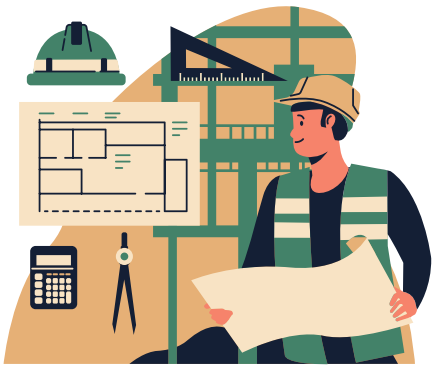


## Electric Vehicle (EV) Site Plan Checklist

### Overview



**A site plan is an important part of the infrastructure planning process.**

A site plan outlines the changes to be made to a site, defines building and safety codes, describes the planned placement of equipment, and electrical and/or mechanical lines through official drawings.

Creating a site plan allows the authority having jurisdiction (AHJ) to authorize and approve your intent to build the infrastructure. An AHJ may be a federal, state, local, or other regional department or individual depending on your area. It could be a fire marshal and/or the respective building permit department.

### 1 Obtain Permission to Build

✔ **Lessees Obtain an Easement:** If you are installing infrastructure but are not the owner of the property or land in which vehicles would access the charging infrastructure, you need to obtain permission from the landlord. This comes in the form of an Easement; essentially a rite of access to a given piece of land for a discreet purpose and length of time. More information on Easements can be found [here](#). It is a best practice to create this document, allowing the landlord to do so can be time consuming and costly to your project.

✔ **Lessees Obtain Terms and Conditions:** Provide property owner with simple legal agreement outlining the terms and conditions which may be relevant to the construction project. Consider defining who will maintain the site, what happens upon the termination of a lease, and listing codes of compliance.

**If you own the property, proceed to step two.**



### 2 Determine Where to Build

✔ **Engage and Build a Relationship with Your Utility While Deciding Location:** There are many considerations to be made on a project location. These include the distance from a cell phone tower for network connection, distance from the electric panel, zoning regulations, proximity to corridors and residential or commercial spaces. Talk with your utility and local official to see what regulations might affect your potential site.

✔ **Hire an Architect to Develop Site Drawings:** Preliminary site drawings should include placement for major equipment such as Direct Current Fast Chargers (DCFC), transformers, switch gear and circuit breaker panels. It should also include ingress and egress locations and parking locations. Discuss preliminary plans with your local utility and property owner.

✔ **Ensure ADA Compliance:** Make sure you have enough space next to chargers and enough parking spaces to accommodate wheelchairs, where applicable. This can range from the number of ADA parking spaces to the path of travel on your site. See the ADA codes required by your jurisdiction and visit the Division of the State Architect's website for more details.

✔ **Determine Where to Place High Voltage Equipment:** Work with your local utility to determine how to set-up high voltage lines, where the lines will connect, and how they will run through the site. It is important to design a plan to accommodate underground electric utilities and keep the equipment near the main power source. If you are a renter, come to an agreement on the equipment placement with your Landlord.

**Work with your utility company and an architect for all site plans.**



### 3 Submit Plans to City

✔ **Package Plans for City Planning Department:** The architect packages construction drawings which are submitted to the city planning department for a building permit request. Fees and associated costs for site plans and permits may vary.

✔ **Plan Ahead:** You should consider engaging the planning and/or permit department before you submit your plans to help ensure the approval process is smooth and expedient.

✔ **Await Approval of Plans:** After a site plan is approved, you will need to continue to work with your local utility, the building department, the fire department, an architect, and property owners (possibly their legal team). There will be inspections to ensure you meet the plan as outlined.

✔ **Submit Payment:** Submit payment and permitting fees to the AHJ as needed. Fees and associated costs for site plans and permits may vary.

**Engage city early on in the planning process.**

*Site planning is a process unique to each infrastructure location. Please consult with your AHJ to ensure you have taken all the necessary steps and safety measures to produce an accurate site plan.*



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