

DOCKETED

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City of Fresno EV Charging Station

Streamlined Planning Process

Feedback from the Industry

- * We received feedback that the Planning process was overly cumbersome
- * About a year ago we created a handout to help simplify the process
- * It wasn't enough

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 Portal Fresno [FAASTER](#). 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?

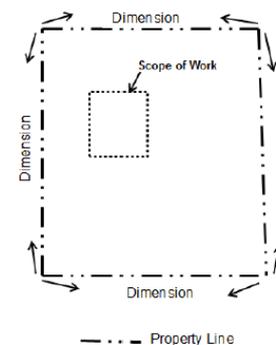
- Operational Statement:**
 - Project address & APN
 - Project description (scope of work)
 - Number of parking spaces proposed to be removed (if any)
 - Landscaping/Trees proposed to be removed
- Overall Site Plan (does not need to be to scale but shall be legible):**
 - Outline the entire parcel with 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**

Planning Review Fees

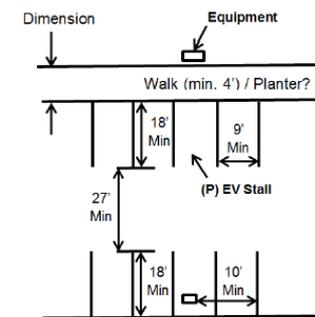
1 to 4 stations - \$439*
5 to 25 stations - \$1,002*
25+ stations - \$1,865*
* If review by other Agencies/Divisions is required, additional fees may apply.

EXAMPLES OF INFORMATION REQUIRED

Overall Site Plan



Detailed Site Plan



Created a Checklist

* In April, we followed up with a more complete checklist to help streamline

* It still wasn't enough

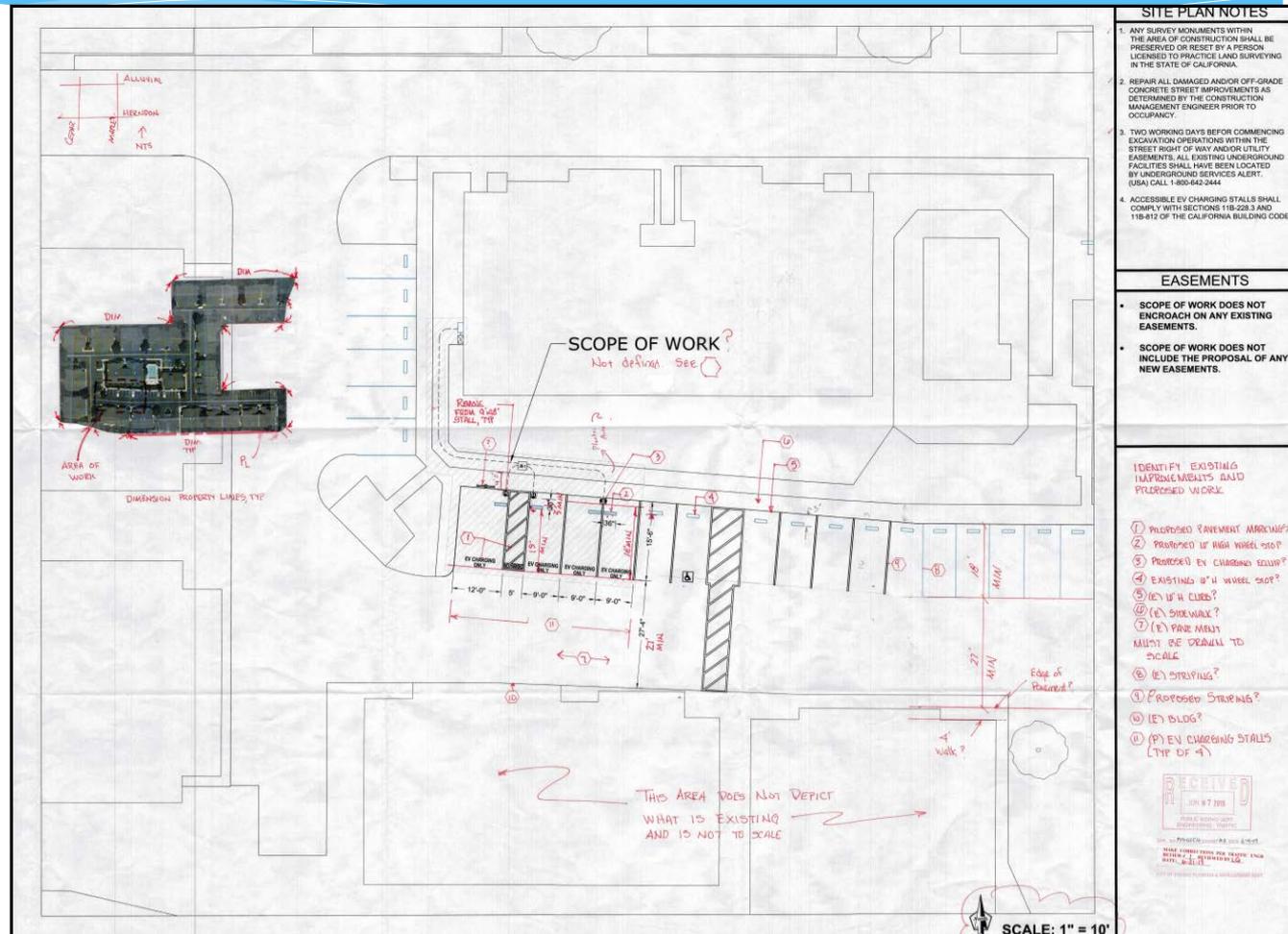
Submittal Requirements for Electric Vehicle Charging Station Applications

Required	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application in FAASTER. The following items must be submitted in order to process your application. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and cancelled.</u></p>
<input type="checkbox"/>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 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.). 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). 4. If FAASTER system 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. 5. Please review the EV Charging Station Handout for examples of information required on the site plan and fees. Once you obtain approval from the Planning Division and comply with the conditions, submit plans to the Building Division for building permits.
<input type="checkbox"/>	<p>Complete Application in FAASTER (www.fresno.gov/faaster) A Major Revised Exhibit – Development Permit is required.</p>
<input type="checkbox"/>	<p>All Required Fees Paid Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within 3 days of fees being invoiced (e-mail will be sent).</p>
<input type="checkbox"/>	<p>Letter of Owner Authorization (If Owner is not the Applicant)</p>
<input type="checkbox"/>	<p>Operational Statement: <input type="checkbox"/> Project address & 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>Overall Site Plan (electronic, uploaded into the system – does not need to be to scale but shall be legible)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work <input type="checkbox"/> Property line dimensions & easements <input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Project address & APN

Site Plan and Parking Lot Design Issues

* Even with the handout and the checklists, the majority of submittals still had issues

* Resulted in Resubmittals and Delays to project approval



SITE PLAN NOTES

1. 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.
2. REPAIR ALL DAMAGED AND/OR OFF-GRADE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY.
3. 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
4. ACCESSIBLE EV CHARGING STALLS SHALL COMPLY WITH SECTIONS 11B-228.3 AND 11B-812 OF THE CALIFORNIA BUILDING CODE.

EASEMENTS

- SCOPE OF WORK DOES NOT ENCRoACH ON ANY EXISTING EASEMENTS.
- SCOPE OF WORK DOES NOT INCLUDE THE PROPOSAL OF ANY NEW EASEMENTS.

IDENTIFY EXISTING IMPROVEMENTS AND PROPOSED WORK

- ① PROPOSED PAVEMENT MARKINGS?
 - ② PROPOSED W/ HIGH VEHICLE STOP?
 - ③ PROPOSED EV CHARGING STALLS?
 - ④ EXISTING W/ W VEHICLE STOP?
 - ⑤ EX W/ W CURBS?
 - ⑥ EX SIDEWALK?
 - ⑦ EX PARK METS?
- MUST BE DRAWN TO SCALE
- ⑧ EX STREPPING?
 - ⑨ PROPOSED STREPPING?
 - ⑩ EX BLDG?
 - ⑪ EX EV CHARGING STALLS (TYP OF 4)



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Decision to Take Planning and Traffic Review out of the equation

- * It took some collaboration with several departments and divisions to work through a streamlined process
- * Decided on a self-certification process that would allow projects to move straight to building permits without planning review

About to Launch a New Streamlined Process



Planning and Development Department
Development Services Division
2600 Fresno Street, Third Floor, Room 3043
Fresno, CA 93721-3604

Electric Vehicle Charging Stations (EVCS) Streamlined Planning Process

In order to streamline the review and approval of Electric Vehicle Charging Stations (EVCS) (as defined by Section 65850.7 of the California Government Code) and related equipment, the Planning entitlement process may be bypassed in certain situations if an applicant agrees and attests that the EVCS is proposed in accordance with the following standards.

Instructions:

- A. Complete form
- B. Sign and attest to compliance
- C. Attach this document to your Building Permit submittal (building permit is required)

1. Site Information:

Address: _____ APN: _____

Building Permit Application No: _____

2. Existing Parking Spaces:

- a) Total Number of Parking Spaces to be Removed: _____
- b) Total Number of Spaces within the existing parking lot: _____
- c) Is the number of stalls to be removed less than 10% of the total number of existing stalls?
_____ **If the answer is no, this streamlined process is not allowed.**
 - a) _____

3. EV Spaces Proposed:

Total Number of Electric Vehicle Spaces Proposed: _____

Of these stalls:

- b) Total Number of Standard Parking spaces proposed: _____
- c) Total Number of Accessible spaces proposed: _____



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4. Parking Lot Requirements:

In order to utilize this streamlined process, the following items are required. **Please initial in the lines, attesting to compliance with these requirements.**

- ___ Applicant has verified that there is an existing (previously approved) stamped and signed site plan approved by the Planning Division through the entitlement process (Application Number: _____) depicting the approved parking lot layout.

- ___ Applicant has verified that the existing parking lot layout is constructed and striped in accordance with the approved site plan noted above. If the parking lot is currently not built in accordance with this site plan, **this streamlined process is not allowed.**

- ___ Applicant has verified that they have conducted a site visit and that all existing raised pads, curbs, ramps, planters, trees, landscaping, utility vaults, transformers, backflow prevention devices, gas meters, free standing mailboxes, lights/light poles, hydrants, fences or other structures in the vicinity of the proposed equipment is shown on the plan and will not interfere with the placement of the proposed equipment or any required path of travel.

5. Stall Requirements:

In order to utilize this streamlined process, the following items are required. **Please initial in the lines, attesting to compliance with these requirements.**

- ___ Minimum 27-foot clear width for vehicular back-up between ends of parking spaces (27-foot vehicular aisle width must be maintained)

- ___ If sidewalk is present in front of stall where EV station is being placed; must ensure there is 4-foot of clear width in addition to space allocated for EV equipment for pedestrians either by:
 - o Utilizing wheel-stop for 3-foot offset from sidewalk
 - o Having 7-foot wide sidewalk in front of stalls, clear of any structures

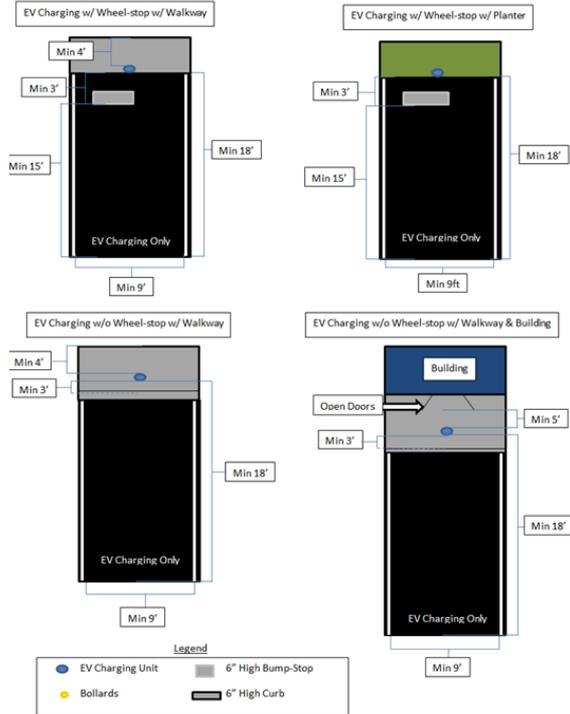
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9. Stall Types:

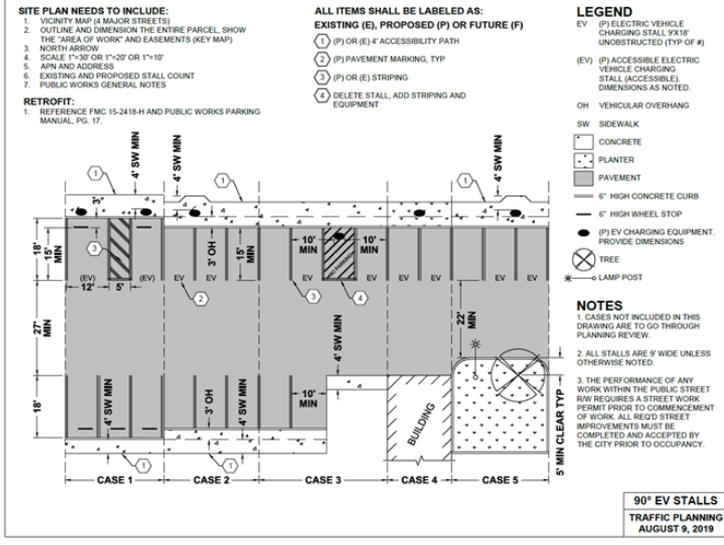
All stalls must be constructed to one of the standards below. If the stall cannot meet one of the standards below, this streamlined process is not permitted. **Please initial next to the stall types to be provided, verifying compliance with these standards.**



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10. Example Site plan:

The site plan submitted with the building permit application must include all of the information detailed below as applicable. The applicant must verify that the information contained below is included on the site plan. _____ (initial)



_____ attest that the building permit that I am submitting for the installation of Electric Vehicle Charging Stations (EVCS) complies with all requirements outlined in this document. I understand that failure to comply with any of these requirements will result in non-compliance and the equipment may be required to be removed and relocated.

Signature _____ Date _____