



Electric Vehicle Charging Stations

WHERE DO I START?

Start with the Planning Division by submitting a Major Revised Exhibit – Development Permit through the online Citizen Self-Service portal TCPermits.com. This review is typically 3-4 weeks. Please note that once the project is approved by Planning, submit to the Building Division to obtain a building permit.

WHAT IS REQUIRED?

Operational Statement:

- Project address & APN
- Project description (scope of work)
- Number of parking spaces proposed to be removed (if any)
- Landscaping/Trees proposed to be removed

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

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

Detailed Site Plan (minimum scale of 1"=30'):

- Include fully dimensioned parking stalls that depict the equipment is not in the 9 ft. x 18 ft. stall.
- Provide the aisle width behind the stall and the opposite stall size if there is parking behind the proposed EV stall.
- Include the following notes:
 - 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
- Accessible EV charging stalls shall comply with Sections 11B-228.3 and 11B-812 of the California Building Code.

Elevation: Include the height of all stations, transformers, etc.

Owner Authorization

EXAMPLES OF INFORMATION REQUIRED

