

Appendix B

Electric Vehicle Charging Infrastructure--Permitting Process Memo

November 17, 2023

Process Overview

Throughout the construction of the Level 2 Public Charging Pilot ENO and its contractor, Solar Alternatives, were responsible for obtaining three different types of permits for each curbside charger installation. ENO was responsible for obtaining all street cut permits, while Solar Alternatives was responsible for obtaining both the EV permit and electrical permit at each site.

Street cut permits are required for all underground construction-related work that takes place in the Right of Way (ROW) on public property. ENO's franchise agreement allows for the installation of equipment in the ROW, but street cut permits are required to minimize conflicts that may be found underground. When applying for a street cut permit, ENO is required to check available data sources to identify other known facilities and each permit requires Sewerage and Water Board sign off prior to submission. The street cut permit application is then reviewed by the Department of Public Works (DPW), Traffic and Engineering, and Parks and Parkways. Once reviews are complete and all divisions have approved the application, the street cut permit will be issued. For the pilot project, it was ENO's practice to apply for Street Cut permits prior to the additional contractor-required permits because if a conflict was identified, there was no reason to pursue the additional permits. The entire street cut application process took approximately 30 to 45 days per permit in most scenarios.

Once a street cut permit was issued, Solar Alternatives would then file for an EV permit (EVIN). An EV permit is similar to a building permit in that an electrical permit will be attached if it is issued. The EV permit application goes through plan review, zoning review, DPW traffic review, and often Parks and Parkways review. Once all reviewers have approved, the permit is issued. This process often took 30 plus days in addition to permit timelines mentioned above. Once an EV permit was issued, an application for an EV electrical permit (EVCH) would then be submitted. The electrical permit application is reviewed and issued by the City's Electrical division. This process often took ~15 days.

Suggested Permit Streamline Proposal

1. Combine the EV application and Street Cut Application for EV installation in the ROW or be able to attach the permits to each other.
2. Reduce redundancies. It appears that application reviews do not take place simultaneously and are funneled from one division to another throughout the permitting process. For example, street cut and EV permits are reviewed by two separate divisions, Parks and Parkways and DPW Traffic, causing delays in permitting due to unestablished timelines. If it is necessary for both divisions to review the permits, it is recommended that the departments review the permits together.
3. Automated Approval. In consideration of shortening the lag time for approval of permits, we recommend automated approval. There have been several occasions where permits were approved but the issuance of the permit was drastically delayed resulting in several

rounds of follow-up discussion before the issuance of the permit. An automated process would alleviate this issue.

4. Establish a procedural timeline. Process times vary drastically from one project to another, by developing a timeline of when permits must be reviewed would alleviate the questioning or expectancy of when the permit will be issued. Lag time should be built in to ensure the deadline is feasible given the high volume of permit applications submitted each month.