

**Electric Vehicle Charging Stations in the Public Right-Of-Way
Preliminary Pre-Application Submittal Checklist**

Reference 01/02/2025 DOTE Detailed Design Guidelines for Electric Vehicle Charging Stations in the Public Right-Of-Way including General Right-Of-Way Permit Process Description – Part V: Preliminary Pre-Application Requirements & Procedures.

- City Contract Number.
- Applicant Identification & Contact Information.
- Contractor(s) Identification & Contact Information, (if available at this time).
- Preliminary Utility Service Availability & Coordination:
 - Written documentation of service availability & project feasibility from utility service provider(s).
- Proposed Number of EV Charging Stations.
- Proposed Equipment Product Cut-Sheet or Equipment Technical Specification Summary, including:
 - Equipment manufacturer's identification and contact information.
 - Equipment model number.
 - Equipment physical dimensions, including without limitation height, width, depth and weight with mounts and other necessary hardware.
 - Ambient noise level generated from the equipment if any.
- Proposed Number of On-Street Parking Spaces Required.
- Existing Site Plan – A CAGIS Map-Based Diagram Layout, including:
 - Both sides of the street.
 - The intersection and both sides of all intersecting streets as applicable.
 - The existing on-street parking layout.
 - Existing traffic control and curb control sign locations and sign type / sign text.
 - Existing parking meters, mobile parking payment signs, pay for parking kiosks.
- Proposed Site Plan – A CAGIS Map-Based Diagram Layout, including:
 - Both sides of the street.
 - The intersection and both sides of all intersecting streets as applicable.
 - The proposed on-street parking layout.
 - The proposed location of the EVSE charging station unit(s).
 - Proposed traffic control and curb control sign locations and sign type / sign text.
 - Proposed parking meters, mobile parking payment signs, pay for parking kiosks.
- Dimensions – Proposed Site Plan, including:
 - Required accessibility & off-set dimensions as included in both the Contract & Design Guidelines.
- Proposed Traffic Control & Curb Control Sign Removals, Modifications, and/or Additions.
- Proposed Parking Meters and/or Parking Kiosks and/or Parking Signs Removals, Modifications, and/or Additions.