

LAND DEVELOPMENT DIVISION

ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

As of **April 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 (<http://www.moval.org/cdd/simplicity.html>).
2. Email the below items to LandDevelopment@moval.org, subject line should state:
 - a. For Development Projects = “**Encroachment Permit Submittal – [Project PEN or Map Number]**”;
 - b. For Misc. / 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 indicate who the designated “online user(s)” will be and provide their respective emails used to register on SimpliCITY as well as 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. All 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 [typical turnaround is **1 week** for each submittal].

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

DO NOT submit emails requesting status of review as this can be checked online using [SimpliCITY](#).

SUBMITTAL CHECKLIST

- A completed / signed permit application (latest version only).
 - Contractors working in the public right-of-way must have a classification “A” or 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/Home/Home/BusinessLicense>).
 - Include notarized letter(s) of authorization (LOA), city business / contractor’s license as part of this pdf file.
- A certificate of liability insurance (COI) with all the required additional insured endorsements required per the sample for the **designated permit signer** 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 (TCP) per the Transportation Division’s [TCP Guidelines & Checklist](#):

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

- ✓ City business license must be approved for all contractors listed or at least paid for (copy of receipt will suffice).
- ✓ Certificate of insurance for **the designated permit signer** must be approved.
- ✓ Traffic control plan must be approved.
- ✓ Payment of all applicable fees.