

## **TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW**

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### **INTRODUCTION TO THE TECHNICAL ADVISORY COMMITTEE (TAC)**

The City of Novato encourages those interested in altering a land use designation (e.g., such as a rezoning or creating a Master Plan), or physically developing a parcel, such as constructing a single-family dwelling, to take advantage of the Technical Advisory Committee's (TAC) preliminary review service.

As is the case with many of the cities in California, the City of Novato is not a 'full service city', meaning that the City does not provide certain specialized services, such as Fire, Sewer, and Water. Instead, these services are provided by specialized agencies that are formed into autonomous 'Districts', and for the most part work outside the authority of the City of Novato. Often, especially in the area of land development and construction, an applicant must adhere to their unique regulations, in addition to the City of Novato's regulations. Having these independent agencies participate in a preliminary review forum with the City Planning, Building, and Crime Prevention staff is an efficient means of obtaining a realistic appraisal of the project's potential requirements, cost and viability at an early stage. To the extent possible, this proactive service is intended to eliminate avoidable design delays, conflicts between regulations, and reduce project costs.

Staff members from the Public Works Department (Engineering and Maintenance Divisions), Community Development Department (Planning and Building Divisions), Community Services Department, Central Administration (Housing), Police Department (Crime Prevention Bureau), the Novato Fire Protection District, and other key agencies meet, as appropriate, to discuss preliminary project proposals. It is recommended that project sponsors submit proposals for General Plan Amendment, Rezoning, Master Plan, Precise Development Plan, Tentative Map, and Design Review for preapplication review by the TAC prior to submitting a formal application. This process will provide the project sponsor with a preliminary concept of staff issues and recommendations.

### **SUBMITTAL REQUIREMENTS**

Plans must be submitted with the application for TAC review. At this point, plans submitted need not be as detailed as required for a formal application unless an application has been submitted to enable formal review for completeness at the same time. Please discuss the level of detail appropriate for the request with a staff planner prior to submittal. Any supporting documentation that describes the nature of the project would be helpful. For example, if you are opening a business, the nature of the business, such as "Hours of Operation" may be beneficial in determining if they are in accord with City Zoning Regulations.

It is recommended that the project sponsor and/or representative attend the meeting in order to answer questions and receive information.

Following the TAC meeting, the assigned staff planner will provide the project sponsor with the comments of the TAC members. Since this is only a preliminary review, usually without all the required application materials, additional recommendations may result from review of a complete application. The TAC review is an attempt, however, to identify issues and recommendations as early as possible in the application process. Applicants are encouraged to contact those participants who are outside the City's jurisdiction independently for any detailed follow-up information.

Please use the form included with this sheet to submit your Request for Technical Advisory Committee Review.

TAC Meeting Days: Thursdays at 3:00 p.m.

TAC Submittal Deadline: Tuesdays at 1:00 p.m. (two weeks prior to meeting)

Number of Plan Sets Needed: 13

Fee: See current [Fee Schedule](#).

The Novato Fire Protection District normally participates in TAC meetings, and can be contacted at:

Headquarters  
95 Rowland Way  
Novato, CA 94945  
(415) 878-2690  
[www.novatofire.org](http://www.novatofire.org)

Agencies that infrequently participate in the TAC process, but may have influence on your project, include:

Marin County Flood Control & Water  
Conservation District  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94913  
(415) 499-6528  
[www.co.marin.ca.us](http://www.co.marin.ca.us)

Marin County Department of Health & Human  
Services  
20 N. San Pedro Road  
San Rafael, CA 94903  
(415) 499-3707  
[www.co.marin.ca.us](http://www.co.marin.ca.us)

Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945  
(415) 892-1694  
[www.novatosan.com](http://www.novatosan.com)

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109  
(415) 771-6000  
[www.baaqmd.gov](http://www.baaqmd.gov)

North Marin County Water District  
999 Rush Creek Place  
Novato, CA 94945  
(415) 897-4133  
[www.nmwd.com](http://www.nmwd.com)

Pacific Gas & Electric Company  
111 Stony Circle  
Santa Rosa, CA 95401  
(707) 577-7003  
[www.pge.com](http://www.pge.com)

U. S. Army Corp of Engineers  
Planning Division  
333 Market Street, Room 923  
San Francisco, CA 94105  
(415) 977-8600  
[www.usace.army.mil](http://www.usace.army.mil)

**REQUEST FOR TECHNICAL ADVISORY COMMITTEE REVIEW**

Check appropriate box(es):

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Rezoning   |
| <input type="checkbox"/> Master Plan              | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Precise Development Plan | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Design Review            | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Tentative Map            |                                     |
| <input type="checkbox"/> Other _____              |                                     |

**PLEASE PROVIDE THE FOLLOWING PROJECT INFORMATION:**

1. Parcel No(s): \_\_\_\_\_ Zoning: \_\_\_\_\_
2. Address of Property: \_\_\_\_\_
3. Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Owner's Address: \_\_\_\_\_
5. Project Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Project Sponsor's Address: \_\_\_\_\_
7. Name of Project (If Applicable): \_\_\_\_\_
8. Area of Property: \_\_\_\_\_
9. Type of Use Proposed: \_\_\_\_\_

Number of Residential Units or Square Footage and Type of Nonresidential Uses:

\_\_\_\_\_  
\_\_\_\_\_

10. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit 13 copies of project plans with the current fee (see current [Fee Schedule](#)).*

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*For City Staff - Do Not Write Below This Line*

Application Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**For further information, please contact the City of Novato, Department of Community Development at:**

- 922 Machin Avenue, Novato, CA 94945
- (415) 899-8989
- [www.novato.org](http://www.novato.org)