
- **Reductions:** Any fire flow reductions allowed by the CFC are not permitted unless specifically approved by the Fire Marshal. Even with an NFPA 13 sprinkler system, the available

fire flow cannot be less than 1,500 gpm.

Fire Alarm Systems

A fire alarm system is required to monitor the sprinkler system and provide notification.

- **Novato Fire Ordinance (NFO) Requirements:**
 - **Monitoring:** Per *NFPD Fire Protection Standard 400*, all required fire alarm systems must be monitored by an approved U.L. Central Station Monitoring Company and be issued a U.L. Certificate. This includes water flow and valve supervision signals from the sprinkler system.
 - **Alarm by Floor:** Water flow switches must be provided to send a distinct alarm for the building and for each individual floor.
 - **Standards:** All system components must be listed by the California State Fire Marshal and installed according to NFPA and UL standards.
 - **To be a deferred permit submitted to Novato Fire District**
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Fire Department Access & Fire Lanes

NOVATO FIRE DISTRICT

Clear and unobstructed access for fire apparatus is critical.

- **Novato Fire Ordinance (NFO) Requirements:**
 - **Dimensions:** Fire apparatus access roads must have an unobstructed width of at least **20 feet** and a vertical clearance of at least **15 feet**.
 - **Aerial Access:** If the building exceeds 30 feet or three stories in height, an aerial fire apparatus access road is required. This road must be at least **26 feet** wide and located between 15 and 30 feet from, and parallel to, one entire side of the building.
 - **fire lane Markings:** Where required by the Fire Marshal, curbs must be painted red and labeled "NO PARKING FIRE LANE". Signs must also be installed. The property owner is responsible for the installation and maintenance of all markings and signs per NFPD Fire Protection Standard 204.
 - **Security Gates:** Any security gates must provide a minimum clear width of 16 feet and a vertical clearance of 15 feet. They require a Fire District-approved key switch override and must be set back at least 30 feet from the public roadway.
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Fire Hydrants

- **Novato Fire Ordinance (NFO) Requirements:**
 - **Location:** A fire hydrant must be located within **100 feet** of the Fire Department Connection (FDC).
 - **Configuration:** For a commercial structure, hydrants must have one 4.5-inch outlet and two 2.5-inch outlets.
 - **Location and Distribution:** The NFO adopts CFC Appendix C for general hydrant location and distribution rules.
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This summary covers the major fire code topics for a new mixed-use building in Novato. A detailed review of the project plans will be necessary to confirm compliance with all specific requirements. Please let me know if you have more specific questions.



Project Number: DR2025-396
Project Address: 924 Grant Ave, Novato
Applicant: Sand Bank Construction

Project: Mixed-Use Building

Description: Three-story building consisting of ground floor commercial and parking with two stories of residential above.

1. Code Analysis

A. Provide a complete code analysis on the coversheet including:

- Occupancy classifications (Residential likely R-2, Commercial likely M or B, Parking s-2).
- Construction type.
- Building height and the number of stories.
- Fire sprinkler status.
- Allowable area calculations.
- Occupant load calculations.

B. Clarify whether the building is mixed occupancy separated or non-separated and provide supporting documentation.

2. Allowable Height and Area

A. Provide allowable height and area calculations per the California Building Code Chapter 5.

B. Indicate any area increases for frontage of sprinklers.

C. Verify the proposed building area does not exceed the allowable limits.

3. Occupancy Separation

A. Provide required fire-resistance separation between occupancies per CBC Table 508.4

B. Provide horizontal separation between parking and residential units.

C. Show rated assemblies and list tested UL or GA assemblies.

4. Construction Type

- A. Identify construction type (commonly Type IIIA, VA, or VA over podium).
- B. If using podium construction, demonstrate compliance with IBC section 510.2

5. Fire Protection Systems

- A. Indicate a NFPA 13 automatic sprinkler system throughout the building.
- B. Provide a fire alarm system where required.
- C. Show the location of Fire Department connections.

6. Means of Egress

- A. Provide occupant load calculations for each floor.
- B. Demonstrate required number of exits per floor.
- C. Provide egress width calculations.
- D. Provide travel-distance calculations.
- E. Identify exit stair enclosures and ratings.

7. Vertical Shafts

- A. Identify all elevator shafts, stair shafts, and mechanical shafts and provide required fire-resistance ratings.
- B. Show shaft continuity from foundation to roof.

8. Accessibility

- A. Provide Accessible route from the site arrival points to residential units and commercial spaces.
- B. Show accessible parking spaces and path of travel.
- C. Provide accessibility compliance with the Americans with Disabilities Act and CBC Chapter 11.

9. Structural

- A. Provide structural calculations signed and stamped by a licensed engineer
- B. Provide gravity and lateral load design criteria.
- C. Provide special inspection requirements.

10. Parking Garage

- A. Identify parking occupancy classification (S-2).
- B. Provide the required fire separation between parking and residential areas.
- C. Show ventilation for enclosed parking.

11. Fire Resistive Construction

Provide details for:

- A. Floor-ceiling assemblies
- B. Fire walls
- C. Fire barriers
- D. Fire partitions
- E. Indicate firestopping and draft-stopping locations

12. Residential Requirements

- A. Provide sound transmission details (STC/IIC) between dwelling units.
- B. Provide smoke and carbon monoxide detectors in units.
- C. Provide emergency escape and rescue openings where required.

13. Energy Compliance

- A. Provide energy compliance documentation consistent with applicable energy codes.

14. Special Inspections

- A. Provide a special inspection schedule identifying required special inspections such as:

- Structural Steel
- Concrete
- Fireproofing
- Seismic systems

15. Deferred Submittals

Identify any deferred submittals

- Fire sprinkler systems
- Fire alarm systems
- Elevator
- Trusses

16. Life Safety Plans

Provide life safety sheets including:

- Occupant loads
- Exit paths
- Exit signs
- Fire extinguishers

The referenced codes must include the 2025 California Building Codes the City of Novato Municipal Codes and the accessibility requirements of the Americans with Disability act.