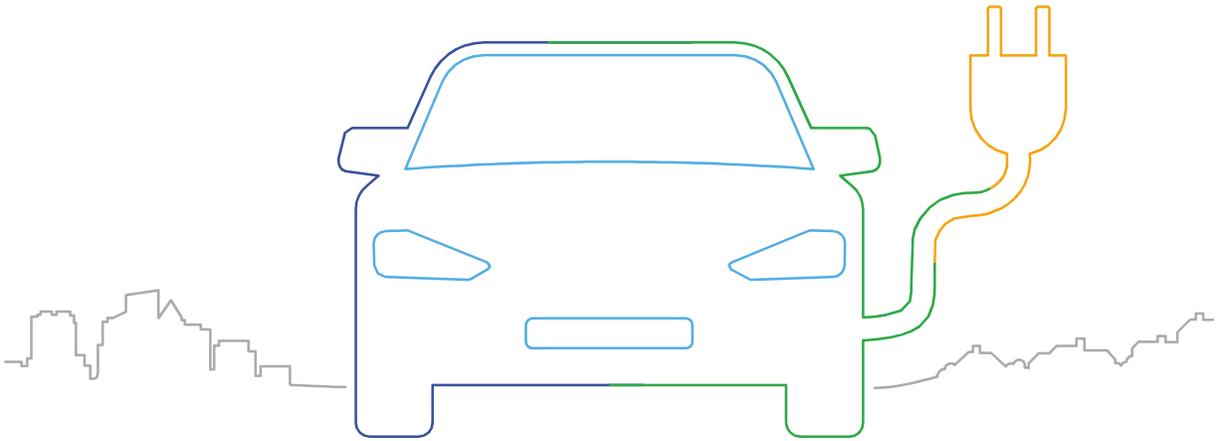


PILOT PROGRAM

Residential Electric Vehicles (EV) Charging Permitting Guidelines

An EV Charging Station Pilot Program will be implemented for a two-year period starting September 2, 2020. Once this evaluation period has expired, and depending on the success of the program, DPS will either adopt the policy or deem it no longer valid. If not adopted, any equipment installed in the public right of way must be removed and the right of way restored to its original condition at the property owner's expense.



MONTGOMERY COUNTY



Montgomery County
Department of Transportation



Montgomery County
Department of Permitting Services

SEPTEMBER 2020

Montgomery County Department of Permitting Services
Residential Electrical Vehicle (EV) Policy

Overview

Charging an electric vehicle at home is the most common, convenient, and economical place to refuel. This policy will expand options for home charging; allowing residents to either create new space on their property to accommodate EV charging or to install an EV charging station at the curb by their home for use while parked on the street. This policy must also ensure the public right of way continues to serve the general public.

Applicants will purchase and install charging stations at their own expense, either on their property or at the curb, depending on the site. The installation of curbside charging stations will only be considered when on-site opportunities do not exist and cannot be created.

An EV charging station installed through this guideline will not create any privilege or priority for use of the adjacent curbside parking. Street parking will remain available to anyone. Any parking restrictions on your street, such as Residential Preferential Parking, will remain in effect.

This program is available to those who reside in single family dwellings or duplexes and the permit will only be issued to the property owner.

STEP 1

Initial Inquiry

(Work within the Public Right of Way)

If your property lacks on site installation options, you must first submit a letter of interest that includes a site plan with details of the proposed charging station location. It will allow the County to make an initial determination of whether you are able to charge on your own property or are a candidate for curbside charging.

STEP 2

Initial Determination

DPS will review your request and issue an initial determination with guidance for next steps. In making this determination, staff will look at specific characteristics of your property and advise you of one of the following options:

- a. Deny your request as there is an existing space, with access to your private property.
- b. Construct a new curb cut (driveway or parking pad) to install an EV charging station and parking space on your property
- c. Install a curbside EV charging station at an appropriate location in front your property within the public right of way
- d. Inform you that your property is not a candidate for an EV Charging Station in the right of way due to space limitations or safety concerns.

STEP 3

Permitting Requirements

OPTION A – Existing Space with Access to Your Private Property



If you have an existing driveway, garage or parking pad with space for charging a vehicle; Montgomery County will not consider installation in the public right of way. Installation on private property only requires an electrical permit. The electrical permit must be obtained by a licensed electrician.

Permit Application Submittals

Electrical permit application submittals include:

1. Electrical Permit Application and Filing Fee
2. Site plan with property lines, proposed EV charging station location, conduit routing, and location of electrical meter
3. Single line electrical plan/diagram from the meter to the EV charging station
4. Manufacturer's specifications and installation guidelines for the EV charging station including the approved product listing agency (i.e. UL) number
5. Existing panel rating, proposed charging load & calculations for systems over 220 volts and/or 40amp

OPTION B – New Curb Cut (Driveway or Parking Pad Installation)



If the DPS review finds there is adequate space on your property for a parking pad, the EV charging station will not be allowed in the public right of way. The use of the parking pad will be deed restricted; in other words, you may not use it for long-term parking; its use will be solely for the purpose of charging your electric vehicle. Prior to permit issuance, DPS will require a Zoning review to ensure your proposed parking pad will not violate any codes related to front lot parking coverage. A permit is not required for the parking pad itself; however, you will need a right of way permit for access to the property; i.e. a driveway apron. You will also need an electrical permit for the charging station.

Design and Placement

Location of the curb cut and driveway apron will be reviewed by DPS and staff may specify a location for your curb cut. In general, curb cuts should be placed to minimize the reduction of street parking and vegetation. Proper distances should be maintained between the curb cut and features in the public right-of-way including street trees, utility poles and signs. Work conducted in the public right-of-way must adhere with the materials, designs, and construction methods detailed by the County (available at Curbs, Gutters, Sidewalks, and Driveway Approaches Constructed under County Permits). All of the elements mentioned will be reviewed when the permit application is submitted.

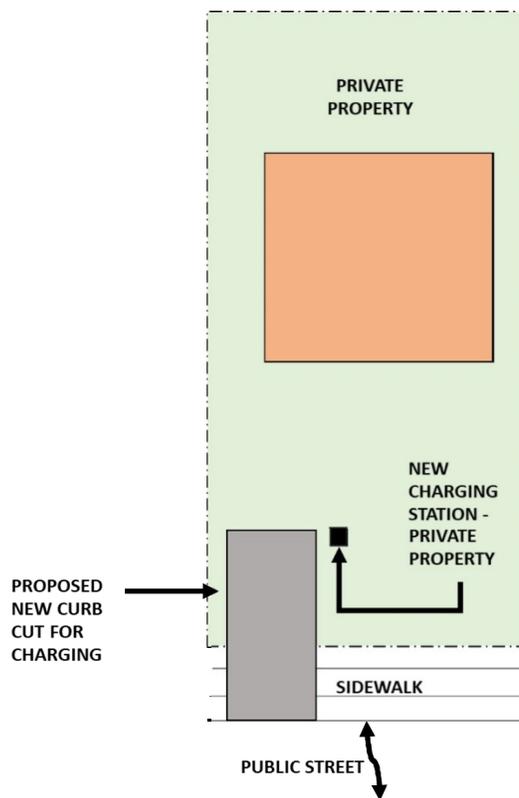
Permit Application Submittals

Right of Way Permit (ROW) application packages must include, at a minimum:

1. ROW Permit Application and Filing Fee
2. Site plan, Important elements include:
 - a. Dimensioned drawings with property lines, lot dimensions, building footprints, walkways, existing above ground and underground utility infrastructure and underground laterals, sidewalks, curbs, and features in the planting strip.
 - b. The proposed location of the curb cut, driveway approach, vehicle-related paving, and landscaping screening strip should be dimensioned and called out with shading, hatching, or other methods.
 - c. Photographs of existing conditions are encouraged.
 - d. Declaration of Covenants on Use of Vehicle-Related Paving

Electrical permit application submittals include:

1. Electrical Permit Application and Filing Fee
2. Site plan with property lines, proposed EV charging station location, conduit routing, and location of electrical meter
3. Single line electrical plan/diagram from the meter to the EV charging station
4. Manufacturer's specifications and installation guidelines for the EV charging station including the approved product listing agency (i.e. UL) number
5. Existing panel rating, proposed charging load & calculations for systems over 220 volts and/or 40amp



OPTION C – Within the Public Right of Way



DPS may find that no space exists on your property to construct an off-street parking space for EV charging. If DPS determines your property qualifies for installation in the right of way, a public right of way permit and electrical permit are required. The electrical permit must be obtained by a licensed electrician. DPS will determine the exact location of the proposed EV charging station. This option will only be considered when there is no opportunity to install a driveway or parking pad on your property.

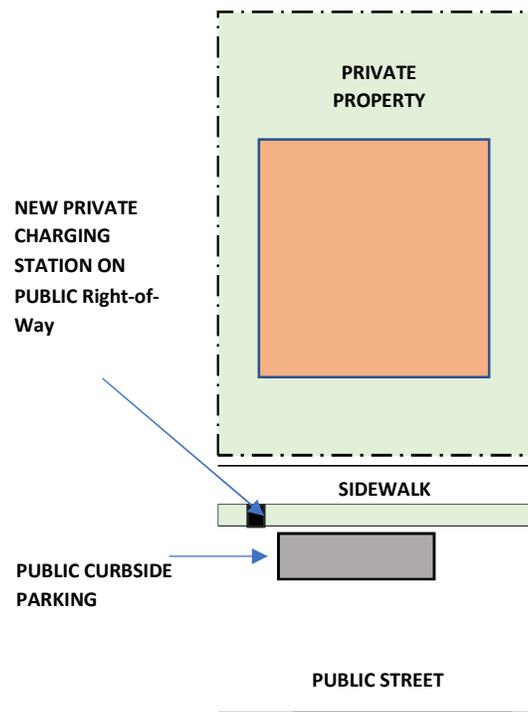
The EV charging station will be connected to your home electrical service, as if the charging station was located on your private property. Conduit will be run from your electrical panel to the EV charging station located in the planting strip adjacent to the curb.

The conduit must be underground in the public right-of-way, including under the sidewalk, and it is likely that trenching will also be required on your private property. Property owners are required to work with a licensed electrical contractor to understand all installation options.

Curbside EV charging station installations may be either Level 1 (120 volt) or Level 2 (240 volt), but must meet all the requirements of the Electrical Code; outdoor installations of electric vehicle supply equipment (EV charging stations) must be permanently connected and fastened in place with no exposed live parts. Charging stations must be listed by an approved product listing agency, rated for outdoor use and installed in accordance with the manufacturer's specifications and the County's right of way permit conditions.

Design and Placement

- The space must comply with existing posted parking restrictions.
- Avoid conflicts with other utility infrastructure (existing utilities and laterals must be shown on site diagram for permit);
- Installation shall be at least 6 feet from fire hydrants;
- Avoid interference with vehicular sight lines at street corners or driveways;
- Minimize the removal of vegetation;
- Maximize the number of parking spaces the EV charging station could serve;
- EV charging station cords must not cross over sidewalks, walkways, or driveways, rather, station cords shall be automatically retractable;
- Installation shall be at least 18 inches from the face of the curb (in the planting strip if one is present); and,
- Preserve as much clear sidewalk width (path of travel) as possible, but no less than 3 feet.
- Position the EV charging station such that the stored connector is at a height of 24 inches to 48 inches above the parking surface (Electrical Code, Article 625.30(B));
- Install an enclosure or cage around the EV charging station to protect and control its use; if the charging station is not fully enclosed, the charging station cord and connector must be secured when not in use;
- Orient the EV charging station such that an enclosure door will not open past the curb face or over the sidewalk;
- Minimize the size of any enclosure around a charging station or cord. Colors and materials for any enclosure should minimize their visibility and integrate with the design of surrounding buildings and landscaping;
- No advertising is permitted on the charging station or associated enclosure.



Permit Application Submittals

Right of Way Permit (ROW) application packages must include, at a minimum:

1. ROW Permit Application and Filing Fee
2. Site plan showing proposed charging station location
3. Declaration of Covenants for Maintenance and Liability for Occupation of the Right of Way

Electrical permit application submittals include:

1. Electrical Permit Application and Filing Fee
2. Site plan with proposed EV charging station location, conduit routing, and location of electrical meter
3. Single line electrical plan/diagram from the meter to the EV charging station
4. Manufacturer's specifications and installation guidelines for the EV charging station including the approved product listing agency (i.e. UL) number
5. Existing panel rating, proposed charging load & calculations for systems over 220 volts and/or 40amp

STEP 4

Installation

Once you have obtained your permits, for either an on-site or curbside EV charging station, you are ready to install the station and any corresponding features. County Building and Safety staff will inspect the EV charging station connection at the completion of the project. In addition, a right of way inspector will inspect the construction in the public right-of-way.

Once your inspections are final, you are ready to charge!

STEP 5

Operation

It is your responsibility to operate your EV charging station in keeping with the conditions of its permits. For curbside locations, maintaining a safe EV charging station is particularly critical. It must be operated in a way that minimizes potential trip hazards by including a retractable cord and connector when the charging station is not in use. It must be controlled either by a safety enclosure around the charging station or cord that is locked while the station is idle. The station must not be charged when not in use.

Failure to operate the charging station safely could result in revocation of the right of way permit. If the right of way permit is revoked, it will be the property owner's responsibility to remove the EV charging station and its associated equipment, conduit, and wiring from the public right-of-way and restore the right-of-way to its original condition.

Applicant Responsibilities

DPS recommends that as the property owner you share information about your project with neighbors before submitting your request. This will provide them an opportunity to ask questions and understand the process.

Please understand your responsibilities and limitations before talking to your neighbors. The cost of purchasing, installing, using, and maintaining a curbside EV charging station shall be paid by the homeowner (or in combination with a tenant, if applicable).

It is the property owner's responsibility to maintain the charging station, and any associated safety enclosure and ensure it is in a good and safe operating condition.

The County reserves the right to revoke the public right of way permit in cases where there are safety concerns related to the EV charging station installation or when on-going parking issues adjacent to the EV charging station result in enforcement calls to the County.

The parking space adjacent to a curbside EV charging station is available for anyone's use. Any parking restrictions on your street, such as Residential Preferential Parking will remain in effect. Property owners will not have exclusive rights, privileges, or priority for parking adjacent to an EV charging station. If you know it is difficult to park adjacent to your home or you foresee issues that would limit your access to a curbside EV charging station on a regular basis, please consider whether it makes sense for you to participate in this process.

Residential Curbside EV Charging Policy Objectives

SAFE home Charging – Montgomery County’s commitment to **Vision Zero**



Related Sources:

City of Berkeley, Pilot Manual: Residential Curbside Electrical Vehicle (EV) Charging Pilot Program
March 26, 2018

**Responsible Offices
and Collaborators:**

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