



# PLANNING AND BUILDING DEPARTMENT

## PLANNING DIVISION

Placerville Office: 2850 Fairlane Court, Placerville, CA 95667  
South Lake Tahoe Office: 924 B Emerald Bay Road, South Lake Tahoe, CA 96150

<https://www.eldoradocounty.ca.gov/Home>

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December 12, 2025

Kirk Bone  
Serrano Associates, LLC  
4525 Serrano Parkway, Suite 100  
El Dorado Hills, CA 95762

**RE: Application Nos. TM25-0005/PD25-0006/Z25-0008  
Serrano Village D1-Lot D Tentative Subdivision Map, Planned Development, & Rezone  
Portions of Assessor's Parcel Numbers (APNs) 121-040-020, 121-040-029, 121-040-031  
Incomplete Applications**

Mr. Bone:

The Planning Services Division has completed its initial review of the file contents for Application Numbers TM25-0005, PD25-0006, and Z25-0008, and determined the applications are incomplete. The following information and/or items are needed to complete the applications:

**Two or More Applications**

1. Please provide a title report no more than six months old for all parcels involved with this project. If any of the subject parcels have changed ownership/title since the last tax roll, please provide a copy of the latest grant deed in addition to the title report (*Required Submittal Information Tentative Map Checklist item #4; Required Planned Development Checklist item #3; Required Forms, Maps, and Studies Zone Change Checklist item #3*).
2. If the subject parcels are owned by different property owners, please provide a letter of authorization from all property owners authorizing the applicant/agent to act on behalf of the differing property owners (*Required Submittal Information Tentative Map Checklist #3; Required Submittal Information Planned Development Checklist item #2; Required Forms, Maps, and Studies Zone Change Checklist item #2*).
3. It is noted that public water and sewer is proposed to be provided from the El Dorado Irrigation District (EID) for this project. Please provide a Facilities Improvement Letter (FIL) from EID for this project (*Required Submittal Information Tentative Map Checklist #6; Required Submittal Information Planned Development Checklist #10; Required Forms, Maps, and Studies Zone Change Checklist item #8*).
4. Please show width and approximate location of all existing easements as listed in a future-



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provided title report. If unable to be plotted on the tentative map, please state as such. (*Required Submittal Information Tentative Map Checklist #9; Forms and Maps Required Planned Development Checklist item #6; Site Plan Requirements Zone Change Checklist item #6*).

5. Please provide the preliminary drainage report to accompany the submitted preliminary grading and drainage plan (*Required Submittal Information Tentative Map Checklist item #10; Required Submittal Information Planned Development Checklist item #14*).
6. Please provide a record search for archaeological resources conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Bldg., #103, Sacramento, CA 95819-6100, Phone number (916) 278-6217 (*Required Submittal Information Tentative Map Checklist item #14; Required Submittal Information Planned Development Checklist item #8; Required Submittal Information Rezone Checklist item #12*). Please be advised that due to the requested Open Space (OS) rezone, Tribal Consultation per SB 18 may be required. It is noted that a memo from ECORP dated 9/18/2025 is referenced, however, that memo was not found in the items provided at submittal.
7. Please provide a Transportation Impact Study (TIS) Initial Determination Form. If one already exists, it was not included in the items provided at submittal (*Required Submittal Information Tentative Map Checklist item #18; Required Submittal Information Planned Development Checklist item #9; Required Forms, Maps, and Studies Zone Change Checklist item #17*).
8. Please provide copies of any previous parcel maps, subdivision maps, or records of survey on the project site if any of them exist (*Required Submittal Information Tentative Map Checklist item #21; Required Submittal Information Planned Development Checklist item #13*).
9. Please provide a copy of the official Assessor's map showing the entire project site property outlined in red (*Required Submittal Information Planned Development Checklist item #4; Required Forms, Maps, and Studies Zone Change Checklist item #4*).
10. Please provide a completed Environmental Questionnaire form. *While it is noted that the project is pursuant to a previous specific plan (El Dorado Hills Specific Plan), this item is still required per Planned Development and Rezone checklist items 6 and 6 (Required Submittal Information/Required Forms, Maps, and Studies, respectively)*.
11. Please show existing and/or proposed fences and walls. It is noted to see a cover letter that is referenced, however the cover letter, if it already exists, was not included in the items provided at submittal (*Planned Development Checklist - Site Plan Requirements; Forms and Maps Required #11; Site Plan Requirements Zone Change Checklist item #9*).



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### **Tentative Subdivision Map Application**

12. If the subject parcels are owned by different property owners, please provide the name, mailing address, phone number, and e-mail address of all involved property owners and their agents (*Required Submittal Information Tentative Map Checklist #5*).
13. Please verify, and show as necessary, access easements to a connection with Wilson Blvd., together with deed or map reference that documents the access (*Required Submittal Information Tentative Map Checklist #7*).
14. Please provide a preliminary Geotechnical Engineering Study as described in the adopted Design and Improvement Standards Manual (*Required Submittal Information Tentative Map Checklist #11*).
15. Please label the names of adjacent subdivision with the recording reference on the tentative map (*Required Submittal Information Tentative Map Checklist #11*).
16. In the tentative subdivision map information column, please list the current and proposed General Plan land use designation(s). (*Required Information on Tentative Map Checklist item #22i*).
17. Please provide a Fire Safe Plan approved by the applicable fire district and Cal Fire for the project site. If one already exists, it was not included in the items provided at submittal (*Required Submittal Information Tentative Map Checklist item #27*).
18. Please include a list, description, and justification of all proposed deviations and/or waivers to County design standards for the project. Please also provide the reasoning and justification for the four findings required for approval of the requested waivers and/or deviations. If this already exists, it was not included in the items provided at submittal (*Required Submittal Information Tentative Map Checklist #28*).

### **Planned Development**

19. Please show proposed trash and litter storage or collection areas and propane tank locations. It is noted to see a cover letter that is referenced, however the cover letter, if it already exists, was not included in the items provided at submittal (*Planned Development Checklist - Site Plan Requirements; Forms and Map Required #9*).



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### **General**

20. Please provide a chart and exhibits showing the existing and proposed zoning amounts and layouts.
21. Please provide all project materials including, and not necessarily limited to, reports, site plans and photo simulations in PDF files directly from a CAD program.

**This application will be held incomplete until the requested information is submitted.** Please submit new hardcopy materials (two hard copies of the plans, one hard copy of everything else listed above) to: Cameron Welch, Planning Services, 2850 Fairlane Court, Placerville, CA 95667. Electronic materials may be submitted to [cameron.welch@edcgov.us](mailto:cameron.welch@edcgov.us). Be sure to refer to the specific application number(s). You may contact me at (530) 621-5816 or e-mail me at [cameron.welch@edcgov.us](mailto:cameron.welch@edcgov.us) if you have any questions regarding the requested items. Pursuant to Government Code Section 65943, this letter is being mailed to you no later than 30 calendar days after receiving the application and associated complete required fee payment. Upon receipt of all required information requested in this letter, a new 30-day period shall begin.

As indicated on Page 10 of the Tentative Subdivision Map application:

Planning reserves the right to require additional project information as provided by Section 15060 of the California Environment Quality Act, or as required by the General Plan development policies, or when such is necessary to complete the environmental assessment.

Best Regards,

*Cameron Welch*

Cameron Welch, Senior Planner  
Planning Division