

Submittal Requirements for Electric Vehicle Charging Station Applications

Required	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted in order to process your application. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p> <p>Prior to submitting, check if you qualify for the Electric Vehicle Charging Stations Streamlined Planning Process. If so, you do not need to submit the information below. If you do not qualify, provide the information below.</p>
<input type="checkbox"/>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for all site plan documents; one PDF for all elevation plans; etc.). 3. If ACA portal requires a document type not included on this checklist, upload blank PDF document called “Dummy Document”. Make sure you select the required document “Type” from the dropdown list. 4. Please review the EV Charging Stations Handout for examples of information required on the site plan and fees. Once you obtain approval from the Current Planning Division and comply with the conditions, submit plans to the Building Division for building permits.
<input type="checkbox"/>	<p>Complete Application in ACA portal A Major Revised Exhibit – Development Permit is required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.
<input type="checkbox"/>	<p>All Required Fees Paid</p> <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1st.</p>
<input type="checkbox"/>	<p>Deed Documents (Electronic) (for verification of owner authorization)</p>
<input type="checkbox"/>	<p>Letter of Owner Authorization (If Owner is not the Applicant) (Electronic) Shall include name phone, address and email.</p>
<input type="checkbox"/>	<p>Operational Statement: <input type="checkbox"/> Project address & APN <input type="checkbox"/> Project description (scope of work) <input type="checkbox"/> Number of parking spaces proposed to be removed (if any) <input type="checkbox"/> Landscaping/Trees proposed to be removed</p>

<input type="checkbox"/>	Overall Site Plan (Electronic, uploaded into ACA portal – does not need to be to scale but shall be legible)	
	<input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work <input type="checkbox"/> Property line dimensions & easements <input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Project address & APN	
<input type="checkbox"/>	Detailed Site Plan (Electronic, uploaded into ACA portal) Plans shall include (at a minimum) items below.	
	<input type="checkbox"/> 1"= 30' scale <input type="checkbox"/> North Arrow correctly shown <input type="checkbox"/> Easements, both existing and proposed	<input type="checkbox"/> Fully dimensioned parking stalls that depict the equipment is not in the 9 ft. x 18 ft. stall
	<input type="checkbox"/> Provide the aisle width behind the stall and the opposite stall size if there is parking behind the proposed EV stall.	<input type="checkbox"/> Add this note: Any survey monuments within the area of construction shall be preserved or reset by a person licensed to practice land surveying in the state of California.
	<input type="checkbox"/> Add this note: Repair all damaged and/or off-grade concrete street improvements as determined by the construction management engineer prior to occupancy.	<input type="checkbox"/> Add this note: Two working days before commencing excavation operations within the street right-of-way and/or utility easements, all existing underground facilities shall have been located by Underground Services Alert (USA). Call 1-800-642-2444
	<input type="checkbox"/> Accessible EV charging stalls shall comply with Sections 11B-228.3 and 11B-812 of the California Building Code	<input type="checkbox"/> Property lines and dimensions of property lines
<input type="checkbox"/>	Elevations (Electronic, uploaded into ACA portal): Include the height of all stations, transformers, etc.	

The application completeness review process is no more than 30 days. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of acceptance, the applicant will be sent an Introduction Letter (via e-mail) discussing the process and the target completion date.