

ELECTRIC VEHICLE CHARGING STATION STREAMLINING CHECKLIST

REQUIREMENTS

This application will be processed as a “Non-Residential Minor Administrative Planning Review” application. Planning will stamp this form as “OK to Submit,” which verified Planning approval.

This application is non-discretionary. An application can only be denied if the Building Official finds specific adverse impact to health or safety and there is no feasible method to satisfactory mitigate or avoid the specific adverse impact (Government Code Section 65850.7(b)).

INSTRUCTIONS

1. Complete form.
2. Sign and attest to compliance
3. Attach this document to your Building Permit Submittal (building permit is required).

APPLICANT INFORMATION

NAME	PHONE NUMBER
MAILING ADDRESS	CITY, STATE & ZIP CODE
EMAIL ADDRESS	FAX NUMBER

PROJECT INFORMATION

SITE ADDRESS
ASSESSOR'S PARCEL NUMBER(S) (APNs)

PROPERTY OWNER INFORMATION

NAME	PHONE NUMBER
MAILING ADDRESS	CITY, STATE & ZIP CODE
EMAIL ADDRESS	FAX NUMBER

SIGNATURES

APPLICANT SIGNATURE	DATE
PROPERTY OWNER SIGNATURE	DATE

SITE CONTEXT		
ADDRESS	APN	BUILDING PERMIT APPLICATION NO.
EXISTING PARKING SPACES Total Number of parking spaces within the existing parking lot: _____ Total Number of parking spaces to be removed with this proposal: _____ Is the number of spaces to be removed less than 10% of the total number of existing parking spaces? ☐ Yes ☐ No		
EV PARKING SPACES PROPOSED Total Number of Electric Vehicle Spaces Proposed _____ Of these spaces: Total Number of Standard Parking spaces proposed _____ Total Number of Accessible spaces proposed _____		
COMPLIANCE <i>In order to utilize this streamlined process, the following items are required. Please initial all lines, attesting to compliance with these requirements. Building Official must make specific findings, based on substantial evidence, of specific adverse impact to health and safety to deny a project.</i>		
PARKING LOT REQUIREMENTS		INITIAL HERE
Applicant has verified that all existing parking spaces and layouts have been previously approved by the Planning Division through an entitlement process.		
Applicant has verified that the existing parking lot layout is constructed and striped in accordance with the approval by the Planning Division noted above.		
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.		
EV SPACE REQUIREMENTS		INITIAL HERE
Minimum 24-foot clear width for vehicular back-up between ends of parking spaces (24-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 by utilizing bumper guards or wheel stops for all parking spaces to allow for a 3-foot offset from the sidewalk.		
Bumper guards or wheel stops for all parking spaces abutting the perimeter of a parking area where such perimeter is within 15 feet of a building, structure, public right-of-way, or lot line.		
All parking stalls shall be double-striped unless existing stalls are single-striped.		
Changes to grade are not proposed.		
EVCS PLACEMENT		INITIAL HERE
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.		

OVERALL SITE PLAN <i>Does not need to be to scale but shall be legible</i>	INITIAL HERE
Outline of the entire parcel with an area indicating the scope of work.	
Property line dimensions and easements.	
Vicinity map with north arrow.	
Project address and APN.	
DETAILED SITE PLAN	INITIAL HERE
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 19-foot space.	
Fully dimensioned drive aisle behind the parking stalls.	
Internal circulation patterns of the parking area.	
Accessible EV charging stalls shall comply with Section 11B-228.3 and 11B-812 of the California Building Code.	
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.	
Repair all damaged and/or off-grade concrete street improvements as determined by the construction management engineer prior to occupancy.	
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.	
All proposed transformers shall be located within an existing service room or placed underground.	