

LAND DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS

*** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ***

As of **April 5, 2021**, all Land Development related items will now be reviewed electronically. In order to assure a streamlined submittal process, please make sure to complete the following steps as indicated below:

1. Each “*online user*” will need to register for an Account on SimpliCITY (<http://www.moval.org/cdd/simplicity.html>).
2. Obtain approved/signed Conditions of Approval from the Planning division;
 - At-Risk submittals require **prior** approval from the *Assistant City Engineer* (provide documentation of approval);
 - An At-Risk Letter will be required as part of the submittal package (LD will provide template);
3. Email LandDevelopment@moval.org, subject line should state “**TR#### / PEN##-#### – Need Submittal Requirements**”
 - This email should include the following information:
 - ✓ A completed *Submittal Application* (http://www.moval.org/city_hall/forms.shtml#landdev).
 - ✓ A completed/signed *Fire Screening* form – for precise grading plans only.
 - ✓ A pdf of each of the plans **required** for review per the approved Conditions of Approval (COA).

NOTE: These plans **do not** constitute a “*submittal*” for review (**for fee assessment purposes only**).

Once City staff creates the appropriate record(s) and invoices the fees, an email notification for each record with links will be sent to all contacts with a valid email address. However, only the designated “*online user(s)*” will have access to **1) pay fees***, **2) upload items** to each record and **3) address any review issues**.

*** NOTE:** If a check will be provided, electronic submittal will not be routed until that payment is processed.

UPLOAD REMINDERS:

1. **DO NOT** combine documents/plans in the same PDF file (individual pdf file unless otherwise indicated).
2. All files must be in a PDF format (500 MB max. file size).
 - **DO NOT** use encrypted or password-protected files.
3. All improvement plans must utilize the City’s latest standard title block.
 - For EMWD and/or RCFC plans, please utilize their respective title block.
 - Arrange all plan sheets in a landscaped page view.
 - All plans must be generated to scale.
(Typically 1”=40’ min. for large projects / 1”=20’ max. for small projects)
4. For plans, input numbers **only** for sheet numbers.
5. Select the correct *Document Type* for each item.
6. You can upload multiple files at the same time (see below).
7. File descriptions should clearly show what is being submitted in brief (see below).



NOTE: To remove an incorrect file, select the icon and re-upload as needed.

Files							
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TEST PG Plan2 - 4 pages.pdf	PG - 2nd Submittal	Plans	PROCESSED	Rene Martinez	7/26/2021		
TEST Hydrology2.pdf	Drainage Report - 2nd Submittal	Supporting Documents	VALIDATED	Rene Martinez	7/26/2021		
TEST Soils Report.pdf	Soils Report	Other Attachments	VALIDATED	Rene Martinez	7/26/2021		
TEST ECE-Private.pdf	Engineer's Estimate	Supporting Documents	VALIDATED	Rene Martinez	7/26/2021		

8. **RESUBMITTALS:** Always resubmit the complete revised plan and/or report.
NOTE: All issues must be addressed **prior to** uploading a resubmittal.

For *Amendments / As-Built / Revision* submittals... **GO TO PAGE 4.**

The following list provides the items that need to be uploaded for each submittal type.

MAPS – PARCEL / TRACT

Document Type

- A parcel / tract map (including Environmental Constraint Sheet – if applicable)..... **Plans**
- A set of traverse calculations for the following [individual file for each]..... **Supporting Documents**
 - Map (blue) border;
 - Centerline closures;
 - Property line block closures;
 - Non-rectangular or irregular shaped lots;
 - All individual lettered and numbered lots;
- A Preliminary Title Report with hyperlinks (less than 30 days old)..... **Other Attachments**
- An exhibit w/ proposed street names (if applicable)..... **Other Attachments**
 - ✓ Three (3) proposed names (grouped by theme / in order of preference) for each new street;
 - ✓ No duplicate or sound-alike names or full names of living persons;
 - ✓ Names shall be grouped by themes & easily pronounced by the general public;
- A copy of all reference maps and/or recorded documents [individual file for each] **Other Attachments**

GRADING – MASS / ROUGH

- A grading with erosion control plan **Plans**
 - Include haul route sheet(s), only if applicable
 - Include approved Conditions of Approval & Mitigation Measures (on last plan sheets)
- A Geotechnical (Soils) Report, including infiltration testing and/or any update..... **Other Attachments**
- A copy of all reference plans and/or documents [individual file for each] – as applicable..... **Other Attachments**

GRADING – PRECISE (Commercial / Industrial / Multi-Family)

- A grading with erosion control plan **Plans**
 - Include demolition and/or rough grading sheet(s), only if no separate rough grading plan is required
 - Include haul route sheet(s), only if applicable and no rough grading plan is required
 - Include approved Conditions of Approval & Mitigation Measures (on last plan sheets)
 - May include public improvements (♦only if a separate street plan is not provided)
- A Geotechnical (Soils) Report, including infiltration testing and/or any update..... **Other Attachments**
- A Preliminary Title Report with hyperlinks (less than 30 days old)..... **Other Attachments**
- An Engineer’s Estimate for *private* improvements (stamp / signature required) **Supporting Documents**
- An Engineer’s Estimate for *public* improvements (only if included)♦..... **Supporting Documents**
- A copy of all reference plans and/or documents [individual file for each] – as applicable..... **Other Attachments**

GRADING – PRECISE (Custom Home / Accessory Dwelling Unit [ADU])

- Scanned copy of the approved septic system by County Environmental Health..... **Other Attachments**
- A precise grading with erosion control plan **Plans**
 - Shall include any minor public improvements
- An Engineer’s Estimate for *public* improvements (only if included)♦..... **Supporting Documents**
- A Geotechnical (Soils) Report, including any update **Other Attachments**
- A Preliminary Title Report with hyperlinks (less than 30 days old)..... **Other Attachments**
- A copy of all reference plans and/or documents [individual file for each] – as applicable..... **Other Attachments**

GRADING – PRECISE (Residential Subdivision projects)

- * An approved *Model Home Complex* and/or *Sales Trailer* by the Planning division is required prior to submitting.
- A grading w/ erosion control plan (submittals should match approved phasing plan) **Plans**
- A copy of all reference plans and/or documents [individual file for each] – as applicable..... **Other Attachments**

GRADING – BORROW SITE / STOCKPILE

- A grading with erosion control plan **Plans**
 - Shall include haul route sheet(s)
- A completed/signed grading permit application..... **Other Attachments**
- A certificate of liability insurance w/ all required additional insured endorsements **Other Attachments**

IMPROVEMENTS – STREET (public)

Document Type

- A street plan (for improvements within public right-of-way) **Plans**
 - Shall include street lights, signing & striping and the City maintained storm drain system;
 - Shall include approved Conditions of Approval & Mitigation Measures (on last plan sheets)
 - May include the traffic control for all phases of construction shown on the plan (if not submitted separately)
- An Engineer’s Estimate for public improvements (stamp / signature required)..... **Supporting Documents**
- A copy of all reference plans and/or documents [individual file for each] – as applicable.....**Other Attachments**

IMPROVEMENTS – STORM DRAIN (Flood Control)

- An RCFC-maintained storm drain plan (on their required title block) **Plans**
 - May include the traffic control for all phases of construction shown on the plan (if not submitted separately)
- An Engineer’s Estimate for public improvements (stamp / signature required)..... **Supporting Documents**
- A copy of all reference plans and/or documents [individual file for each] – as applicable.....**Other Attachments**

IMPROVEMENTS – SEWER AND/OR WATER

- A public utility plan (for improvements within public right-of-way)..... **Plans**
 - May include the traffic control for all phases of construction shown on the plan (if not submitted separately)
- An Engineer’s Estimate for public improvements (stamp / signature required)..... **Supporting Documents**
- A copy of all reference plans and/or documents [individual file for each] – as applicable.....**Other Attachments**

IMPROVEMENTS – TRAFFIC SIGNAL W/ SIGNING & STRIPING

- A signal plan (for either a new install or modification) **Plans**
 - Shall include related signing & striping;
 - May include the traffic control for all phases of construction shown on the plan (if not submitted separately)
- An Engineer’s Estimate for public improvements (stamp / signature required)..... **Supporting Documents**
- A copy of all reference plans and/or documents [individual file for each] – as applicable.....**Other Attachments**

IMPROVEMENTS – TRAFFIC CONTROL

- A traffic control plan (needs to identify the applicable phase(s) of construction)..... **Plans**
- A copy of related approved construction drawings **Other Attachments**

STUDY – DRAINAGE (Final)

- A Drainage Study w hydraulic calculations (as needed)..... **Supporting Documents**

REPORT – WATER QUALITY MANAGEMENT PLAN (WQMP)

- A final site specific Water Quality Management Plan (F-WQMP)..... **Supporting Documents**

**FOR ANY OTHER SUBMITTAL NOT IDENTIFIED...
PLEASE CONTACT LAND DEVELOPMENT VIA EMAIL
AT LandDevelopment@moval.org.**

AMENDMENTS / AS-BUILTS / REVISION SUBMITTALS

A temporary LRV record must be initialized from SimpliCITY but the designated “*online user*”, by completing these steps:

1. Login to SimpliCITY (<https://aca-prod.accela.com/MOVAL/Default.aspx>).
2. Under **Land Development**, search for the original record.
3. Click the **Additional Submittal** link (follow the online instructions).
4. Upload the following items:

AMENDMENTS – DRAINAGE STUDY / WQMP REPORT

DOCUMENT TYPE

- A letter of explanation for the amendment.....**Other Attachments**
- A revised study / report **Supporting Documents**

AS-BUILTS – GRADING / IMPROVEMENT PLANS

- A complete set of previously approved plans w/ any redline changes that reflect actual site conditions.....**Plans**

REVISIONS – GRADING / IMPROVEMENT PLANS

- A letter of explanation for the revision**Other Attachments**
- Only the previously approved sheets showing any proposed redline changes (include title sheet) **Plans**

5. City staff will **1)** review the submitted items, **2)** invoice the review fees, and **3)** request that review fees be paid online by sending an “*additional information required*” email notification. The review will not begin until fees are paid.
6. Once fees are paid, the designated “*online user*” will need to complete the submittal steps **again** in order to resubmit.
7. An email notification will be sent to all contacts with a valid email address to confirm that the package was received.