

City of Sacramento
**CURBSIDE EV CHARGING PILOT
PROGRAM**

www.cityofsacramento.org/ev

PUBLIC DRAFT POLICY GUIDANCE

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1. Purpose and Authority

Administered by the Department of Public Works (Public Works), the Curbside EV Charging Pilot Program provides guidance and a procedure for public and private entities to install, operate, and maintain electric vehicle (EV) supply equipment (EVSE) in the public right-of-way. This initiative is being launched as a pilot open for applications for an initial one-year period.

1.1 Background

In June 2017, the Sacramento City Council approved an agreement with EVgo to construct and operate the first curbside EV charging project in Sacramento. Under the Demonstration Partnerships Policy, EVgo will install up to six high power, 150-kilowatt (kW) charging stations in angled on-street parking spaces at Southside Park. The intent of this agreement is to test, evaluate, and demonstrate the feasibility of curbside EV charging, with the goal of developing a city-wide permit process to accommodate additional curbside EV charging projects. Early lessons learned from the EVgo agreement informed the guidance of this pilot, but the project precedes this pilot program and does not technically fall within the scope of pilot.

On July 18, 2017, the Sacramento City Council adopted Resolution No. 2017-0284 directing staff to prepare an EV strategy and continue working on EV initiatives. The rationale for the resolution reflected statistics that the transportation sector is the largest greenhouse gas emissions source in the community, comprising 48% of community-wide greenhouse gas (GHG) emissions. Increased adoption of electric vehicles will reduce GHG emissions from transportation sources and support the City's climate targets.

On October 19, 2017, Sacramento released the 2017 [Electric Vehicle Strategy](#). The strategy was unanimously adopted by City Council with minor updates on December 12, 2017. As the City's first strategic EV plan, this document encourages widespread EV use and establishes Sacramento as a testbed for clean transportation technologies. Key performance targets for the strategy include attainment of 75,000 ZEVs and 300 Direct Current Fast Chargers (DCFC) within city limits by 2025. Action 1.4 of the EV Strategy calls for the creation of guidance for permitting EV infrastructure in the public right-of-way.

1.2 Purpose

This pilot permit guidance provides a path for permitting non-proprietary, publicly-accessible EV charging stations in the right-of-way. This guidance defines the City's requirements for DCFC and Level 2 EV charging on city streets with existing metered and time-limited parking spaces, with a focus on census tracts designated as low-income and/or a disadvantaged community. Multiple business models and applicant types are encouraged to apply for curbside EV charging projects. A diverse project pool will help Public Works to evaluate program outcomes and determine next steps to modify or scale up the program.

1.3 Authority

California Vehicle Code Section 22511 grants local authorities the right to designate stalls or spaces on a public street within its jurisdiction for the exclusive purpose of charging and parking a vehicle that is connected for electric charging purposes. City Resolution XX grants the Parking Manager the authority to designate on-street EV charging spaces (*pending City Council action*). The permit process outlined in this guidance establishes of Public Works procedures for permitting the installation and operation of EVSE in the public right-of-way.

2. Definitions and Abbreviations

“*Applicant*” means the person authorized to represent the entity or organization applying for the Curbside EV charging Pilot Program and associated permits.

“*Block face*” means one side of a city block between two intersections.

“*Direct Current Fast Charger*” means a device used to recharge an electric vehicle that meets the definition of "DC Level 1", "DC Level 2", or "DC Level 3" as defined in Standard J1772 of SAE International or an equivalent power output level and which is listed under the applicable UL Standards and requirements or the equivalent listing by a nationally-recognized testing laboratory.

“*Disadvantaged Community*” means a community defined by census tract and designated by CalEPA using CalEnviroScreen 3.0 or most recent version and scores at or above the 50th percentile

“*Encroachment*” means the same as the definition established by City Code Chapter 12.12.

“*Electric vehicle*” means a vehicle that is recharged by electricity; can include battery-electric vehicles and plug-in hybrid vehicles

“*Electric vehicle charging space (EVCS)*” means a single parking space served by a single unit of electric vehicle supply equipment

“*Electrical vehicle supply equipment (EVSE)*” means a unit of fueling infrastructure that supplies electric energy for the recharging of plug-in electric vehicles, including battery electric vehicles and plug-in hybrid electric vehicles. EVSE is also referred to in this guidance as an electric vehicle charger and electric vehicle infrastructure.

“*Level 2 Charger*” means a device used to recharge an electric vehicle that meets the definition of “AC Level 2” as defined in Standard J1772 of SAE International or an equivalent power output level and which is listed under the applicable UL Standards and requirements or the equivalent listing by a nationally-recognized testing laboratory.

“*Low-Income Census Tract*” means a census tract with at least 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more, or as defined by the United States Department of Housing and Urban Development (HUD)

“*Permittee*” means the person, entity, or organization permitted by the City to install and operate EVSE in the public right-of-way.

“*Site*” means the proposed or approved location for one or more contiguous EVCS, to be installed and operated by a single permittee.

“*Real property*” means land and anything permanently affixed to the site by permittee or permittee’s agents, employees, invitees, contractors, or subcontractors, including but not limited to any real property alterations, improvements, or additions that are permanently affixed to the project area, such as sidewalk flatwork or road improvements.

“*Trade fixture*” means a piece of equipment on or attached to the site which is used in a trade or business and is removable from real property at the conclusion of operations.

AMGI – Area Median Gross Income
 BOT – Business Operation Tax
 CARB – California Air Resources Board
 EV – electric vehicle
 EVCS – EV charging space
 EVSE – EV supply equipment
 DAC – disadvantaged community
 DC – direct current
 DCFC – direct current fast charger

DE – Development Engineering
 HUD – Department of Housing and Urban
 Development
 kWh – kilowatt hour
 LBE – Local Business Enterprise
 L2 – level 2 charger
 Public Works – Department of Public Works
 SacRT – Sacramento Regional Transit
 SMUD – Sacramento Municipal Utility District

3. Pilot Approach

The curbside EV charging pilot allows for the installation and operation of a limited number of EV charging stations in the public right-of-way. Program applications may be submitted from (DATE) to (DATE). Upon permitting an adequate number of charging stations, Sacramento will close the pilot program to further applications, evaluate project outcomes, and determine whether to continue, scale-up, and/or modify the program. Agreements issued under the pilot are valid for five-year and ten-year terms for Level 2 and DCFC, respectively (see Section 6.1, Term and Renewals).

3.1 Objectives and Priority Applications

The pilot is administered with the intent to incentivize and streamline projects which contribute towards the 2017 EV Strategy goals. Applicants who wish to receive priority over other applicants for a given project location; and/or exceed the base limit of two EVSE per block face for a maximum of four EVSE must demonstrate compliance with the following pilot objectives:

3.1.1 Equitable Access to EV Technologies and Benefits: Applicant provides a financial incentive for EV charging to residents from low-income households or regulated affordable housing, such as a membership discount, incentive, or subsidy.

3.1.2 Advance an Efficient Distribution of EV Infrastructure: Applicant commits to constructing one or more off-street EVSE at an area underserved by existing EVSE infrastructure within Sacramento city limits, in addition to the curbside project. Both applications must be submitted simultaneously to be eligible for this incentive. Existing projects or permits in process shall not be eligible for this incentive. The applicant may be granted an additional EVSE spot beyond the base limit at a one-to-one ratio, up to the maximum of four EVSE, for each off-street charger proposed.

3.1.3 Complement Active Transportation: Applicant commits to constructing EVSE with connected charging infrastructure for electric-assist bike charging, for either an existing or anticipated bike share program.

3.1.4 Strengthen Local EV Innovation and Industry: Project meets one or more of the following characteristics:

- Participation by a certified Local Business Enterprise (LBE), as defined by the City's [LBE Program](#)
- Commitment to employ local area residents (i.e. an individual whose primary residents is within Sacramento county)

3.1.5 Encourage Shared EV Options and Transit Modes: The project provides charging for a qualified EV car share operator who meets the City's forthcoming car share policies or an electric shuttle program. A project may also meet this criterion by demonstrating that the charger shall support public transit routes, providing written verification from Sacramento Regional Transit (SacRT) or other public transit providers.

3.1.6 Optimized for Future Technologies and Demand: The applicant demonstrates knowledge of [SB 454 "Electric Vehicle Charging Stations Open Access Act"](#) and identifies project features to future-proof the EVSE installation. The applicant also demonstrates awareness and/or participation in CARB's ongoing workshops and policy development for SB 454. This is desirable to support the proper configuration for universal payment capability.

3.1.7 Ongoing Compliance: Public Works will interpret and apply these incentives as appropriate. If approved with an incentive due to a project feature pursuant to this Section, a condition for annual renewal shall be demonstration of ongoing compliance. Failure to maintain this component of the project may result in permit revocation.

3.2 Pilot Evaluation

In addition to tracking the program's effects on the pilot objectives, the City will measure the impact of curbside EV charging on city-wide EV adoption. Acceptance into the pilot is conditional upon agreement to share anonymized, aggregate data on metrics specified by the City including EVSE utilization, user demographics, and pricing. Data-sharing is essential for the City to evaluate success of the pilot and develop future iterations of the Curbside EV Charging Program. The City may share this data with other public and/or non-profit entities for research purposes.

4. Administration and Application

4.1 Administration

Under the authority of the Director of Public Works, the Sustainability Manager of the Office of the Director administers the Curbside EV Charging Program. Parking Services enforces on-street EV charging spaces and issues permits for dedicated public-use EV charging spaces. Development Engineering conducts commercial plan checks, issues encroachment and revocable permits, and conducts annual inspections. Other divisions, including Traffic Engineering, Building, Urban Design, and Urban Forestry may be consulted for additional guidance and permits. The Director of Public Works reserves the right of refusal for proposed EVSE siting locations and, except as otherwise provided for public agencies, the City may revoke any permit to install and operate EVSE in the right-of-way with or without justification or cause (see Section 6.5, Permit Revocation and Site Decommissioning).

4.2 Pilot Application Process

The City expects a range of entities may apply to this pilot project, such as EV charging network providers, qualified EV car share operators, private property owners, and public agencies. However, any applicant who meets the following pilot application requirements may be eligible:

4.2.2 Pre-Application Community Outreach: Interested parties shall notify businesses, property owners, and/or residents (collectively referred to as "stakeholders") nearby the proposed site(s) for EVSE installation of their intent to apply to the Curbside EV Charging Program. Stakeholders along the block face, across the street of the block face, and each of the corner properties near the proposed site must be notified through one or more communication channels, such as written mail, door knob hangers, and in-person conversations. Letters of support from business districts and neighborhood associations at or near the proposed site(s) of installation are beneficial, but not required.

4.2.3 Application Packet: Applicants must review and sign an agreement which establishes the terms and conditions of pilot including, but not limited to, requirements related to operation, maintenance, administration, enforcement, data sharing, and other criteria as identified in this guidance. Additionally, applicants must provide written responses to the following application components in no more than 10-pages:

- Business model: Describe EVSE specifications, including service, charge current output, cabinet dimensions, and aesthetic design; payment structure, including fees,

- memberships, transaction rates, and acceptable forms of payment; customer incentive programs; asset and energy management; and maintenance plans
- Data and monitoring plan: Identify performance metrics, evaluation techniques, reportable data types, customer surveys, and provide a sample of an online data dashboard or other data report
 - Site proposal: Identify proposed location(s) for EVSE siting, consistent with Section 5 requirements, and describe the proposed electrical service plan
 - Community outreach results: Include a list of notified stakeholders, a summary of stakeholder responses, any letters of support received, and a public safety plan, including responses to any safety concerns brought up by stakeholders during the noticing process
 - Outreach and marketing plan: Identify and provide examples for a marketing strategy, promotional activities, and highlight any partnerships with local employers or community-based organizations
 - Preferential project qualifications: Demonstrate compliance with the pilot objectives, including incentives to low-income households or affordable housing communities, EV network plans, connection to electric bike networks, commitment to local hire, connection to shared mobility programs, and SB 454 compliance

4.2.3 Application Review: Completed applications include both the signed agreement and written responses for each of the application components. Incomplete applications will not be considered. The Sustainability Manager will review applications and verify eligibility with the pilot requirements. Parking Services, Traffic Engineering, and the current Planning/Urban Design Manager will also conduct a feasibility assessment of the proposed location(s) and consider location-specific criteria, such as parking supply, traffic flow, design considerations, historic designations, and planned or existing transportation improvement projects. If City staff determine that the project is eligible and potentially feasible for the pilot program, staff will share a copy of the application with SMUD for input and comment. Following these steps, the Sustainability Manager may conditionally prequalify the application for pilot consideration, contingent upon the community notice process.

4.2.4 Community Notice: The City will post public notices at conditionally approved project site(s) for 10 calendar days. If there are no objections, the Sustainability Manager will issue an approval notice to the applicant. If there are objections, the City will review the responses and consider whether to move forward. After review, the City may issue an approval notice, request a modified site proposal, or deny the application altogether.

4.3 Electric Service and Permits

Upon notice of prequalification for the pilot, applicants may proceed to electric service and project permitting. To proceed, the applicant must submit completed applications for each approved charging site within ninety (90) days. Failure to submit a permit application during the allotted 90-day period will result in the City releasing the site for consideration by other applications. Any city permits approved through this pilot are anticipated to be issued pursuant to ministerial processes administered by Public Works.

4.3.1 Electric Service: Applicants are strongly encouraging to engage with SMUD early in the design process to effectuate the electric service plan. Any new EVSE installations that involve modifications of electrical panels, meters, and outlets not in the public right-of-way but located

on private property shall require a Building Permit, issued by the Community Development Department. Successful applicants are responsible for routing and maintaining electric service to all permitted EVSE at their sole expense, including costs related to establish a new service account, obtain utility permits, and all demand and delivery charges for electric service.

Potential electric service scenarios include:

- A new separately-metered electric service; OR
- An existing meter for private building or property provides electric service to EVSE units

4.3.2 Proof of Electric Service Dedication: For any project relying on power from a private property owner, the applicant shall submit a proof of dedication to Public Works that identifies the property owner's commitment to provide electricity from his or her private property to EVSE in the public right-of-way, including the following requirements:

- Electricity will be supplied from the property owner to all applicable EVSE throughout the term of agreement with Public Works
- EVSE unit(s) shall be powered and readily available to the public at all times through a steady flow of electricity from the property, unless in the case of unforeseeable service outages

4.3.3 Construction Encroachment Permit: This permit is required to construct and install EVSE in the public right-of-way. At a minimum, encroachment permit application materials will be reviewed through a commercial plan check (CPC) by Development Engineering, Traffic Engineering, and Current Planning/Urban Design Manager. Permit application materials may be routed to other divisions for review. CPCs may include several rounds of comments and alterations to site plans, as necessary.

4.3.4 Revocable Permit: This permit is required to maintain infrastructure in the right-of-way throughout the term of agreement. This permit is issued by Development Engineering in concurrence with the Construction Encroachment permit and establishes expectations for annual inspections.

4.4 Review Schedule

Applications for the Curbside EV Charging Pilot are reviewed quarterly, with a typical review timeframe of 13 weeks. Application review will occur during February, May, August, and November, for any new applications received during the preceding quarter. Applicants to the program are strongly encouraged to contact staff in advance of application submission. The following goals for project approval assume prompt responses from the applicant and are subject to change:

Phase 1: Program Application

- Week 1: City review: verification of eligibility and feasibility assessment
- Week 2: SMUD notified of application if passes City review
- Week 3: City provides notice of program application approval or denial
- Week 4: Community notice begins for conditionally-approved project sites (10-day period)
- Week 6: City reviews community notice results and provides notice of prequalification or request for modifications (if approved)

Phase 2: Permit Application

Following approval of the Program Application, this timeline assumes applicant submission of permits in Week 6.

- Week 7: First round of City comments provided to applicant
- Week 10: Second submittal to City
- Week 12: Second round of City comments provided to applicant, subject to proof of insurance, bonding, and other relevant permit requirements
- Week 13: City provides written approval and notification, permits are issued, agreement fully executed
- Week 13: Permittee may begin construction at the approved site(s)

4.5 Notice to Proceed (NTP)

Upon approval of all permits, receipt of associated permit fees, and proof of insurance and bonds, the license agreement shall be routed to the Director of Public Works for execution. Upon execution, all terms of agreement shall go into effect and the City will issue a notice to proceed. If the applicant does not initiate project construction within 18 months of the agreement execution date, Public Works may terminate the agreement.

4.6 Fees

All fees are subject to change and shall be maintained on the City's website. Applicants should contact SMUD directly for new service deposit estimates. Additional fees may be incurred at any time.

- **Construction Plan Check Encroachment Permit fee:** Varies per site, see [Fee Deposit Calculator](#)
- **Revocable Encroachment Permit fee:** \$300 per site
- **Annual Dedicated Public-Use EV Charging Parking Permit fee:** \$932 (metered parking spaces) or \$360 (non-metered parking spaces) per EVCS; the permit fee is due prior to permit being issued and each annual anniversary thereafter throughout the term of agreement
- **Annual Business Operation Tax:** Varies, includes applicable BOT, State, and Business Improvement Area (BID) fees based on estimated gross receipts for the first year of operation and actual gross receipts for each annual renewal thereafter
- **Building Permit fee:** \$152 per hour of administration per site

4.7 Insurance and Bonds

4.7.1 Proof of Insurance: Applicants and permittees shall maintain the following coverages and amounts of insurance at all times:

- Statutory Worker's Compensation Insurance, and Employer's Liability limits of \$1,000,000 per accident per employee (the Workers' compensation policy shall include a waiver of subrogation in favor the City); and
- Commercial General Liability Insurance, written on an occurrence basis, covering bodily injury (including death), personal injury, and property damage, with limits of not less than \$2,000,000 per occurrence, \$4,000,000 aggregate; and
- Automobile Liability with a combined single limit of \$1,000,000.

4.7.2 Removal Bond: The permittee shall hold a third-party removal bond with a penal sum of bond no less than \$30,000 for each site. The City of Sacramento shall be the designated payee in the event the permittee fails to meet the obligations for site surrender or otherwise violates the terms of agreement, the City will use the Removal Bond to pay for decommissioning of the site (see Section 6.1.3).

5. Siting and Design

All projects under the Curbside EV Charging Pilot must meet the following requirements.

5.1 Eligible Sites

Proposed sites for curbside EV charging will only be considered in locations which meet the following characteristics:

- Existing on-street parking spaces where the posted time zone is 1+ or greater AND free of any daily, weekly, or monthly parking restrictions (e.g., no parking during rush hour or street-sweeping days); AND
- Located within a census tract designated as low-income and/or a disadvantaged community at or above the 50th percentile as designated by CalEnviroScreen 3.0 or most recent version (refer to Appendix C); OR located on a commercial or mixed-use corridor where on-street parking comprises a majority of the publicly available parking supply

5.2 Parking Supply

To ensure adequate parking turnover for EV drivers, only DCFC will be considered for parking spaces in 1+ zones or where certain restrictions exist. See **Table 1** for site eligibility by level of charge. Generally, the City will not permit more than two EVSE per block face. However, projects that meet priority application criterion identified in Section 3.1 may be allowed to exceed this limit up to a maximum of four EVSE per block face. Existing parking designations may be altered or changed at any time by the City. Any requests to change the designation of existing on-street parking spaces will be considered by the Parking Services Manager; if approved by the Parking Services Manager, any such change may require approval by City Council. On-street parking designations are periodically updated and may be viewed online at <http://www.cityofsacramento.org/Public-Works/Parking-Services/Parking-Map> or accessed via the City’s Open Data portal: <http://data.cityofsacramento.org/datasets/onstreetparking>.

Table 1. Site Eligibility

Time Limit or Zone	Allowable EVSE	
	DCFC	Level 2
White Zone, Yellow Zone, Green Zone, Commercial Loading Zone, or Passenger Loading Zone	No	No
Parking spaces with daily, weekly, or monthly parking restrictions	No	No
30-minute parking or less	No	No
1+ zone	Yes	No
90-minute, 2+, 3+, 4+, 6-hour, and 10-hour	Yes	Yes

5.3 Other Locational Considerations

Block-level characteristics must be considered when siting curbside EVSE. The City may prohibit and/or limit the number of EVCS within the following areas:

- Street fronts with existing or proposed buffered bike lanes (Class II Enhanced) or separated bikeways (Class IV), as identified in the City’s Existing and Proposed Bike Network (refer to Appendix E)

- Where roadway reductions or lane diets are planned, as identified in the [Central City Specific Plan](#)
- Where other major transit or active transportation improvements exist or are planned, such as areas immediately adjacent to bus stops or light rail routes
- Where major public utility upgrades are in construction or planned, such as the [Downtown Sewer Upgrade](#) project
- Where construction would cause damage to or require the removal of a City tree as defined in Section 12.56 of the Sacramento City Code
- Where the site would be at risk for root intrusion, as identified by Urban Forestry
- Within areas characterized by other unique cultural or design characteristics, potential factors that may limit the compatibility of infrastructure include, but are not limited to, the following:
 - Designated historic districts
 - Areas adjacent to individually-listed landmarks, such as historic sites listed on the Sacramento Register of Historic and Cultural Resources
 - Areas with unsuitable curb material (e.g., the City has numerous granite and hollow curbs throughout Downtown that would be unable or unsuitable to support extensive trenching and conduit)
 - Areas where the installation would be the first of such features, potentially resulting in an adverse change to the design setting (e.g., topographic separation, landscape separation, fencing, or other site features that obscure views from historic resources)
- Where the existing parking supply is heavily impacted, as determined by the Parking Services Manager
- Where EVSE and/or associated signage violate the requirements established by the California Manual on Uniform Traffic Control Devices, including Section 2A.18, providing a minimum height of 7' above a pedestrian sidewalk or pathway, or as otherwise identified therein
- Where the site causes obstruction to visibility at traffic intersections, pursuant to City Code Section 12.28.010

5.4 EVSE Specifications, Payment, and Customer Support

5.4.1 Specifications: EVSE must provide at least a Level 2 charge, however DCFC or high-power charging is preferred. EVSE shall be non-proprietary and provide for universal access by plug-in electric vehicles. When DCFC or high-power charging is provided, the charging dispenser must support both SAE Combined Charging System (CCS) and CHAdeMO charging standards. EVSE must also be listed by an approved product listing agency, rated for outdoor use, and installed in accordance with the manufacturer's specifications.

5.4.2 Payment Methods: Payment for the use of EVSE shall be convenient and accommodate several transaction methods, including but not limited to universally accessible smartphone payment applications, contactless credit card payments, point-of-sale credit card terminals located on the EVSE unit; and/or toll-free phone payment services. Pending State rulemaking, payment for EVSE use shall meet all applicable SB 454 regulations according to the final compliance timeline.

5.4.3 Fee Structure: To ensure parking turnover and availability of infrastructure for EV charging, EVSE shall also comply with at least one of the following requirements:

- Charging is provided as a paid service at a reasonable market rate; OR
- Active charging is free, provided that a reasonable idle fee is charged by minute or by hour for vehicles that remain parked after the battery is fully charged

5.4.4 Customer Support: All EVSE in the right-of-way shall include information for real-time and convenient customer support for assistance with use of the equipment, reporting EVSE issues such as a lack of voltage, and reporting public safety issues.

5.5 Design Requirements

The following criteria establish the minimum requirements for allowable EVSE considered for installation in the public right-of-way. All minimum standards for curbside structures shall apply. The following placement and design guidelines shall be adhered to when developing plans for the installation of EVSE:

- Maximum EVSE cabinet size of eight (8) feet tall, four (4) feet wide and two (2) feet deep
- Maintain at least 6 feet of clearance from fire hydrants, and at least 18 inches from the face of the curb
- Position such that the EVSE supplier is stored at a height of 24 inches to 48 inches above the parking surface (National Electrical Code, Article 625.30(B)e)
- Proper distances should be maintained between the EVSE and features in the public right-of-way, including street trees, utility poles, and signs
- Minimize the reduction of vegetation on sidewalks
- Minimize the physical footprint of electric service equipment in the public right-of-way
- Any other relevant design requirements may apply, as provided by Development Engineering and SMUD
- Early compliance with SB 454 requirements and Department of Measurement Standards criteria for electricity metering, calibration, and billing operations is encouraged

5.5.1 ADA Standards for Accessible Design: On-street parking spaces are subject to compliance with Americans with Disabilities Act (ADA), including both parallel and angled on-street spaces. Newly altered parking spaces shall meet the minimum number of accessible EVCS as identified herein.

On-street EVCS shall be designed according to the following accessibility standards, consistent with relevant sections of the proposed Guidelines for Pedestrian Facilities in the Public Right of Way (United States Access Board 2011), the proposed California Department of Transportation (CADOT) 2010 Revised Standards Plan RSP A90B, 2016 California Building Code Chapter 11B, and Plug-In Electric Vehicles: Universal Charging Access Guidelines and Best Practices (Governor's Office of Planning and Research 2013), unless more recent and/or restrictive standards are imposed by a superseding authority (e.g., state or federal court ruling or legislation). The City reserves the right to modify and add additional accessibility requirements as appropriate due to site-specific considerations. At a minimum, curbside EVCS shall meet the following requirements:

Accessible Parking Spaces:

- Each site shall include at least one van accessible EVCS
- Parallel van accessible EVCS shall be located at the end of the block face, to be usable by vans that have rear lifts and cars that have scooter platforms

- Accessible EVCS shall be located where the street has the least crown and grade close to key destinations

Ground Space:

- Clear ground space for access to operable controls
- 30" by 48" clear ground space provided adjacent to operable controls and equipment
- 36" clear width accessible route to operable controls
- Minimum of 6' wide clear walking path behind the EVSE

Operable Parts:

- Operable controls located at 48" maximum height
- No reaching obstructions greater than 10" for any operable controls

5.5.2 Public Safety: Applicants shall take measures to secure their investment and ensure public safety around the site. All EVSE shall be located safely and reasonably in the public right-of-way. Site designs must include the following safety requirements:

- To further maintain clear ground space, EVSE shall feature a single-head elevated or retractable charge cord to serve the EVCS
- EVSE placement shall not impede pedestrian and bicycle traffic
- Bollards shall be installed to protect EVSE from vehicular traffic while maintaining accessible ground space requirements
- EVSE shall be installed in a location with ample night-time lighting or new light fixtures must be installed at the expense of the permittee to provide for overnight visibility

5.5.3 Parking Enforcement: Public Works shall provide and maintain parking signs for any approved EVCS. When new signage is required, the City may install poles for signs and invoice the applicant for costs of any new signage. Installation of poles for signage should be included in project drawings. The permittee shall not attach or erect any additional signs at the site. Parking Services enforce all parking regulations imposed by the City's parking signs. The Parking Services Manager shall also designate and enforce on-street spaces for active EV charging only, in compliance with City Code Section XX (pending code updates).

5.5.4 Attached Signs: All EVSE units shall include attached signs or markings compliant with all relevant California Division of Measurements and Standards requirements, including manufacturer name or trademark, model identifier, and the price of charging per kWh or the maximum fee to charge, pending SB 454 rulemaking. Other attached signs may include instructions on how to dispense electricity, pay for service, or other operating instructions. Such signs shall be limited to 4 square feet; signs larger than 4 square feet are subject to compliance with City Code Chapter 15.148.

6. Agreement Overview

6.1 Term and Renewals

The term of agreement for the Curbside EV Charging Pilot projects will continue for up to ten years for DC Fast Chargers and up to five years for L2 Chargers following the date the EVCS is first operational. The agreement may be renewed for successive one-year periods upon satisfactory completion of an annual inspection pursuant to Section 6.3.2, unless terminated by either party upon at least thirty (30)

days prior written notice. The Public Works Sustainability Manager will send renewal request forms to permittees once each year, one month in advance of agreement anniversary. Permittees shall return the completed forms to the Sustainability Manager and include updates on any changes to the original program application materials listed in Section 4.6. Permits may be revoked at any time for projects not in compliance with the terms of the program, as outlined below.

6.2 Operational Requirements

6.2.1 Access: EVSE in the public right-of-way shall be accessible to customers twenty-four hours per day, seven days per week, and 365 days per year. Unless the EVCS is dedicated for use by a qualified car share operator, EVCS shall not be dedicated for any other user group. The permittee and permittee's agents, including employees, contractors, and vendors, may access the site at any time to maintain, inspect, repair, upgrade or replace any portion of the charging equipment. Notwithstanding the foregoing, access to the EVSE site may be prevented at times due to City-sponsored events or for emergency situations. If the City is aware of major closures on the street immediately shared with the site, the City shall make a reasonable effort to provide prior notice to the permittee.

6.2.2 Data Sharing & Reporting: Permittees are required to provide daily transactional data and a summary of statistical data regarding use of the permittee's charger(s). The daily transactional data will include charging unit type, charging time, transaction costs, and location information. The summary data will contain usage statistics such as charge sessions by hour, kilowatts consumed, number of charge events, and average charge times. All data shall be prepared according to a format prescribed by the City with the concurrence of the permittee. The permittee will also provide real-time data about the status of all charger(s), incidents of vandalism, interruptions of voltage, as well as overall availability including charger location(s), number of stalls, and charger utilization information. The City will have the exclusive right to use and share the data. Refer to Appendix D, Data Sharing Overview.

6.2.3 Application programming interface: Data sharing between the permittee and the City shall be facilitated by an Application Programming Interface (API), preferably REST API. The permittee shall provide their API access to the City. The API shall return the data in JSON format with the information included in Appendix D, Data Sharing Overview.

6.3 Maintenance

The permittee, at its sole expense, shall be responsible for maintaining improvements of the site and EVCS for the duration of the agreement including, but not limited to, the chargers, flatwork and accessibility improvements, and all supporting equipment and structures.

6.3.1 Ongoing Maintenance: The permittee shall, at its own cost and expense, keep and maintain all improvements in a safe and clean condition, in good order and repair. Should the permittee fail to maintain improvements according to these standards, the City shall provide notice of default to the permittee. Should the permittee fail to respond within thirty (30) days after receiving City notice and initiate remediation of conditions, the City may elect to conduct such maintenance at the permittee's sole cost and expense, in which case, the permittee shall reimburse the City for such costs on or before the 45th day following the applicable invoice due date.

6.3.2 Annual Inspection: EVSE sites shall receive a comprehensive inspection on an annual basis by the City, with costs of the inspection to be paid by permittees. The City will determine

annual inspection schedules. Permittees will be given at least ten (10) days' notice before annual inspections take place. Permittees will be invoiced for the costs of City staff time for annual inspections, according to hourly rates in effect at time of the inspection.

6.4 Relocation of EVSE

Upon the occurrence of extraordinary events or circumstances beyond the control of the parties, the permittee may seek to relocate EVSE in operation under the Curbside EV Charging Agreement. The City may assist the permittee in locating to another mutually agreeable location within a property owned by the City, including the public right-of-way, or a location approved by the permittee at a property not owned by the City. Permittees seeking to relocate must apply for appropriate City permits to authorize the new site and apply for a new electrical service plan with SMUD. Relocation and associated activities shall occur at the sole expense and liability of the permittee.

6.5 Permit Revocation and Site Decommissioning

The following section details the conditions for revocation of permits and agreements by the City, as well as the requirements for removal of EVSE:

6.5.1 Basis of Revocation: The City may revoke permits to operate EVSE in the right-of-way at any time. Potential rationale for revocation may include but are not limited to issues pertaining to life and safety such as supply cords left in the street or walking path, or electrical parts that are unstable or unsecure; unreasonable delays in maintenance; failure to repair EVSE units or safety enclosures where EVSE have been inoperable for more than sixty (60) consecutive days after written notice of default from the City, when such closure, removal, or failure to repairs results in the absence of functioning chargers and is solely the fault of the permittee and not attributable to other causes such as utility outages, natural disasters, or other situations beyond the control of the permittee or the City; and failure to pay annual fees pursuant to this guidance and terms of the agreement within 30 days' written notice of default.

6.5.2 Decommissioning of EVSE: Unless otherwise directed by the City, within ninety (90) days of the expiration or earlier termination of a Curbside EV Charging Agreement, the permittee shall restore the site to its original condition, normal wear and tear excepted. If the site is damaged by the permittee in the process of removal, such damage shall be repaired forthwith by the permittee at its sole cost and expense. Should the permittee fail to complete said removal within ninety (90) days, the City shall conduct the removal and disposal of improvements at the permittee's sole cost and expense (refer to Section 4.7.2, Removal Bond). Any remaining trade fixtures shall become the property of the City, without the requirement of reimbursement to the permittees.

6.5.3 Surrender of Real Property Improvements. Any real-property improvements shall become the property of the City upon termination of the Agreement or upon Agreement expiration, whichever occurs first, without the requirement of reimbursement to the permittee.

Appendix A – Permit Process

PUBLIC DRAFT: JUNE 2018

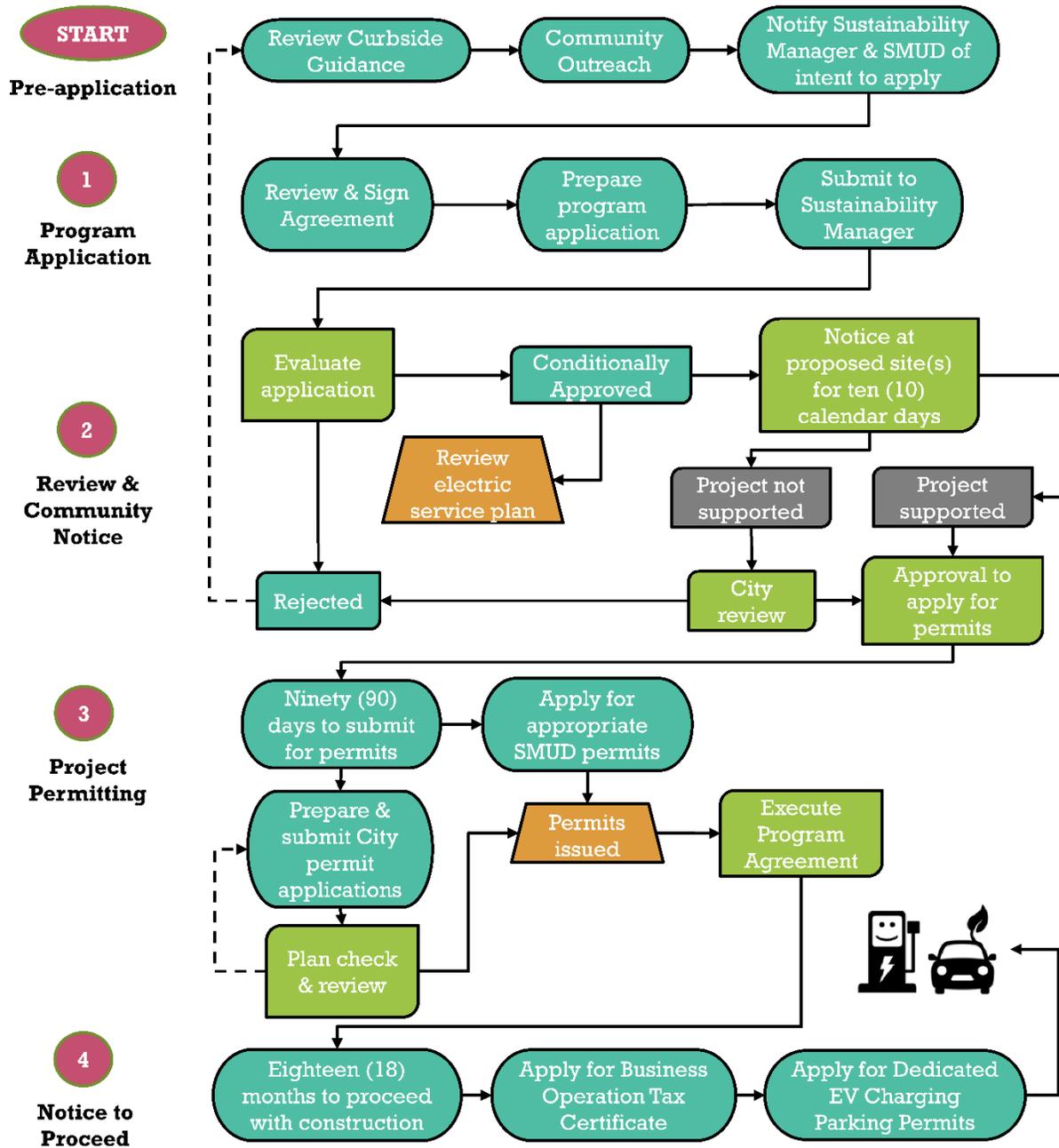
Curbside EV Charging Pilot: Permit Process

Disclaimer: Actual permit process is subject to change at any time.

Key:

- Applicant (light blue rounded rectangle)
- City of Sacramento (green rounded rectangle)
- SMUD (orange trapezoid)

--> May require multiple iterations



Appendix B – Application and Permit Checklist

A.1 Program Application

- Business model
- Data and monitoring plan
- Site proposal
- Pre-application community outreach results
- Outreach and marketing plan
- Preferential project components
- Submit to Public Works Sustainability Manager (JVenema@cityofsacramento.org), or Public Works, 915 I Street, 2nd Floor, Sacramento CA 95814

A.2 City Permit Applications

A.2.1 Major Construction Encroachment Permit

- Completed “[Construction Encroachment Permit Application](#)” Form
- 8 ½” x 11” (or larger size) site plan – 4 copies
- Traffic Control Plan (also include pedestrian path of travel) – 4 copies
- List of active building permits for this location
- Proof of liability insurance on “Accord” Form AND “ADDITIONAL INSURED ENDORSEMENT” page
- Permit deposit/fee and Trench Cut Fee (if applicable)
- Submit application to Development Engineering, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811

A.2.2 Revocable Permit

- Completed “[Revocable Permit Application](#)” Form
- SIGNED clearance letters (Approved)
- Application fee
- Submit application to Development Engineering, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811

A.2.3 Building Permit*

- Completed “[Application for Building Permit](#)” Form
- Submit application to the Building Division, 300 Richards Blvd, 3rd Floor, Sacramento, CA 95811

**Required ONLY if EVSE power supply will come from existing electrical components of a private building/property, or if the project involves other improvements on private property*

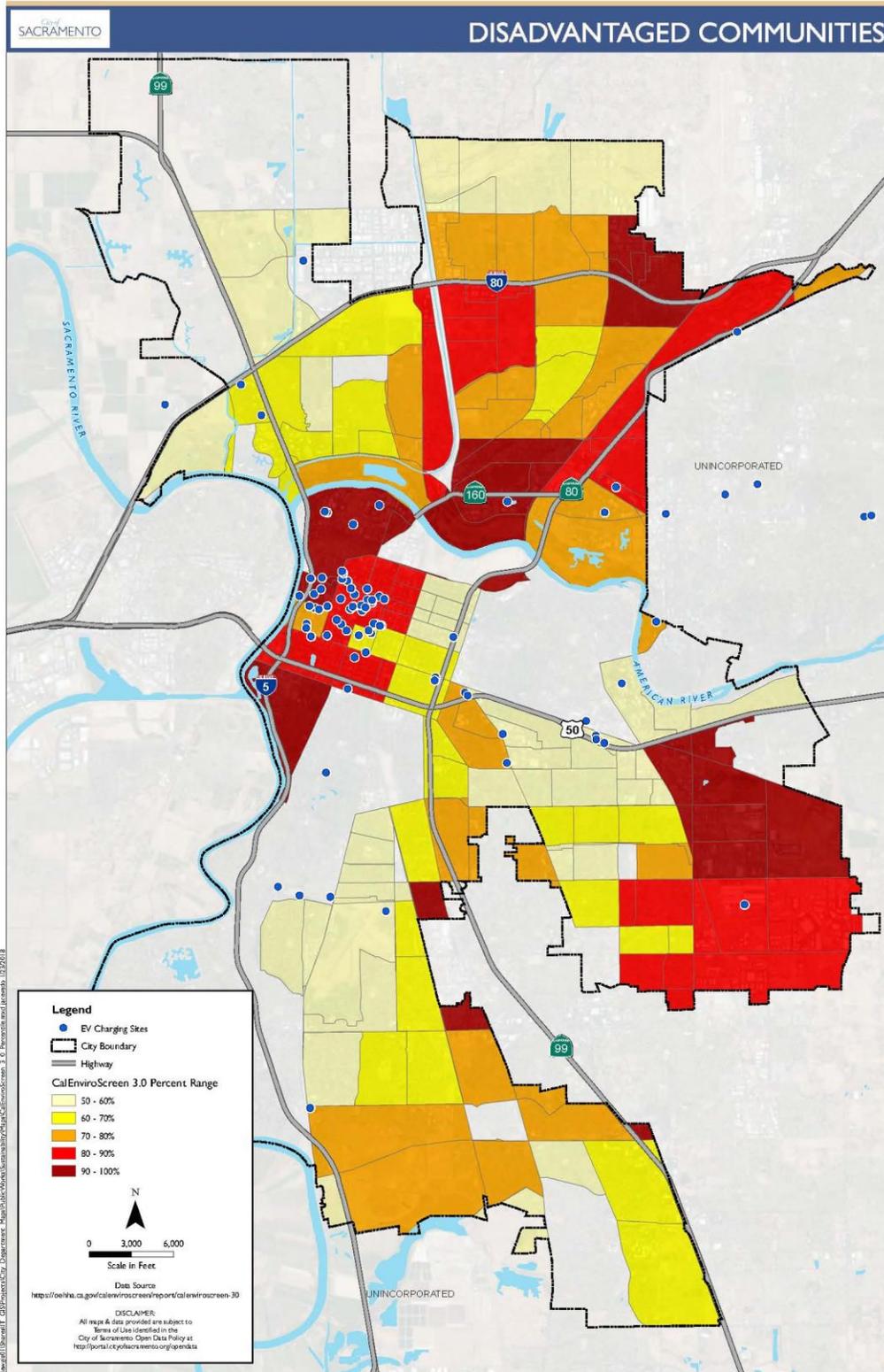
A.3 SMUD Electrical Permit

- Complete appropriate applications for service and/or construction with SMUD ([link](#))
- Copy of executed agreement with property owner and any applicable SMUD documents, verifying consent of property owner to provide electrical service for the project (if applicable)

A.4 Business Operation Tax (BOT) Certificate

- Complete a “[BOT Application](#)” Form and pay BOT fees
- Submit your application [online](#), or in person or by mail to Revenue Division 915 I Street, Room 1214, Sacramento, CA 95814
- Renew BOT Certificate and pay fees annually

Appendix C – 50th Percentile Disadvantaged Communities Map



Data available online from CalEnviro Screen 3.0: <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

Appendix D – Data Sharing Overview

Permittees are required to report data from each EV charging station unit near to real-time, daily, monthly, quarterly or upon request. The data feed enables city and its partners to share the EV charging information to the public. The feed needs to contain basic information for each event on charging stations.

1. Data Sharing Mechanism

City will accept data from permittees in JSON format, accessed using the API. Data will be posted to FTP site or API. Permittees will provide API access instructions to for the City to consume the data.

2. Data Content

a. Real-time event data

- EV Unit unique ID
- Event ID
- Event Type (Start_Charging, End_Charging, Charging, Error,)
- Sub Type (if any,)
- Start Date Time
- End Date Time
- Description
- Lat
- Long
- Address
- City
- State
- EV charging station unit type
- Company name
- Vehicle information (if available)

Real-time Status Data

- EV Unit unique ID
- EV Unit availability status
- Lat
- Long
- Address
- City
- State
- EV charging station unit type
- Company name
- Tariff or cost of charging

Daily transaction data

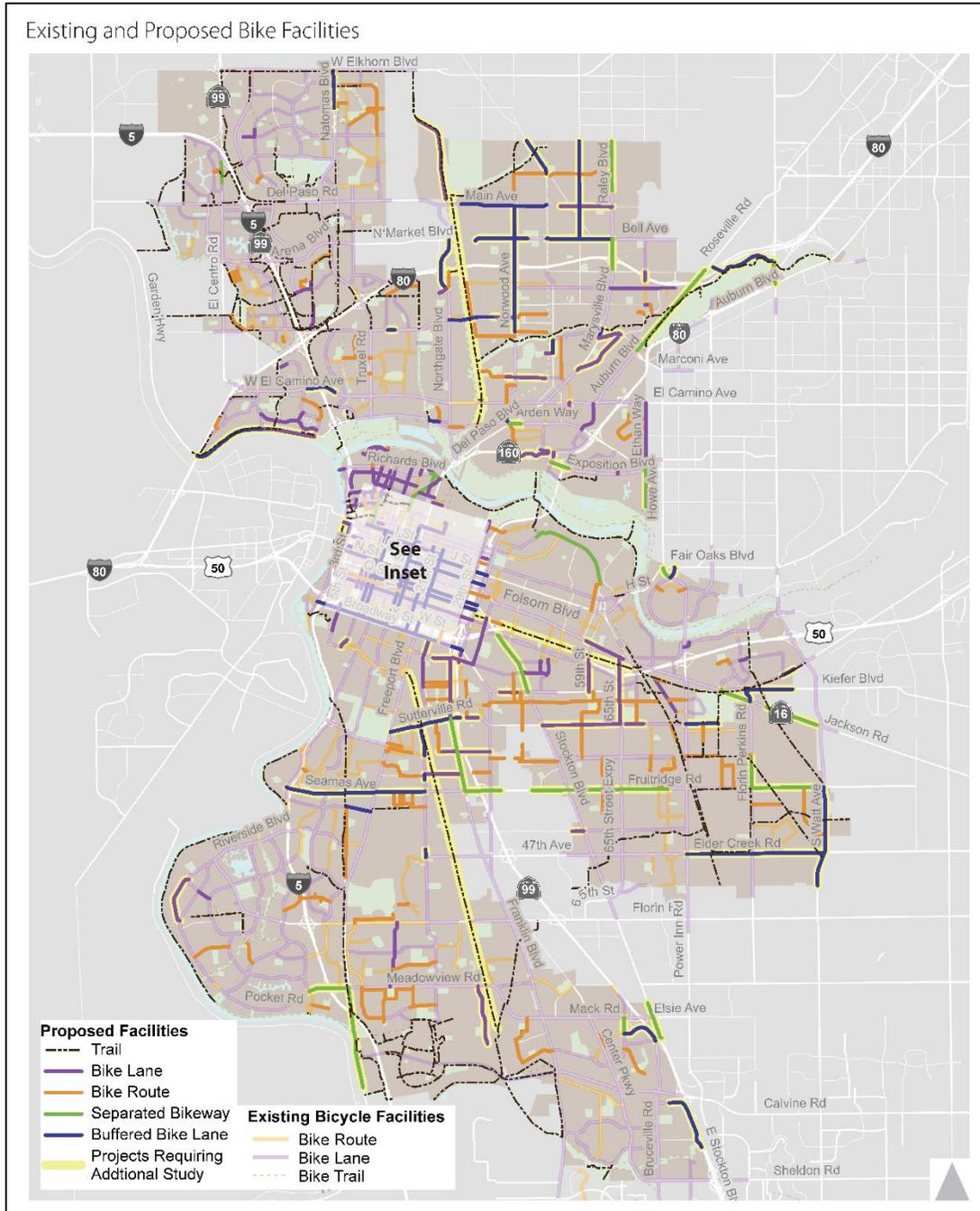
- EV Unit unique ID
- EV charging station unit type (DC fast charge or Level 2 charging stations);
- Company name of EV charging station provider;
- EV charging station unit location (cross streets);
- EV charging station unit location (latitude);
- EV charging station unit location (longitude);
- Charging event start date (in YYYY-MM-DD format);
- Charging event end date (in YYYY-MM-DD format);
- Charging event start time in minute and seconds format (MM: SS);
- Charging event end time in minute and seconds format (MM: SS);
- Time while plugged in, but not charging;
- Total charging event cost to consumer;
- Total parking charge to consumer;
- Zip code of the customer (if available); and
- Whether the vehicle is a car share vehicle (as feasible).

Daily Summary Data

- EV Unit unique ID
- EV charging station unit type (DC fast charge or Level 2 charging stations);
- Company name of EV charging station provider;
- EV charging station unit location (cross streets);
- EV charging station unit location (latitude);
- EV charging station unit location (longitude);
- Charging event start date (in YYYY-MM-DD format);
- Charging event end date (in YYYY-MM-DD format);
- Total Time charging;
- Total Time while plugged in, but not charging;
- Total charging revenue for the day;
- Total parking charge to consumer;
- Zip code of the customer (if available); and
- Whether the vehicle is a car share vehicle (as feasible).

Appendix E – Existing and Proposed Bike Network

Maps available online on Page 51 and 52 of the 2018 Draft Bicycle Master Plan Implementation Plan: <https://www.cityofsacramento.org/Public-Works/Transportation/Programs-and-Services/Bicycling-Program>



Existing and Proposed
Bike Facilities
Central City Inset

