EnergIIZE
COMMERCIAL VEHICLES

Hydrogen Site Plan Checklist

Overview

A site plan is an important part for the process of planning infrastructure. It 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 will 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 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 terms and conditions. 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 Planning Application/Design and Architecture Review

- **Hire an Architect:** An architect will draw up preliminary/simple site designs to help carry you through the following processes.
- **Finalize a Tenant/Landlord Legal Agreement:** Come to an agreement with the property owner and, where necessary, draw up an easement that is satisfactory to all parties. See the definition of an easement here.
- **Coordinate with Your Utility:** Determine if your site currently has adequate power or if upgrades are needed.
  ***NOTE**: Connecting with your utility partner is a separate process than your AHJ. Utility upgrades may not be limited to those 'behind the meter' and this will help you outline your responsibilities in getting power to your site.*
- **Determine If Any Zoning Considerations Are A Factor:** Check with county/city guidelines as you may have to apply for a Conditional Use Permit (CUP) or variance before pursuing approval to build. A CUP defines how a site can be used and the benefits to the community, such as hours of operation.
- **Ensure ADA Compliance:** This can range from number of ADA parking spaces to path of travel on your site, see the ADA codes required by your jurisdiction.
- **Be Mindful of CEQA Reviews:** Be sure to engage your AHJ for further details.
- **Engage With the Fire Department Early:** Hydrogen station designs need to comply with many codes. Hiring a fire protection engineer may help ease the burden of understanding the codes and regulations.

Work with necessary stakeholders to address considerations for your site.

3 Detailed Package Submission and Approval

- **Secure Permission to Build:** This comes from the building or planning department (depending on jurisdiction), and may require you provide the following information:
  - Detailed site drawings
  - Descriptions of intent to comply with necessary codes
  - Detailed structural, mechanical, and electrical information

Submit documentation to AHJ and pay required fees.

4 Encroachment Permit then Construction

- **Coordinate and Secure Necessary Encroachment Permits:** For example, if work needs to be done on a state highway, they may point you to the California State Transportation Agency for an encroachment permit.
- **Accommodate Inspections:** These take place throughout the construction phase to ensure adherence to the awarded permit.
- **Send a Notice of Completion to the AHJ:** Provide this notice upon conclusion of construction so commissioning may take place and a final occupancy permit may be awarded.
- **Ensure Fuel Quality and Fuel Protocols are Checked:** Authorities for these inspections may include HyStEP or a recognized NRTL/third-party system.
- **Public Stations must Undergo Additional Steps:** These may include commercial testing (the amount of fuel requested is what is dispensed, CCR Title 4, Division 9, Chapter 1), inspection of the point of sale system, and having connection to the Station Operational Status System (SOSS), maintained by CaFCP.

Accommodate inspections to ensure you align with your plans.

Contact Us

EnergIIZE.org
1 (877) ENR-GIZE
1 (877) 367-4493
infrastructure@calstart.org
48 South Chester Avenue Pasadena, California 91106

Revised March 2022