



COMMERCIAL CENTER SECURITY PLAN REVIEW APPLICATION

MVMC §9.08.270

Per section 9.08.270 (Security Plan and On-Site Security Requirements) of the Moreno Valley Municipal Code, a detailed security plan shall be submitted to the City for review and approval for all commercial centers larger than two (2) acres and multifamily projects of fifty-one (51) dwelling units or more.

Name of Commercial Center _____

Commercial Center Street Address _____

Owner(s) Information:

Name _____ Name _____

Mailing Address _____ Mailing Address _____

Phone Number _____ Phone Number _____

Email Address _____ Email Address _____

Property Management Company Information:

Name of Company _____

Name of Primary Contact _____

Mailing Address _____

Phone Number _____

Email Address _____

Private Security Company Information: (required to respond to alarms)

Name of Company _____

Name of Primary Contact _____

Mailing Address _____

Phone Number _____

Email Address _____

How to Submit an Application and Supporting Documents

All applications must be submitted online for electronic review. Please register as an online user via the City's SimpliCITY portal at www.moval.gov/simplicity to submit this application and upload the required supporting documents. Upon receipt, a record number for your case will be provided via email (e.g. PCK25-5432). For applications received after March 2, 2026, an automated email from noreply@moval.org will be sent directing you to make the online payment for review of the application. Applications received on or before March 2, 2026 will be reviewed free of charge.

Required Supporting Document

The following documents must be submitted along with this application.

- **Letter of Intent** describing in detail the proposed or existing commercial center security plan. Please include days/hours of operation, number of security guards, details of private security company, information of video surveillance equipment and its function, and any other relevant information regarding site security. This letter should provide details on how the security plan complies with the following requirements.
 - Security surveillance cameras and a video recording system must be installed to monitor all doors into and out of the buildings on the site, the parking lot, loading areas, and all exterior sides of the property adjacent to the public rights-of-way.
 - The cameras and recording system must be of adequate quality, color rendition, and resolution to allow the identification of any individual present on the site.
 - Professionally and centrally monitored fire, sprinkler, robbery, and burglar alarm systems must be installed, and a private security company shall be required to respond to every alarm.
- **Site Plan** with the following details.
 - Boundaries of commercial center and adjacent roadways, sidewalks and other public rights of way.
 - Layout of exterior areas of the commercial center. Such as on-site parking, driveways, walkways, waste areas, waiting areas, loading docks/areas, etc.
 - Layout of the commercial center's security features, where they are located on the property, and the function/purpose of each feature.
 - Location of lighting fixtures on the property and the function/purpose of each light.
 - Location and design of security surveillance signs – including Penal Code 602 signs.
 - Location of "No Trespassing" signs.
- **Letter of Authority** shall be submitted with this application and be notarized.