

LAND DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS (Documents)

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

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. Each “*online user*” will need to register for an Account on SimpliCITY (<http://www.moval.org/cdd/simplicity.html>).
2. Email LandDevelopment@moval.org, subject line should state “**TR#### / PEN##-#### – Document Submittal**”
 - This email should include the following information:
 - ✓ A completed *Submittal Application* (http://www.moval.org/city_hall/forms.shtml#landdev).
 - ✓ A separate pdf for each item listed.


City staff will **1)** create the appropriate record(s), **2)** upload the documents provided in the email and **3)** invoice the fees. Then an email notification with links for each record will be sent to all contacts with a valid email address to confirm that the documents were received and processed. However, the review will not begin until fees are paid.





Any subsequent submittals will be done within the **Digital Plan Room (DPR)**, **not by email** but only the designated “*online user(s)*” will have access to **1)** pay fees*, **2)** upload items and **3)** address any review issues.

* **NOTE:** If a check will be provided, electronic submittal will not be routed until the 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. Select the correct *Document Type* for each item (*Plans* should **never** be selected).
4. You can upload multiple files at the same time (see below).
5. **RESUBMITTALS:** Always upload the complete document (all issues must be addressed *prior to* uploading).
6. File descriptions should clearly show what is being submitted in brief (see below).

NOTE: To remove an 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 document type.

LEGALS – AGREEMENTS

Document Type

- An agreement document (template provided by City Staff) Supporting Documents

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

- A CC&R document (prepared by developer’s legal team) Supporting Documents

LEGALS – CENTERLINE TIES

- A set of Centerline Ties (engineer’s stamp/signature required) Supporting Documents

LEGALS – CERTIFICATE OF COMPLIANCE

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

LEGALS – CERTIFICATE OF MAP CORRECTION

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

LEGALS – CERTIFICATE OF PARCEL MERGER/ LOT LINE ADJUSTMENT

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

LEGALS – EASEMENTS

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

LEGALS – OFFERS OF DEDICATION

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

LEGALS – VACATIONS

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

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