

LAND DEVELOPMENT DIVISION ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

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. Register for an Account on SimpliCITY (<https://aca-prod.accela.com/MOVAL/Default.aspx>).
2. Email the below items to LandDevelopment@moval.org, subject line should state:
 - a. Development Projects = “**Encroachment Permit Submittal – [TR#### / PEN##-####]**”;
 - b. Utility Projects = “**Encroachment Permit Submittal – [Utility Acronym / Work Order #]**”

Standard acronyms for all utility permits:

AT&T California	= AT&T
Box Springs Mutual Water Company	= BSMWC
Charter Communications / Spectrum	= CHA
Crown Castle Fiber	= CCF
Eastern Municipal Water District	= EMWD
Edgemont Community Services District	= ECSD
Southern California Edison Company	= SCE
Southern California Gas Company	= SCG
Frontier California	= FTR

3. This email should include all applicable items listed below.

DO NOT COMBINE FILES... each item listed should be uploaded as an individual pdf file.

Once City staff creates the appropriate permit record, an email notification for each record with links will be sent to the designated “*online user(s)*” to confirm that the package was received and processed. Any subsequent submittals will be done within the **Digital Plan Room (DPR)** using SimpliCITY (**not via email**).

NOTE: It is the applicant’s responsibility to submit all applicable items in a timely manner in order to meet any potential deadline. There is **no expedited** review for last minute submittals.

Applications/forms are available online (http://www.moval.org/city_hall/forms.shtml#landdev).

SUBMITTAL CHECKLIST

- A completed/signed encroachment permit application (latest version only).
 - Contractors must have a classification “A” or the applicable “C” state license.
 1. All contractors listed are required to have a valid City business license.
(Contact Treasury at 951-413-3080 or <https://morenovalley.hdlgov.com/Renew/Renew1/BusinessLicense>).
- A certificate of liability insurance (COI) with all the required additional insured endorsements required per the sample for each contractor listed on the application.
- A construction drawing / exhibit.
 - An engineer’s estimate for public improvements (only for major / long-term projects).
- A traffic control plan applicable for all phases of construction by one of the following options:
 1. Typical Application drawing(s) accepted only from the following manuals (latest edition):
 - California Temporary Traffic Control Handbook (CATTCH).
 - Field Guide for Temporary Traffic Control (FGTTC).
 - Manual on Uniform Traffic Control Devices (MUTCD).
 - Work Area Traffic Control Handbook (WATCH).

Each drawing should be modified to include the following items:

 - ✓ North Arrow – properly oriented
 - ✓ Applicable Speed Limit
 - ✓ Street Name(s) – include nearest intersection and/or cross street(s)
 - ✓ Distance from work to the nearest intersection and/or cross street
 - ✓ Distance from work area to the street centerline
 - ✓ Add note “All Driveways to Remain Open at all times” – only if traffic control spans across existing driveways.
 2. A site-specific (11”x17”) traffic control plan – including the above listed items;
 3. An engineered site-specific (24”x36”) traffic control plan – required for long-term projects / road closures;

PRIOR TO ISSUANCE of any permit, the following must be completed:

- ✓ City business license must be approved or at least paid for (copy of receipt will suffice).
- ✓ Certificate of insurance must be approved.
- ✓ Site-specific traffic control (11”x17”) must be submitted with the engineer’s stamp/signature.
- ✓ Engineered site-specific traffic control (24”x36”) plan must be approved by the City Traffic Engineer / City Engineer.
- ✓ Payment of all applicable fees.