

LAND DEVELOPMENT DIVISION

PERMIT EXTENSION / REVISION CHECKLIST

In order to assure a streamline process, please make sure to complete the following steps as indicated below:

FOR EXTENSIONS / REACTIVATIONS

1. Submit a separate email for each permit to LandDevelopment@moval.org, subject line should state:
 - a. Development Projects = “Encroachment Permit [Extension or Reactivation] Request – [TR#### / PEN##-####]”
 - b. Utility Projects = “Encroachment Permit [Extension or Reactivation] Request – [Utility Acronym / Work Order #]”
2. This email should provide the following information:
 - ✓ Permit (LCO / LEP) Number
 - ✓ Reason for extension and/or reactivation
 - ✓ How much additional time is needed (typically 3 months max. / up to 6 months for development projects)
 - ✓ List contractor(s) that will be performing the work... each must have:
 - A classification “A” or the applicable “C” state license;
 - A valid City business license (contact Treasury at 951-413-3080 or <https://morenovalley.hdlgov.com/Renew/Renew1/BusinessLicense>).
 - ✓ To add a new contractor to the permit, provide the following:
 - Contractor’s State License #
 - Contractor’s Business Name
 - Main contact information (i.e. field contact, email, mobile #)
 - ✓ A current certificate of liability insurance (COI) with all the required additional insured endorsements per the sample for the developer and/or each contractor still actively working under the permit.

DO NOT submit a new application.

DO NOT utilize the *Additional Submittal* link to submit updated COI’s or any other requested information.

Once City verifies all information and assures all insurances are approved, an email will be sent with applicable fees due prior to re-issuance of permit.

NOTE: It is the applicant’s responsibility to submit all information 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).

FOR REVISIONS (* All changes need to be clearly identified – clouded or highlighted) **DOCUMENT TYPE**

1. Login to SimpliCITY (<https://aca-prod.accela.com/MOVAL/Default.aspx>), search for the (LCO / LEP) permit under **Land Development**.
2. Click the **Additional Submittal** link (follow the online instructions).
3. The submittal should provide the following information / items (if applicable):
 - ✓ Explanation of revision – include amount of additional time needed
 - ✓ Upload a revised construction drawing / exhibit*
 - ✓ Upload a revised traffic control plan applicable to the proposed revision either by:

	Other Attachments
	Plans

 1. A typical Application drawing(s) only from an approved manual (latest edition).
 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.*

An email notification 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**).

PRIOR TO ISSUANCE of an extension/revision to any permit, the following must be completed:

- ✓ Certificate(s) 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.