

# LAND DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS (Documents)

**\* 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. Go to SimpliCITY ([www.moval.org/simplicity](http://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. All files must be in a PDF format (500 MB max. file size).
  - **DO NOT** combine several documents in the same PDF file (individual pdf file unless otherwise indicated).
  - **DO NOT** use encrypted or password-protected files.
2. Verify that each page in the document is adequately rotated for proper viewing *prior to* uploading.
  - All legal plats need to be generated to appropriate scale to fit on 8-½” x 11”.
3. You can upload multiple files at the same time (see below).
4. **RESUBMITTALS:** Always resubmit the complete revised document.
 

**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 document*” are not acceptable).
5. File descriptions should clearly state the submittal (Ex: “2<sup>nd</sup> 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	

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

**LEGALS – AGREEMENTS**

- An agreement document (template provided by City Staff)

**LEGALS – COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's)**

- A CC&R document (prepared by developer's legal team)

**LEGALS – CENTERLINE TIES**

- A set of Centerline Ties (engineer's stamp/signature required)

**LEGALS – CERTIFICATE OF COMPLIANCE**

- A completed/signed application
- A current Grant Deed
- A Preliminary Title Report with hyperlinks (less than 30 days old) – for each affected parcel
- A Legal Description (labeled as **Exhibit "A"**)
- A Legal Plat (labeled as **Exhibit "B"**)
- A copy of all supporting documents [individual file for each] – as applicable

**LEGALS – CERTIFICATE OF MAP CORRECTION**

- A letter of explanation from the engineer of record
- A Certificate of Correction (stamp/signature not required at submittal)
- A copy of all supporting documents [individual file for each] – as applicable

**LEGALS – CERTIFICATE OF PARCEL MERGER/ LOT LINE ADJUSTMENT**

- A completed/signed application
- A current Grant Deed – for each affected parcel
- A Preliminary Title Report with hyperlinks (less than 30 days old) – for each affected parcel
- A Legal Description *prior to* adjustment/merger – for each affected parcel
- A Legal Description *after* adjustment/merger – for each affected parcel (labeled as **Exhibit "A"**)
- A Legal Plat (labeled as **Exhibit "B"**)
- A set of closure calculations showing existing / proposed acreage for each affected parcel
- A copy of all supporting documents [individual file for each] – as applicable

**LEGALS – EASEMENTS**

- A letter of explanation from the engineer of record
- A Legal Description (labeled as **Exhibit "A"**)
- A Legal Plat (labeled as **Exhibit "B"**)
- A Preliminary Title Report with hyperlinks (less than 30 days old) – for each affected parcel
- A set of closure calculations showing existing / proposed acreage for each affected parcel
- A copy of all supporting documents [individual file for each] – as applicable

**LEGALS – OFFERS OF DEDICATION**

- A completed/signed application
- A Legal Description *prior to* dedication
- A Legal Description *after* dedication (labeled as **Exhibit "A"**)
- A Legal Plat (labeled as **Exhibit "B"**)
- A set of closure calculations showing existing / proposed acreage for each affected parcel
- A copy of all supporting documents [individual file for each] – as applicable

**LEGALS – VACATIONS**

- A completed/signed application
- A Legal Description *prior to* vacation
- A Legal Description *after* vacation (labeled as **Exhibit "A"**)
- A Legal Plat (labeled as **Exhibit "B"**)
- A set of closure calculations showing existing / proposed acreage for each affected parcel
- A copy of all supporting documents [individual file for each] – as applicable

**FOR ANY OTHER DOCUMENT NOT IDENTIFIED... PLEASE CONTACT  
LAND DEVELOPMENT VIA EMAIL AT [LandDevelopment@moval.org](mailto:LandDevelopment@moval.org).**