



City of Moreno Valley  
COMMUNITY DEVELOPMENT

# SIMPLICITY



[www.moval.org/simplicity](http://www.moval.org/simplicity)

The City of Moreno Valley offers electronic plan submission and review through the Digital Plan Room (DPR). The online application and electronic plan review are fully integrated with SimpliCITY ([www.moval.org/simplicity](http://www.moval.org/simplicity)), the City's online permitting and Development Services portal. Using SimpliCITY, and DPR, customers/developers can submit project applications and upload plans online, saving time and reducing trips to City Hall.

Please follow these recommended document standard guidelines in your document design to ensure correct processing in DPR.

## PLANS

- All plans files must be in PDF file format
- Maximum file size is 500MB
- Do not use encrypted or password-protected files
- All layers in the PDF file will need to be flattened (including seals, signatures, notations)
- Arrange plans in a landscape page view
- Title block must be in the lower right-hand corner – DPR will read your sheet numbers
- Ensure sheet numbers are unique and consistent for each version of submitted plan pages
- Generate plans to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10)
- Any annotations in the PDF will be removed during the submission process
- Where applicable, please create a table of contents when exporting/publishing to PDF (ex. Use the "Create bookmarks" option in the "Export to PDF Options" settings in AutoCAD)
- Include sheet titles within a table of contents when possible
- When submitting revisions, please do not resubmit the entire plan set, only upload the sheets containing changes from the previous submission
- Leave the top left corner of plan sheet blank for the approval stamp to print without covering any content
- Please do not combine supporting documents in the same PDF file with any plan sheets – these can be uploaded separately
- You can upload multiple file type (e.g. plans, structural calcs, engineer's estimate) at the same time
- Documents that are typically uploaded as a different file type, such as CAD files or Legal Descriptions, may still be accepted if they are not a PDF

## SUPPORTING DOCUMENTS

- You can submit supporting documents as individual files or as a single file with multiple pages
- Document files may be oriented in either landscape or portrait view

Rev: 02/2021

Any person with a disability who requires a modification or accommodation in order to participate in these activities should direct such requests to the ADA Coordinator, at 951.413.3120 at least 72 hours before the activity.