



## Submittal Requirements for Electric Vehicle Charging Station Applications

<b>Required</b>	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application in <a href="https://TCPermits.com">TCPermits</a>. The following items must be submitted in order to process your application. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></b></p> <p>Prior to submitting, check if you qualify for the <a href="#">Electric Vehicle Charging Stations Streamlined Planning Process</a>. 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><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. All plans and documents <u>must</u> be uploaded in PDF format.</li> <li>2. A separate PDF document is required for each plan type (i.e. separate PDF required for site plans, separate PDF for landscape plans, etc.).</li> <li>3. Each plan type should only have one PDF uploaded (i.e. if there is more than one site plan exhibit, upload a multi-page PDF).</li> <li>4. If TCPermits Self-Service 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.</li> <li>5. Please review the <a href="#">EV Charging Stations Handout</a> 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.</li> </ol>
<input type="checkbox"/>	<p><b>Complete Application in TCMERITS (<a href="https://TCPermits.com">https://TCPermits.com</a>)</b> A Major Revised Exhibit – Development Permit is required.</p>
<input type="checkbox"/>	<p><b>All Required Fees Paid</b> <b>Fees</b> 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).</p>
<input type="checkbox"/>	<p><b>Deed Documents (Electronic)</b> (for verification of owner authorization)</p>
<input type="checkbox"/>	<p><b><a href="#">Letter of Owner Authorization</a></b> (If Owner is not the Applicant) <b>(Electronic)</b></p>
<input type="checkbox"/>	<p><b><a href="#">Operational Statement:</a></b> <input type="checkbox"/> Project address &amp; 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"/>	<p><b>Overall Site Plan (Electronic, uploaded into the system – does not need to be to scale but shall be legible)</b></p> <p><input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work</p> <p><input type="checkbox"/> Property line dimensions &amp; easements</p> <p><input type="checkbox"/> Vicinity map with north arrow      <input type="checkbox"/> Project address &amp; APN</p>								
<input type="checkbox"/>	<p><b>Detailed Site Plan (Electronic, uploaded into the system)</b></p> <p>Plans shall include (at a minimum) items below.</p> <table border="1"> <tr> <td data-bbox="207 569 824 747"> <input type="checkbox"/> 1"= 30' scale    <input type="checkbox"/> North Arrow correctly shown  <input type="checkbox"/> Easements, both existing and proposed         </td> <td data-bbox="824 569 1448 747"> <input type="checkbox"/> Fully dimensioned parking stalls that depict the equipment is not in the 9 ft. x 18 ft. stall         </td> </tr> <tr> <td data-bbox="207 747 824 953"> <input type="checkbox"/> Provide the aisle width behind the stall and the opposite stall size if there is parking behind the proposed EV stall.         </td> <td data-bbox="824 747 1448 953"> <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.         </td> </tr> <tr> <td data-bbox="207 953 824 1230"> <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.         </td> <td data-bbox="824 953 1448 1230"> <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         </td> </tr> <tr> <td data-bbox="207 1230 824 1360"> <input type="checkbox"/> Accessible EV charging stalls shall comply with Sections 11B-228.3 and 11B-812 of the California Building Code         </td> <td data-bbox="824 1230 1448 1360"> <input type="checkbox"/> Property lines and dimensions of property lines         </td> </tr> </table>	<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
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<input type="checkbox"/>	<p><b>Overall and Detailed Site Plan (hard copies)</b> Two full size copies of all site plan exhibits (individually folded to 8-1/2"x11" page size). Drop these off at the Permit Center Counter, Room 3043 (Government Plaza). Please put a cover sheet on these plans with the application number (OPA-XXXXX). <b>These must be received within two business days of submitting the application in the <a href="#">TCPermits</a> system.</b></p>								
<input type="checkbox"/>	<p><b>Elevations (Electronic, uploaded into <a href="#">TCpermits</a>):</b> Include the height of all stations, transformers, etc.</p>								

The application completeness review process is no more than 30 days. The application will only be deemed complete and accepted for processing if all of the required checklist items have been submitted and verified by the assigned Planner. Within five days of acceptance, the applicant will be sent an Introduction Letter (via e-mail) discussing the process and the target completion date.