*Draft*

DPZ Private Property EV Charger installation process

The following policy outlines EV Charger submission requirements where the facility is located on residential, non-fee simple public roads:

Submit by email to Development Engineering the following items for review –

1. Description of Charger type and number of chargers proposed. Include the number of parking spaces to be designated as charging spaces. Provide a plan or aerial showing the physical location of the charger (ie within the parking space or behind the curb).
2. Provide a copy of the Grading Plan from the approved Site Development Plan (SDP) or Final Road Plan with the parking spaces to be utilized highlighted (Contact the DPZ public information counter for the SDP or Final Road Plan).
3. Identify the closest property to the EV charging space by property address.
4. Identify the location of the property owner on the plan making the request to install the charger.
5. Identify the location of the meter/panel that the charger is to be connected too with a label on the SDP or Final Road Plan.
6. Provide the schedule and load on the meter/panel from BGE (utilized by DILP).
7. If an approved SDP or Final Road Plan does not exist, provide a Google map with the information identified in the above items.
8. Authorization from the HOA to install EV charging facilities in the proposed locations on H.O.A. letterhead with the following statements:
	1. Confirm that the charger will not be located on fee simple property.
	2. Statement that the H.O.A. will take full responsibility for all maintenance and resolution of any use conflicts with residents.
9. Once completed, this information shall be submitted to DILP to allow the process of required permits such as an electrical permit.