

## Electric Vehicle Charging Stations (EVCS) Streamlined Planning Process

In order to streamline the review and approval of EVCS (as defined by Section 65850.7 of the California Government Code) and related equipment, the Planning entitlement process may be bypassed in certain situations if an applicant agrees and attests that the EVCS is proposed in accordance with the following standards.

### A. INSTRUCTIONS

- i. Complete form (all lines)
- ii. Sign and attest to compliance
- iii. Submit as a Planning Zone Clearance application (other ministerial uses) through the Accela Citizen Access (ACA) portal so that Planning can verify that all information is filled out and form is signed. Planning will stamp this form as "OK to Submit".

**Attach this document to your Building Permit**

- iv. **submittal** (building permit is required).
- v. If, based on responses below, this streamlined process is not allowed, please use the [Electric Vehicle Chargin Submittal Checklist](#) to submit a Development Permit (Major Revised Exhibit).

If stamped "OK to Submit" and signed, no additional Planning review is required

### B. SITE CONTEXT

#### 1. Site Information:

Address: \_\_\_\_\_ APN: \_\_\_\_\_

Building Permit Application No: \_\_\_\_\_

#### 2. Existing Parking Spaces:

a) Total Number of parking spaces within the existing parking lot: \_\_\_\_\_

b) Total Number of Parking Spaces to be Removed: \_\_\_\_\_

- c) Is the number of spaces to be removed less than 10% of the total number of existing spaces?

\_\_\_\_\_ yes

\_\_\_\_\_ no

**If the answer is no, this streamlined process is not allowed.**

### 3. EV Parking Spaces Proposed:

Total Number of Electric Vehicle Spaces Proposed: \_\_\_\_\_

Of these spaces:

a) Total Number of Standard Parking spaces proposed: \_\_\_\_\_

b) Total Number of Accessible spaces proposed: \_\_\_\_\_

## C. COMPLIANCE

**Instructions:** In order to utilize this streamlined process, the following items are required. Please initial in the lines, attesting to compliance with these requirements.

### 1. Parking Lot Requirements:

\_\_\_\_\_ Applicant has verified that there is an existing, previously approved stamped and signed site plan approved by the Planning Division through an entitlement process (Application Number: \_\_\_\_\_), depicting the approved parking lot layout.

\_\_\_\_\_ Applicant has verified that the existing parking lot layout is constructed and striped in accordance with the approved site plan noted above. If the parking lot is currently not built in accordance with this site plan, **this streamlined process is not allowed.**

\_\_\_\_\_ Applicant has verified that a site visit has been conducted and that all existing raised pads, curbs, ramps, planters, trees, landscaping, utility vaults, transformers, backflow prevention devices, gas meters, free standing mailboxes, lights/light poles, hydrants, fences or other structures in the vicinity of the proposed equipment is accurately depicted on the plan and will not interfere with the placement of the proposed equipment or any required path of travel.

## 2. EV Space Requirements:

In order to utilize this streamlined process, the following items are required. **Please initial in the lines, attesting to compliance with these requirements.**

\_\_\_\_\_ Minimum 27-foot clear width for vehicular back-up between ends of parking spaces (27-foot vehicular aisle width must be maintained)

\_\_\_\_\_ If sidewalk is present in front of space where EVCS is being placed; must ensure there is 4-foot of clear width in addition to space allocated for EV equipment for pedestrians either by:

- Utilizing wheel-stop for 3-foot offset from sidewalk; or
- Having a minimum 7-foot wide sidewalk in front of spaces, clear of any structures

\_\_\_\_\_ Must allow for 3-feet of vehicle overhang either by:

- Offsetting EVCS 3-feet from edge of curb or front of space; or
- Utilizing wheel-stop for 3-foot of offset from EVCS

\_\_\_\_\_ Changes to grade are not proposed

## 3. EVCS Placement:

In order to utilize this streamlined process, the following items are required. **Please initial in the lines, attesting to compliance with these requirements.**

\_\_\_\_\_ The proposed EVCS and related equipment will not be placed in any easements

\_\_\_\_\_ The proposed EVCS and related equipment will not be placed in any gutter in a manner that would block site drainage

\_\_\_\_\_ The proposed EVCS and related equipment will not be placed between an accessible path-of-travel and the parking space

- \_\_\_\_\_ The proposed EVCS and related equipment will be placed so as to provide a clear, level, floor space adjacent to the equipment that is 32-inches by 48-inches with a 2% max cross slope.

**4. Overall Site Plan (does not need to be to scale but shall be legible):**

Plans shall include (at a minimum) items below. In order to utilize this streamlined process, the following items are required on the overall site plan. **Please initial in the lines, attesting to compliance with these requirements.**

- \_\_\_\_\_ Outline of the entire parcel with an area indicating the scope of work
- \_\_\_\_\_ Property line dimensions & easements
- \_\_\_\_\_ Vicinity map with north arrow
- \_\_\_\_\_ Project address and APN

**5. Detailed Site Plan:**

Plans shall include (at a minimum) items below. In order to utilize this streamlined process, the following items are required on the detailed site plan. **Please initial in the lines, attesting to compliance with these requirements.**

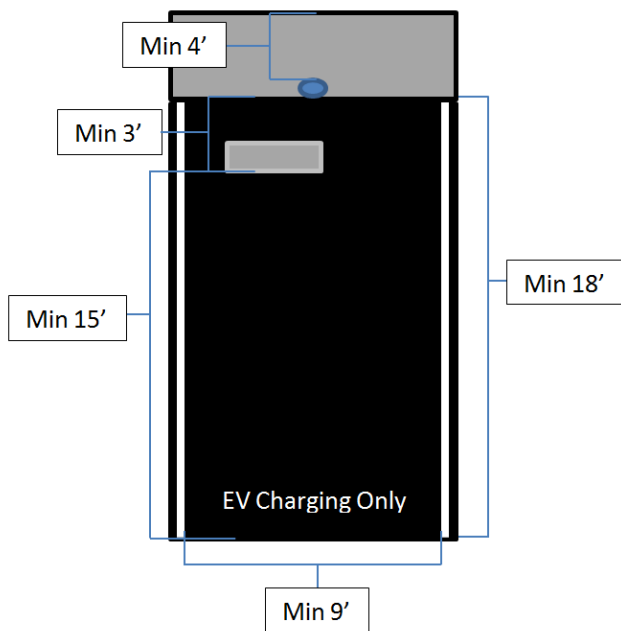
- \_\_\_\_\_ Provide 1"= 30' scale on site plan
- \_\_\_\_\_ North Arrow correctly shown
- \_\_\_\_\_ Easements, both existing and proposed
- \_\_\_\_\_ Fully dimensioned parking spaces that depict the equipment is not within the 9-foot by 18-foot space

- \_\_\_\_\_ The aisle width behind the space and the opposite space size if there is parking behind the proposed EV space
- \_\_\_\_\_ Accessible EV charging spaces shall comply with Sections 11B-228.3 and 11B-812 of the California Building Code
- \_\_\_\_\_ 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
- \_\_\_\_\_ Add this note: Repair all damaged and/or off-grade concrete street improvements as determined by the construction management engineer prior to occupancy.
- \_\_\_\_\_ 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
- \_\_\_\_\_ Add this note: All proposed transformers shall be located within an existing service room, or placed underground.

## 6. Space Types:

All spaces must be constructed to one of the standards below. If the space cannot meet one of the standards below, this streamlined process is not permitted. **Please write number of spaces of each type and initial next to the space types to be provided, verifying compliance with these standards.**

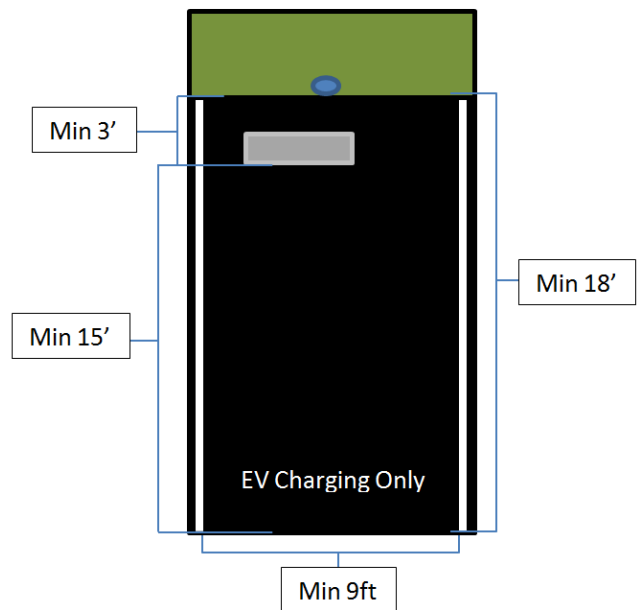
EV Charging w/ Wheel-stop w/ Walkway



# of spaces

initials

EV Charging w/ Wheel-stop w/ Planter

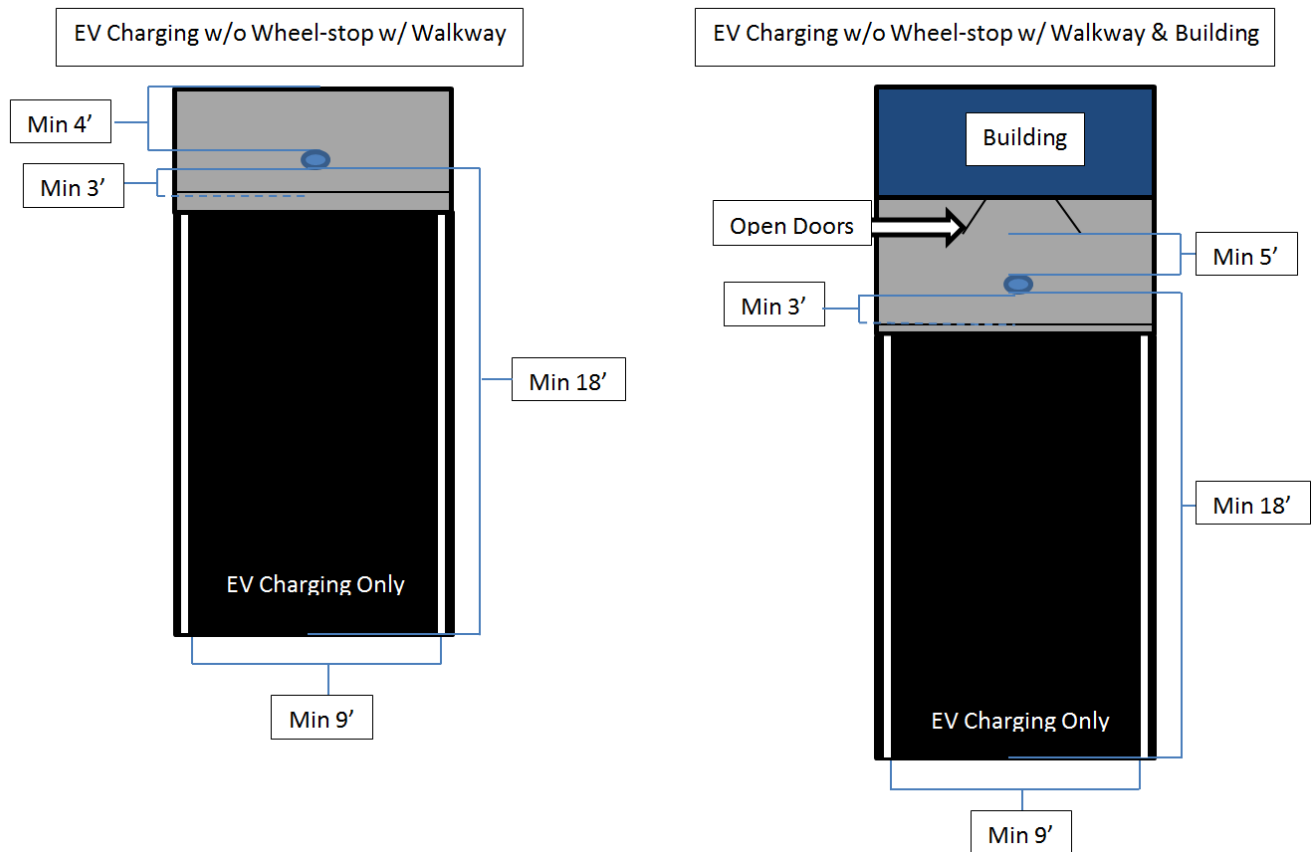


# of spaces

initials

### Legend

- |  |  |
|--|--|
|  EV Charging Unit |  6" High Wheel-Stop |
|  Bollards         |  6" High Curb       |



# of spaces

initials

# of spaces

initials

### Legend



EV Charging Unit



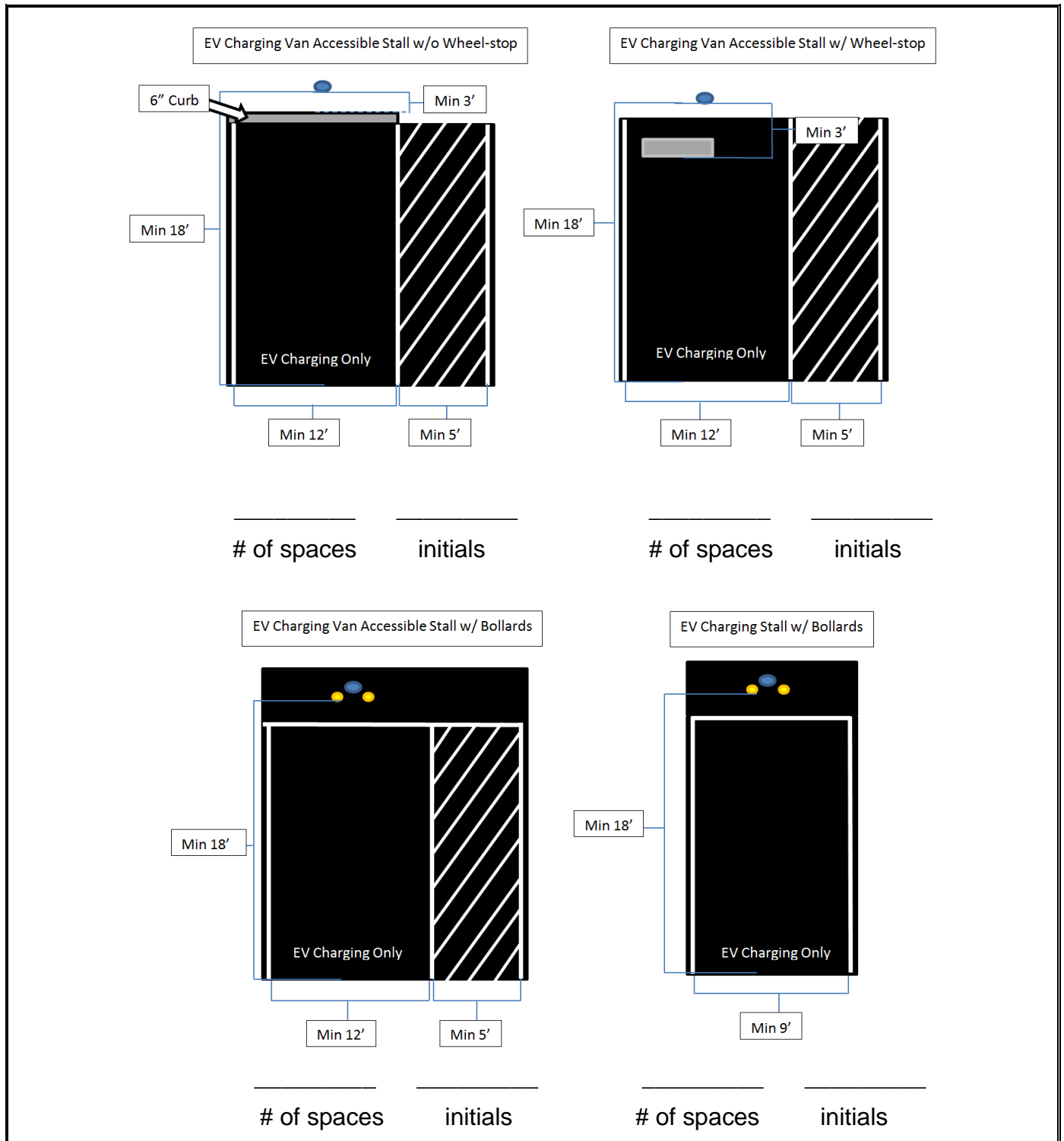
6" High Wheel-Stop



Bollards

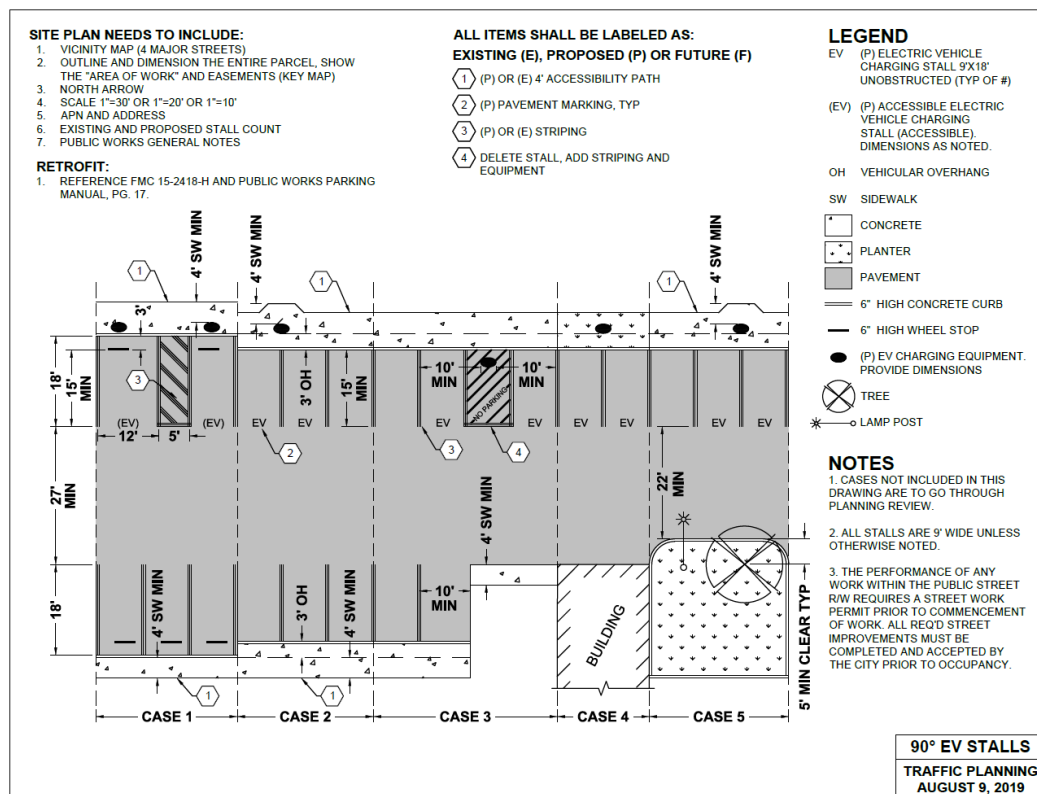


6" High Curb



## 7. Example Site Plan:

The site plan submitted with the building permit application must include all of the information detailed below, as applicable. The applicant must verify that the information contained below is included on the site plan. \_\_\_\_\_ (initial). Please note that the site plan below depicts requirements from Planning and Public Works traffic planning. Additional information may be required to be depicted on the site plan during the Building plan check process. Accessible EV charging spaces shall comply with Sections 11B-228.3 and 11B-812 of the California Building Code.



I \_\_\_\_\_ (print name) attest that the permit I am submitting for the installation of EVCS complies with all requirements outlined in this document. I understand that failure to comply with any of these requirements will render the Planning approval null and void and the equipment may be required to be removed and/or relocated. I, the Applicant, shall indemnify, hold harmless and defend City from any and all loss, liability, fines, penalties, forfeitures, costs and damages incurred in connection with any omissions or misrepresentations related to compliance with this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_