

LAND DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS

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

As of **April 2021**, Land Development began reviewing all civil engineering related items electronically using the Digital Plan Room (DPR).

Beginning **August 2023**, all Land Development related items will now be submitted on SimpliCITY.

In order to assure a streamlined submittal process, please make sure to adhere to the information indicated below:

1. Each “*online user*” will need to register for an Account on SimpliCITY.
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 (request template from LD staff).
3. Go to SimpliCITY (www.moval.org/simplicity) and select **SUBMIT APPLICATIONS...** follow the wizard guide.

For submittals that generate an **Application (LAP)** record, City staff will create the appropriate record(s) and invoice the applicable reviews fees. For all other records, City staff will **1)** verify submittal completeness, **2)** invoice the applicable review fees and **3)** request for fees to be paid prior to routing submittal.

Each record will send email notifications with links to pay fees and upload the required items to all contacts with a valid email address. **NOTE:** Only the “*online user(s)*” linked to the record will have access to **1)** pay fees*, and **2)** upload / submit items.

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

GENERAL 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. **RESUBMITTALS:** Always resubmit the complete revised plan and/or report.

NOTE: All issues must be addressed / responded to **prior to** resubmitting. Each response must **explain** how each issue was addressed OR why you don’t agree (responses only stating “*see revised plans*” are **not** acceptable).

6. You can upload multiple files at the same time (see below).
7. File descriptions should clearly state the submittal (Ex: “2nd Submittal” or similar).

NOTE: To remove a corrupted or 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		

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

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

MAPS – PARCEL / TRACT

- A parcel / tract map (including Environmental Constraint Sheet – if applicable)
- A set of traverse calculations for the following [individual file for each]
 - 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)
- An exhibit w/ proposed street names (if applicable)
 - ✓ 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]

GRADING – MASS / ROUGH

- A grading with erosion control plan
 - 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
- A copy of all reference plans and/or documents [individual file for each] – as applicable

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

- A grading with erosion control plan
 - 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
- A Preliminary Title Report with hyperlinks (less than 30 days old)
- An Engineer’s Estimate for *private* improvements (stamp / signature required)
- An Engineer’s Estimate for *public* improvements (only if included)◆
- A copy of all reference plans and/or documents [individual file for each] – as applicable

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

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

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 construction phasing plan)
- A copy of all reference plans and/or documents [individual file for each] – as applicable

GRADING – BORROW SITE / STOCKPILE

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

IMPROVEMENTS – STREET (public)

- A street plan (for improvements within public right-of-way)
 - Shall include streetlights, 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)
- A copy of all reference plans and/or documents [individual file for each] – as applicable

IMPROVEMENTS – STORM DRAIN (Flood Control)

- An RCFC-maintained storm drain plan (on their required title block)
 - 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)
- A copy of all reference plans and/or documents [individual file for each] – as applicable

IMPROVEMENTS – SEWER AND/OR WATER

- A public utility plan (for improvements within public right-of-way)
 - 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)
- A copy of all reference plans and/or documents [individual file for each] – as applicable

IMPROVEMENTS – TRAFFIC SIGNAL W/ SIGNING & STRIPING

- A signal plan (for either a new install or modification)
 - 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)
- A copy of all reference plans and/or documents [individual file for each] – as applicable

IMPROVEMENTS – TRAFFIC CONTROL

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

STUDY – DRAINAGE (Final)

- A Drainage Study w hydraulic calculations (as needed)

REPORT – WATER QUALITY MANAGEMENT PLAN (WQMP)

- A final site-specific Water Quality Management Plan (F-WQMP)

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

AMENDMENTS / AS-BUILTS / REVISION SUBMITTALS

Follow the below steps each time you wish to submit a **new** revision submittal.

1. Go to SimpliCITY (www.moval.org/simplicity).

2. Select **MY RECORDS**.

3. Expand **Land Development**, search for the original record number.

If you don't see the record number listed, email LandDevelopment@moval.org and request to link your "online user" account to allow access.

4. Click the **Additional Submittal** link (follow the online instructions).

5. Upload the following items:

AMENDMENTS – DRAINAGE STUDY / WQMP REPORT

A letter of explanation for the amendment

A revised study / report

AS-BUILTS – GRADING / IMPROVEMENT PLANS

A complete set of previously approved plans w/ any changes that reflect actual site conditions

NOTE: All changes including revision block updates must be shown in **red**.

REVISIONS – GRADING / IMPROVEMENT PLANS

A letter of explanation for the revision

Only the previously approved sheets showing any proposed redline changes (include title sheet)

NOTE: All changes including revision block updates must be shown in **red**.

6. A **temporary** LRV number will be provided.

7. City staff will **1)** review submittal completeness, **2)** invoice the applicable review fees, and **3)** request that review fees be paid. The review will not begin until fees are paid.

a. IF submittal is incomplete / incorrect, City staff will notify by sending an "additional information required" email.

8. Once fees are paid, City staff will route for review.

NOTE: The record number will update to the match the original parent record adding ".R###" at the end.

9. An email notification will be sent to all contacts with a valid email address to confirm that the package was received.