**Minor Encroachment Permit Application (Working Draft)**

Residential Curbside Electric Vehicle Charging

This Application Form is the first step in installing a Residential Curbside Electric Vehicle (EV) Charging Station. It should be completed by the by the property owner of the residence where a home EV charging station is desired. Please answer each question as completely as possible.

Project Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, if different from project address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number Street Name Apt. # City Zip Code

**Charging Equipment**

Please list the electric vehicle charging equipment that you plan to install. Include brand, model, voltage, and approximate dimensions (including any pedestals or enclosures). If you are deciding between multiple units please list this information for all those being considered (maximum of three).

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Has this equipment already been purchased? Yes \_\_\_ No \_\_\_ (this will not impact your eligibility for approval)

Are you installing an electric vehicle charging station or a receptacle that portable electric vehicle supply equipment can be plugged into?

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Do you acknowledge that if you are installing a receptacle to service portable electric vehicle supply equipment, this receptacle will only be permitted to be used for electric vehicle charging purposes? Any other uses, not authorized by the city, may be grounds for the revocation and removal of your minor encroachment permit and receptacle. Yes \_\_\_ No \_\_\_

**Encroachment**

**Project Description:** Briefly describe the nature of your project and reasons for encroachment.

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**Approval Criteria:** No encroachment shall be approved unless it is determined that the subject encroachment conforms with the following standards. Describe how the proposed encroachment meets the seven approval criteria below.

**Important**: Conduit for the EV charging station must be routed directly from the curbside EV station to the property line, perpendicular to and under the sidewalk. Conduit within the public right of way must be minimized and must not be routed parallel to the sidewalk or curb within the planting strip or on public land behind the sidewalk.

A. No other reasonable method of obtaining the desired results is available except as proposed.

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B. The granting of the permit will not be materially detrimental to the public interest, safety, health and welfare or injurious to the other property.

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C. The applicant has complied with the **[locality name here]** public works specifications **[Link public works specifications here]**.

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D. No major or minor encroachment into a sidewalk may be granted unless a minimum clear space of five feet remains open for public use in the sidewalk area. For the purposes of determining the clear space, poles, parking meters, fire hydrants, regulatory signs, and other such objects (street hardware) may not be considered as part of the minimum horizontal clear space reserved for public use. Except for subsurface encroachments of tiebacks and soil nails, in no event may a minor encroachment extend farther than two feet from the property line into the public right-of-way.

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E. All encroachments, except for structures below the walkway such as basement vaults and sidewalk elevators, shall have a minimum height of twelve inches and no portion shall project beyond the base projection of the encroachment unless at a height of eight feet or more above the sidewalk.

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F. There should be a clear color differentiation between the sidewalk paving and objects placed or installed in the sidewalk area.

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Do you acknowledge that in the event that a curbside charging station is approved and installed that the parking space that is adjacent to a curbside EV charging station is available to anyone. Any parking restrictions on your street, such as Residential Preferential Parking, will remain in effect. You will not have any exclusive rights, privileges, or priority for parking adjacent to an EV charging station and should not state or imply such? Yes \_\_\_ No\_\_\_

**Next Steps**

After you submit this Application Form, the City will evaluate conditions at the property and issue a Determination with details for your next steps. City staff will visit your property; this visit will be made from the public right-of-way unless an appointment is made with you in advance. Once your application is approved, you may proceed with the electrical permitting for your curbside electric vehicle charging station.

**Applicant Signature and Date:**

Sign and date this form, indicating that the information on this form is true and complete, to the best of your knowledge. Your signature also verifies that you have distributed the Neighbor Handout for Residential Curbside Electric Vehicle (EV) Charging to all households on both sides of the block where the proposed EV charging station will be located.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit this completed application along with submission requirements (see following page) to: **[Locality name and processing office here]**

**Required Submittals**

In addition to this application, the submittal of a site plan and proof of insurance is also required for a minor encroachment permit application for curbside electric vehicle charging installations.

**Site Plan Requirements:** 8.5”x11” site plan showing the building footprint, proposed location of the encroaching EV charging station and conduit layout, and the distance between the station and each of the following features, which should also be shown on the plans: existing onsite electrical service location, front property line, sidewalk, curb, street trees, and any existing utility infrastructure such as water meters, sewer cleanouts, and drainage pipes. Also include widths of the following features: the public right-of-way (property line to curb), existing sidewalk, planting strip, and/or the area between the sidewalk and curb. Photographs are also encouraged.

**Proof of Insurance:** Proof of adequate insurance for the residency at which the curbside charging station is to be installed in required for approval of this application. **[City ordinance here if applicable]**

Minor encroachment permits are approved by the Director of Public Works. See the **[locality municipal code and chapter here if applicable]** for further detail.