

Seattle Department of Transportation

ELECTRIC VEHICLE CHARGING IN THE PUBLIC RIGHT-OF-WAY (EVCROW) PROGRAM

SDOT Pilot Permit Program Requirements



Final – July 18, 2017



Seattle
Department of
Transportation

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1. PURPOSE, AUTHORITY, AND REFERENCES

Pursuant to Seattle Municipal Code (SMC) Titles 3, 11, and 15, the Seattle Department of Transportation (“SDOT”) Director (“Director”) establishes the following pilot permitting requirements for installing and operating electric vehicle (“EV”) supply equipment (“EVSE” or “EV charging infrastructure”) in the public right-of-way.

1.1 Background

Transportation pollution is over two thirds of Seattle’s carbon footprint. Thanks to carbon-neutral electricity from Seattle City Light, each gallon of oil which is replaced with electricity is a 100% reduction in carbon pollution.

In early 2016, Mayor Murray announced Drive Clean Seattle, a major new transportation initiative to tackle climate change at the local level and take meaningful action to reduce greenhouse gas emissions. Drive Clean Seattle is a comprehensive plan to electrify transportation at scale and set us on a path to transition away from oil.

In the Fall of 2016, the Mayor and the City Council confirmed their commitment to transportation electrification by passing the [Drive Clean Seattle Resolution](#), calling for significant reductions in oil use in the city. Among other target objectives, the City set a goal that 30% of light duty vehicles registered in Seattle should be electric by 2030. To accommodate the growth in EVs, the City is:

- Making significant investment in public EV charging infrastructure; and

- Developing policies to accommodate charging infrastructure for people of all walks of life, living in a diversity of housing types, charging their vehicles at home or in the public right-of-way, and using a shared or owned vehicle.

To accomplish this, SDOT will allow public and private EV charging infrastructure providers to install publicly-available EV charging infrastructure during a pilot phase in 2017 and 2018. The Electric Vehicle Charging in the Public Right-of-Way Public Space Management Renewable Permit Pilot (“EVCROW Permit Pilot” or “Permit Pilot”) phase will start on July 13, 2017 and end on or before July 13, 2018. Any company or public agency interested in installing EVSE in Seattle during this pilot phase will need to submit the appropriate permitting applications to SDOT demonstrating that they meet the base requirements for siting, construction, and installation. SDOT will review applications and issue the construction and Permit Pilot permits if all the requirements are met.

During the pilot phase, SDOT will assess the permitting process, installation challenges, and EV charging behavior in advance of developing a permanent Street Use permitting program.

1.2 Purpose

The following describes the requirements and underlying set of principles and requirements that applicants shall meet when applying to install EVSE in the public right-of-way. The EVCROW Permit Pilot will establish guidelines for EV charging on non-residential streets within Urban Centers and Urban Villages and commercial streets outside of Urban Centers and Urban Villages. This Permit Pilot is the first step in a multi-step process to develop right-of-way charging policies city-wide. Seattle curb space policies prioritize allowing EV spaces for short-term and shared-use as opposed to long-term vehicle storage on right-of-way in commercial and mixed-use areas. SDOT will evaluate the pilot permit program within 12 months of starting the permit program and update permit program requirements, as necessary.

1.3 Administration, Interpretation, and Enforcement

SDOT's Street Use Division ("Street Use") and Transit and Mobility Division ("Transit and Mobility") administer, interpret, and enforce the EVCROW Permit Pilot under the authority of the SDOT Director. The SDOT Director may revoke one or more EVSE permitted for installation in the public right of way with 30 days' notice. The SDOT Director may also require individual permitted EVSE to be temporarily or permanently decommissioned as a result of a construction project or an emergency shutoff.

1.4 Permits for EVSE Installation in the Public Right-of-Way

SDOT permits shall be obtained before any installation or use of EVSE in the public right-of-way. Applicants will be assigned a EVCROW application coordinator and application checklist to aid progress through permitting. To install EVSE in the public right-of-way, the applicant shall obtain a Public Space Management Renewable permit for the long-term use of the right-of-way and a construction permit for the installation of the infrastructure from SDOT's Street Use Division. A complete set of application materials is required and the permit application materials shall be approved before any permit is issued and work can begin. Contact Street Use for the specific requirements based on type and extent of work. An electrical permit from the Seattle Department of Construction and Inspections is required to establish an electrical connection to each new EV charging station unit. The applicant must also complete a service connection application with Seattle City Light, as well as a meter hooding permit from Seattle Department of Transportation (if infrastructure will be installed in a paid parking area).

1.5 Equity

In partnership with the Seattle Office of Sustainability and Environment, SDOT will evaluate the racial equity benefits to and burdens on communities of color, immigrants, refugees, people with low incomes and limited-English proficiency individuals due to charging stations permitted through this Permit Pilot. This evaluation will allow for the City of Seattle to more fully understand how the availability of publicly-accessible EV charging affects the City's environmental justice, racial equity, and equitable development goals and to develop policy and programmatic actions to advance these goals.

2. DEFINITIONS

“Application programming interface (API)”

means a set of commands, functions, protocols, and objects that programmers can use to create software or interact with an external system.

“Bike lane or bicycle lane” means to designate an exclusive space for bicyclists with pavement markings and signage. The bicycle lane is located adjacent to motor vehicle travel lanes.

“Business and transit (BAT) lane”

means to designate lanes that help move bus riders and others more efficiently and improve access to businesses and residences along the route by reserving outside curb lanes for right-turning vehicles and buses.

“Car share” means a system in which a fleet of cars (or other vehicles) is made available for use by members of the car share group in a wide variety of ways. Car sharing provides an alternative to car ownership where: (a) persons or entities that become members are permitted to use vehicles from a fleet on an hourly basis; (b) vehicles are available to members in parking spaces at dispersed locations or facilities; and (c) no separate written agreement is required each time a member reserves and uses a vehicle.

“Charging event” means the length of time in which an EV is plugged into the EV supply equipment and in the process of charging.

“DC fast charging station” 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.

“Electric vehicle (EV)” means any vehicle that operates, either partially or exclusively, on electrical energy from an off-board source that is stored on-board for motive purpose.

“Electric vehicle supply equipment (EVSE)”

means a unit of fueling infrastructure that supplies electric energy for the recharging of electric vehicles, such as plug-in electric vehicles, including electric cars, neighborhood electric vehicles, and plug-in hybrids. EVSE is also referred to as EV charging station unit and EV charging infrastructure.

“Festival street” means a public place or portion of a public place that has been designated by the Director of Transportation for recurring temporary closure to vehicular traffic use for the purpose of pedestrian-oriented special activities, as established by the Director of Transportation.

“Furniture zone” means an area between the roadway curb face and the front edge of the walkway.

“Historic District” means any district designated or created by City ordinance as a Landmark District. Seattle has established eight historic districts: Ballard Avenue, Columbia City, Fort Lawton, Harvard-Belmont, International District, Pike Place Market, Pioneer Square, and Sand Point. A citizens’ board or the Landmarks Preservation Board reviews development activity in these districts to maintain the historical integrity of structures and public spaces.

“Level 2 AC charging station” 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.

“Parking stay” means the length of time a vehicle is parked in a parking space along the curb.

“Park drive or boulevard” means a public place under the jurisdiction of the Department of Parks and Recreation described in Title 15 Appendix I of the Seattle Municipal Code or shown in the map in Title 15 Appendix II of the Seattle Municipal Code or a park, administered by the Superintendent.

“Protected bike lanes” means lanes designated as an exclusive space for bicyclists with pavement markings and signage, and include physical separation from adjacent motor vehicle traffic. Protected bicycle lanes may be one- or two-way, and may be at street level, raised to the sidewalk, or an intermediate level.

“Public right-of-way” means the strip of land platted, dedicated, condemned, established by prescription, or otherwise legally established for the use of pedestrians, vehicles, or utilities.

“Publicly- and privately-owned electric vehicle charging infrastructure providers” means any entity, either public or private that owns the EV supply equipment that is being requested for installation in the public right-of-way.

“Shared fleet vehicles” means any permitted or licensed transportation network company, car share, taxi, or for-hire service vehicle that is continuously shared among different individual users for personal use over discrete time intervals.

“Transit-only lane” means a lane reserved at peak travel times or longer for the exclusive use of authorized public transit vehicles.

“Unimproved public streets or right-of-way” means street right-of-way that has not been improved for pedestrian or vehicular travel.

“Urban Center” means relatively small areas designated in Seattle’s Comprehensive Plan that are expected to accommodate the highest densities of development for housing and employment.

“Urban Village” means areas designated in Seattle’s Comprehensive Plan for future growth. These are generally areas that include long-standing neighborhood business districts with zoning that can accommodate further development. The three types of urban villages in Seattle are urban centers, hub urban villages, and residential urban villages.

3. INFRASTRUCTURE SITING

3.1 Location allowances

The following siting criteria govern where EV charging infrastructure may be located in the public right-of-way, subject to final approval and permitting for specific locations (per the Attachment 1).

3.1.1 Urban Centers and Urban Villages: EV charging infrastructure in the public right-of-way may be located in designated Urban Centers and Urban Villages, except:

- On residential local access streets, adjacent to parcels zoned as single-family;
- Along current or planned transit priority streets where EV charging infrastructure may obstruct an existing or future transit-only lane or business and transit (BAT) lane, as designated in the 2016 update of the Transit Master Plan;
- On peak-period restricted parking block faces;
- On public alleys; or
- On any unimproved public streets, for example unpaved, gravel streets.

3.1.2 Commercial zoning frontage outside of Urban Centers and Urban Villages: EV charging infrastructure in the public right-of-way may be located along commercial zoning frontage outside of Urban Centers and Urban Villages (including NC1, NC2, NC3, C1, and C2), except:

- Along current or planned transit priority streets where EV charging infrastructure may obstruct an existing or future transit-only lane or business and transit (BAT) lane, as designated in the 2016 update of the Transit Master Plan;
- On peak-period restricted parking block faces;

- On public alleys; or
- On any unimproved public streets (e.g., unpaved, gravel streets).

3.1.3 EVSE along bike lanes or protected bike lanes:

EV charging infrastructure in the public right-of-way may be located along current bike lanes (unless that bike lane is planned to be upgraded to a protected bike lane) or protected bike lanes, as designated in the 2012 update of the Bicycle Master Plan.

3.1.4 Locations to avoid: EV charging infrastructure providers should avoid siting EVSE at locations that may interfere with bus layover, along school walking routes, and on festival streets.

3.2 Siting allowances

SDOT seeks to minimize permanent installations in the public right-of-way and as much as possible, minimize the EVSE footprint and avoid removing vegetation.

3.2.1 Furniture zone: EV charging infrastructure in the public right-of-way may be constructed in the furniture zone of the sidewalk with permission and approved permits by the relevant City departments.

3.2.2 Buffer zone of protected bike lane: EV charging infrastructure in the public right-of-way may be constructed in the protected bike lane buffer zone upon review by the Transportation Operation Division and approval by the Director. This is to ensure EVSE charging cables will not interfere with safe operation of the adjacent bike lane.

3.2.3 Street tree protection: EV charging infrastructure in the public right-of-way shall be constructed within a protected distance from street trees. Coordination with the City Arborist shall be required during Transit and Mobility Division review when EV charging infrastructure is proposed to be located within 10 feet of a tree.

3.2.4 Lighting: EV charging infrastructure in the public right-of-way should be constructed on block faces with street lighting. The Transit and Mobility Division will provide guidance during site review.

3.2.5 Americans with Disabilities Act (ADA) compliance: SDOT intends to guide infrastructure providers to site, design, and construct EV charging infrastructure in the public right-of-way so that people with mobility impairments can safely and comfortably navigate the sidewalk, consistent with the United States Access Board's Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way.

3.3 Project coordination

We encourage applicants to review the list of upcoming projects in the City's freight, transit, bicycle, and pedestrian master plans and our [Capital Projects Dashboard](#), available on the Seattle Department of Transportation website. Applicants will coordinate with SDOT's Street Use Division Project Construction Coordination Office to convey conflicts with pavement moratoria (see www.seattle.gov/transportation/stuse_rowopen.htm), SDOT's Maintenance Operations Division to determine future paving project conflicts, and Seattle Department of Construction and Inspections to mitigate conflicts with permitted construction projects (see www.seattleinprogress.com/). Applicants shall also work with Seattle City Light to assess preliminary utility locations to avoid conflicts that might increase project complexity.

3.4 Metering

EV charging infrastructure, including all auxiliary loads, shall be metered in accordance with the requirements outlined in the Seattle City Light's [Requirements for Electrical Service Connection](#). The Applicant shall work with Seattle City Light to identify the appropriate metering approach to satisfy electric service connection requirements, while minimizing metering's physical footprint on the public right of way.

4. CHARGING AND PARKING MANAGEMENT

4.1 Charging requirements for EV charging infrastructure providers

4.1.1 Availability: EV charging infrastructure located in the public right-of-way shall be publicly available unless specific to annually-designated on-street car share spaces.

4.1.2 EVSE types: EV charging infrastructure located in the public right-of-way is required to be at least AC Level 2 charging stations or DC fast charging stations to encourage quick charging and parking turnover.

4.2 Parking requirements for electric vehicles

4.2.1 Maximum parking stays per EVSE type: EV charging infrastructure located in the public right-of-way shall only be permitted at 60-minute parking stalls for DC fast charging stations (Levels 1, 2, or 3), 2-hour parking stalls for AC Level 2 charging stations, or 4-hour parking stalls for AC Level 2 charging stations and will be available to be used by the public and shared fleet vehicles.

4.2.2 Parking stay changes: SDOT may make changes to parking stays (the length of time a vehicle can park in a stall) in locations requested to permit an EV charging space.

4.2.3 Parking while charging: EVs are prohibited from parking in a space with an EV charging station that is marked as “electric vehicle parking while charging only” if the EV is not in the process of charging. SDOT defines the “process of charging” as a being plugged into an EVSE charger in the dedicated “electric vehicle parking

while charging only” stall, while adhering to the posted time regulation. The Seattle Police Department will chalk vehicle tires to enforce this regulation. In addition, a company may employ a model to charge if the car stays beyond charge completion- on a public street.

4.2.4 Coverage in paid parking areas: EV charging infrastructure located in the public right-of-way shall not exceed a maximum percentage of total paid parking spaces dedicated to 60-minute EV charging spaces in each paid parking area as determined by the Director.

4.2.5 Transactions: EV charging infrastructure located in the public right-of-way shall integrate paid parking area transactions and EV fueling transactions into one transaction for the user. There shall not be two separate transactions imposed on the customer (the charging charge and parking fee). Publicly- and privately-owned EV charging station owners shall pay for lost meter revenue at the end of each month based on the duration (i.e., time while plugged in, but not charging before and after the charging event plus the charging event time), time-of-day, and location of each charging event. All data related to the charging event shall be provided to the SDOT Transit and Mobility Division as described in Section 4.4 below.

4.3 Non-electric vehicle use

Non-electric vehicles are prohibited from parking in a space with an EV charging station that is marked as “electric vehicle parking while charging only” with penalties for violating this regulation consistent with SMC 11.72.125.

5. PERMITTING

5.1 Permit requirements

The following permit requirements are established for prospective EVSE applicants:

5.1.1 Permit types: Privately- and publicly-owned EV charging infrastructure shall be required to obtain permits from SDOT Street Use Division that is subject to all relevant siting standards and shall be reviewed by SDOT's Transit and Mobility, Transportation Operations, Street Use and Project Development Divisions for the long-term use of the right-of-way. Required permits shall include:

- A Public Space Management Renewable permit for the long-term use of the right-of-way (annual renewal with Street Use inspection);
- A Street Use utility permit for installing the infrastructure;
- An electrical permit from the Seattle Department of Construction and Inspections to establish an electrical connection to each new EV charging station unit;
- Seattle City Light service connection application;
- Approval from the applicable Historic and Landmark District review board, as applicable;
- Written authorization from telecommunications utilities to permit connections to fiber or other telecommunications infrastructure; and
- Parking permit from Seattle Department of Transportation.

5.1.2 Permits per EVSE: All required permits shall be obtained for each piece of EVSE.

5.1.3 City of Seattle staff review: Before applying for Street Use permits from SDOT's Street Use Division, appropriate staff from SDOT's Transit and Mobility, Transportation Operations, and Project Development Divisions will assess and conceptually approve the optimal EVSE location. Seattle City Light is offered the right of first refusal for all privately-owned EV charging infrastructure locations. Siting review will include considerations for proposed locations in Historic Districts.

5.1.4 Public Space Management Renewable permit submittal: The Street Use Division's Public Space Management Renewable permit process requires submitting an application, site plan, insurance, and bond (can be submitted prior to issuance). More details on the public space renewable permit process are located at: www.seattle.gov/transportation/publicspacemanagement.htm

5.1.5 Construction permit submittal: The Street Use Division's utility permit process requires submitting an application, site plan, and traffic control plan (if applicable). More details on the utility permit process are located here: www.seattle.gov/transportation/stuse_utilpermits.htm

5.1.6 Public notice: Installation of each new EV charging station unit shall require a public notice and 14-day public comment period as a condition of application prior to permit approval. After a new EV charging station permit application and concept design is submitted, SDOT shall issue a public notice of the application and begin the comment period. Notices shall be posted on-site in the immediate vicinity of the proposed EV charging station location and listed on SDOT's website. Comments may be submitted to SDOT in writing or by email. In addition, prior to Street Use application submittal, the Applicant must conduct reasonable outreach to properties on the same block, across the street, and to additional properties if SDOT informs that applicant that they could reasonably be affected by the proposed installation. Written notice delivered in mail, on door knobs via door hangers, or in person is presumed sufficient unless the applicant is otherwise informed by SDOT. The applicant shall present a summary of the outreach conducted during the initial site review process, including methods as well as names, addresses, and feedback from affected stakeholders.

5.1.7 Block reservations: EVSE applicants shall submit a Request for Installation (RFIn) email to the Transit and Mobility Division (T&M) at newmobility@seattle.gov indicating the block face they seek permission to install EVSE. The email timestamp will serve as the "first come, first served" reservation to install EVSE upon successful completion and approval of all appropriate permits and processes. No more than one piece of EVSE shall be reserved per block unless approved by the Director.

5.2 Insurance, bond, and payment security standards

5.2.1 General liability insurance and minimum limits: Each privately-owned EV charging infrastructure provider will have commercial general liability insurance on form CG 00 01 or equivalent with minimum limits of \$2,000,000 per occurrence and \$4,000,000 aggregate and name the City of Seattle as an additional insured. The insurance policy shall cover each piece of EVSE in the public right-of-way under the jurisdiction of the City of Seattle, and each EVSE user during the period of charging. An insurance policy is not required for each piece of EVSE. Additional terms and conditions apply per Attachment 2.

5.2.2 Deductibles and self-insured retentions: Related to deductibles and self-insured retentions, any self-insurance retention or deductible in excess of \$25,000 that is not "fronted" by an insurer and for which claims the permittee is directly responsible for defending and indemnifying shall be disclosed on the certificate of liability insurance. The permittee agrees to defend and indemnify the City under its self-insured or deductible layer and upon City's request advise the full delivery address of the individual or department to whom a tender of a claim should be directed.

5.2.3 Bond: Before Street Use may grant a Public Space Management Renewable permit, privately-owned EV charging infrastructure providers shall provide a \$30,000 performance bond for each piece of infrastructure per SMC 15.04.040.

5.2.4 Payment security standards: Any company interested in launching in Seattle must show a current Attestation of Compliance (AOC) for the payment gateway provider. Additionally, the credit card gateway utilized must maintain appropriate Payment Card Industry Data Security Standards (PCI DSS) certification as a Level 1 Service Provider. The gateway provider shall comply with Visa Cardholder Information Security Program (CISP) and Mastercard Data Protection (SDP) programs.

5.3 Construction and maintenance

5.3.1 Construction costs (private provider):

Privately-owned EV charging infrastructure providers are responsible for all construction costs associated with infrastructure installation and removal, including striping, signs, labor from City crews, and any necessary public infrastructure restoration costs. In any case where SDOT revokes the Public Space Management Renewable permit, the EV charging permit holder is expected to restore the right-of-way at their expense per SMC 15.04.070.

5.3.2 Construction costs (public provider): All construction costs associated with publicly-owned EV charging infrastructure installation and removal—including striping, signs, labor from City crews, and any necessary public infrastructure restoration costs—shall be covered by the City of Seattle department or external third-party public agency that owns the charging equipment.

5.3.3 Maintenance and repair: Privately and publicly-owned EV charging infrastructure providers shall be responsive to maintain and repair their infrastructure, both at the network level or with individual EVSE, in the following timeframes:

- The EV charging infrastructure provider should respond to any system-wide outages or network issues within one hour.
- The EV charging infrastructure providers should respond to any need to repair a malfunctioning unit within one business day.
- Reported graffiti should be abated within six business days, per the Graffiti Nuisance Ordinance 118082).

All infrastructure shall have a label on the unit that identifies the contact information for repair and maintenance requests. Requests may be given by phone or email.

5.4 Data sharing and devices

5.4.1 Required data sharing: Privately-owned EV charging infrastructure providers are required to report the following “charging event” data for each EV charging station unit on a monthly basis, or upon request:

- 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).

5.4.2 Application programming interface:

Privately-owned EV charging infrastructure providers or station owners are required to provide their application programming interface (API) to the City of Seattle and any other applicable web or app platform of the City of Seattle’s choosing. The API shall indicate in real-time the EVSE location, number of stalls, and whether the EVSE is in use or not in use.

5.4.3 Internet of Things (IoT) devices and

sensors: EV charging infrastructure providers or station owners may integrate IoT devices or other sensor infrastructure within EVSE upon privacy review and written approval by the Seattle Information Technology Department (Seattle IT). If the EV charging infrastructure provider or station owner seeks to add additional IoT devices or sensors beyond those included in the initial EVSE installation, they must complete a privacy review and obtain written approval by Seattle IT prior to installation of the additional devices or sensors. IoT devices or other sensor infrastructure shall not include any audio or video data collection components and shall not collect personally identifiable information. EV charging infrastructure providers or station owners that have been approved to install IoT devices or other sensor infrastructure as part of their EVSE shall notify the public what data is being collected using a visible sticker on the EVSE. SDOT and Seattle IT reserve the right to access and audit all data collected, but will not sell any data.

5.4.4 Wireless (Wi-Fi) connectivity services:

EV charging infrastructure providers or station owners with the intent to provide Wi-Fi connectivity to the public may integrate Wi-Fi devices within EVSE upon privacy review and written approval by Seattle IT. As part of the privacy review, Seattle IT seeks to minimize the collection of personally identifiable information. EV charging infrastructure providers or station owners that have been approved to provide Wi-Fi connectivity as part of their EVSE installation shall notify the public what data is being collected using a visible sticker on the EVSE.

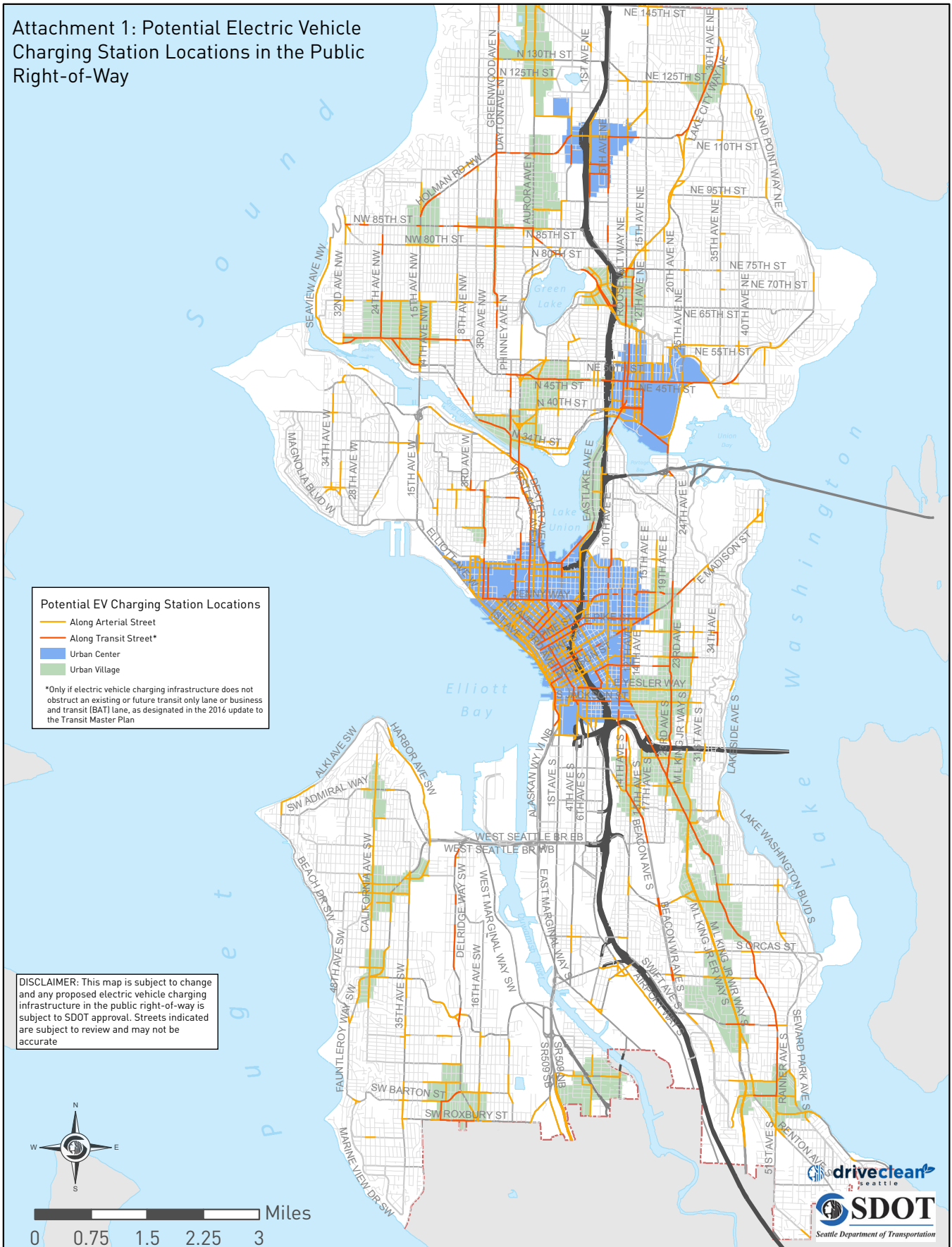
5.5 Fees

The following permit fees are required to be paid by the EVSE applicant. All fees are subject to change.

- **Street Use Public Space Management Renewable permit fee:** \$146
- **Street Use Simple Utility permit fee:** \$305
- **Street Use hourly permit review and inspection fee (for both the Street Use Simple Utility and Public Space Management Renewable permits):** \$209
- **SDCI electrical permit:** Varies. See page 37 of the following document: www.seattle.gov/dpd/cs/groups/pan/@pan/documents/web_informational/p2374952.pdf
- **Parking space reservation with a meter or pay station during construction:** The cost for reserving paid spaces (meter or pay station) is a one-time \$18.50 installation/removal fee per space, plus \$15 per space per day for “No Parking 7 a.m. to 6 p.m. (Mon - Sat),” or \$18 per space per day for “No Parking - Tow Away Zone.”

ATTACHMENTS

Attachment 1: Potential Electric Vehicle Charging Station Locations in the Public Right-of-Way



Attachment 2: Insurance Requirements for Privately-Owned Electric Vehicle Charging Infrastructure Providers

Each privately-owned electric vehicle charging infrastructure provider (Provider) shall maintain continuously throughout the entire term of the permit, at no expense to the City, the following insurance coverage and limits of liability:

A. STANDARD INSURANCE COVERAGES AND LIMITS OF LIABILITY REQUIRED:

1. Commercial General Liability (CGL) written on an occurrence form at least as broad as ISO CG 00 01, with Minimum Limits of Liability:

- \$1,000,000 per Occurrence
- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal/Advertising Injury Liability

Coverage shall include: Premises and Operations; Personal Injury and Advertising Liability; Independent Contractors; Severability of Interest Clause; General Aggregate Limits of Insurance shall apply separately; "Claims Made" and "Modified Occurrence" policy forms are not acceptable.

2. Umbrella or Excess Liability "follow form" insurance over primary CGL insurance limits, if necessary, to provide total minimum limits of liability of \$2,000,000 per occurrence, \$4,000,000 aggregate. These required total minimum limits of liability may be satisfied with primary limits or any combination of primary and umbrella/excess limits.

3. Automobile Liability insurance for owned, non-owned, leased or hired vehicles, as applicable, written on a form CA 00 01 or equivalent WITH MINIMUM LIMITS OF LIABILITY OF \$1,000,000 CSL.

- C. CITY AS ADDITIONAL INSURED; PRODUCTS-COMPLETED OPERATIONS: Provider shall include "the City of Seattle" as an additional insured to all of the insurance coverage listed above on a CG 2012, CG 20 26 or equivalent; which must also be as primary and non-contributory with any insurance or self-insurance coverage or limits of liability maintained by the City, and in the form of a duly issued additional insured endorsement and attached to the policy or by the appropriate blanket additional insured policy wording, and in any other manner further required by Contractor's insurance coverage to provide the City of Seattle additional insured coverage as set forth herein.

- D. NO LIMITATION OF LIABILITY: Insurance coverage and limits of liability as specified herein are minimum coverage and limit of liability requirements only. Nothing in the City of Seattle's requirements for minimum insurance coverage shall be interpreted to limit or release liability of the Provider or any of the Provider's insurers. The City shall be an additional insured as required in paragraph C. regarding the total limits of liability maintained, whether such limits are primary, excess, contingent or otherwise.

- E. REQUIRED SEPARATION OF INSURED PROVISION; CROSS-LIABILITY EXCLUSION AND OTHER ENDORSEMENTS PROHIBITED: Provider's insurance policy shall include a "separation of insureds" or "severability" clause that applies coverage separately to each insured and additional insured, except with respect to the limits of the insurer's liability. Provider's insurance policy shall not contain any provision, exclusion or endorsement that limits, bars, or effectively precludes the City of Seattle from coverage or asserting a claim under the Provider's insurance policy on the basis that the coverage or claim is brought by an insured or additional insured against an insured or additional insured under the policy. Provider's failure to comply with any of the requisite insurance provisions shall be a material breach of, and grounds for, the immediate termination of the Contract with the City of Seattle; or if applicable, and at the discretion of the City of Seattle, shall serve as grounds for the City to procure or renew insurance coverage with any related costs of premiums to be repaid by Provider or reduced and/or offset against the Contract.
- F. NOTICE OF CANCELLATION: The above checked insurance coverages shall not be canceled by Provider or Insurer without at least 30 days written notice to the City, except 10 days' notice for non-payment of premium.
- G. INSURER'S A.M. BEST'S RATING: Each insurance policy shall be issued by an insurer rated A-: VII or higher in the A.M. Best's Key Rating Guide, unless a surplus lines placement by a licensed Washington State surplus lines broker, or as may otherwise be approved by the City.
- H. EVIDENCE OF INSURANCE: Provider must provide the following as evidence of insurance:
- a) A certificate of liability insurance evidencing coverages, limits of liability and other terms and conditions as specified herein. In the "Certificate Holder" field of the certificate of insurance, write "City of Seattle.";
 - b) An attached City of Seattle designated additional insured endorsement or blanket additional insured wording to the required insurance policies.

At any time upon the City's request, Provider shall also cause to be timely furnished a copy of declarations pages and schedules of forms and endorsements. In the event that the City tenders a claim or lawsuit for defense and indemnity invoking additional insured status, and the insurer either denies the tender or issues a reservation of rights letter, Provider shall also cause a complete and certified copy of the requested policy to be timely furnished to the City of Seattle.

Send certificate and additional insured endorsement to Evan Corey at evan.corey@seattle.gov.

ELECTRIC VEHICLE CHARGING IN THE PUBLIC RIGHT-OF-WAY (EVCROW) PILOT PERMIT PROGRAM



Applicant Process

Step	Detail
Step 1: Submit Electric Vehicle Charging in the Public Right of Way (EVCROW) request for installation (RFIn)	
1.1	<p>Applicant sends a Request for Installation (RFIn) to the Transit and Mobility Division (T&M) at newmobility@seattle.gov indicating which block faces they seek permission to install electric vehicle supply equipment (EVSE). The request for installation should include the following information:</p> <ul style="list-style-type: none"> • Legal Company Name • City of Seattle Business License Number • Conceptual diagrams of the infrastructure • General location and block face of the proposed EVSE (e.g., Street X between Street Y and Street Z; north blockface) • EVSE location context, including sidewalk condition, tree locations, planting strip availability, adjacent land uses and businesses (including names and addresses) on the proposed block face • Proposed wraps and messages on EVSE access and payment screens • Proposed Internet of Things (IoT) devices or sensors to be included in the EVSE as well as all proposed data to be collected • Proof of PCI compliance
1.2	<p>The City will send an email receipt of the EVCROW RFIn and assign an EVCROW application coordinator who will track progress through the permitting process. The applicant is responsible for routing application progress to the EVCROW application coordinator.</p>
Step 2: Begin Initial Site Review Process	
2.1	<p>The following tasks are completed concurrently:</p> <ul style="list-style-type: none"> • SDOT's T&M Parking and New Mobility Teams reviews site conditions, curb regulation, parking utilization, modal plan conflicts, and provides initial siting guidance to the applicant • SDOT's Project Development Division (PDD) reviews proposed sites for project conflicts and continuity within the public right of way • SDOT's Transportation Operations Division (TOD) reviews proposed sites for potential operational issues • SDOT's Maintenance Operations Division (MOD) reviews proposed sites for conflicts with future paving projects • Seattle City Light (SCL) reviews location of telecommunications fiber (and associated company ownership) • Seattle IT reviews PCI compliance, IoT devices/sensors, Wi-Fi services, and data collection being proposed, including a privacy review (upon which Seattle IT informs the applicant whether any proposed IoT devices, sensors, and Wi-Fi services are approved)
2.2	<p>Seattle City Light conducts a high-level feasibility and cost assessment to connect to the electrical grid.</p>
2.3	<p>Upon completion of Steps 2.2 and 2.3, the Applicant must conduct reasonable outreach (mail, door hanger, or in-person outreach) to properties on the same block and across the street from the proposed location. Direct outreach must be verified prior to submitting an application.</p>
2.4	<p>T&M sends the applicant and the EVCROW application coordinator a letter of feasibility determination in order to proceed to permitting.</p>
Step 3: Complete a Service Connection Application from Seattle City Light	
3.1	<p>Applicant submits Seattle City Light service connection application</p>

Step	Detail
Step 4: Obtain a Street Use Permit from SDOT's Street Use Division	
4.1	<p>Applicant submits for a Right of Way Management Minor Utility Permit¹ per site to SDOT Street Use Division at SDOTUtilPermits@seattle.gov or at the Street Use permit counter located on Floor 23 of the Seattle Municipal Tower. The application requirements include:</p> <ul style="list-style-type: none"> • Minor Utility Applications found at the following link: www.seattle.gov/transportation/docs/stuse/UtilityApplicationFormFILL.pdf • Site plan showing required Right-of-Way (ROW) use for installation per Client Assistant Memo (CAM) 2116 and site plan templates found at the following links: <ul style="list-style-type: none"> - CAM 2116: www.seattle.gov/transportation/cams/CAM2116.pdf - Site plan templates: www.seattle.gov/transportation/stuse_forms.htm • Traffic control plan if work is on an arterial or within a Hub or in the High Impact Area per CAM 2111 found at the following link: www.seattle.gov/transportation/cams/CAM2111.pdf • Site plan with meter location and all associated infrastructure • SCL service connection approval per step 3 • Historic or Landmark District approval if required • Letter of feasibility determination from the EVCROW application coordinator to validate completion of Step 2
Step 5: Obtain a Street Use Public Space Renewable Permit	
5.1	<p>Applicant submits for a Street Use Public Space Renewable Permit; submittal includes:</p> <ul style="list-style-type: none"> • Public Space Management Program Public Space Renewable Application found at the following link: www.seattle.gov/transportation/docs/stuse/AnnualsApplicationFormFILL.pdf • Site plan identifying meter location and all associated infrastructure • Elevation • Insurance documentation
5.2	SDOT Street Use Division begins 14-day public comment upon receipt of full package of Annual Public Space Management Renewable permit materials
5.3	SDOT Street Use Division (Public Space Management) reviewer prepares required indemnity agreement and bond information, which needs to be returned prior to permit issuance
5.4	Applicant notifies the EVCROW application coordinator once the SU permit has been issued
Step 6: Obtain an electrical permit from the Seattle Department of Construction and Inspections to establish an electrical connection to each new EV charging station unit	
6.1	Applicant obtains an SDCI electrical permit over the counter at the Seattle Municipal Tower. Include the SDOT Minor Utility permit number on the SDCI electrical permit application forms.
6.2	SDCI reviews any EVSE of 400 amps or higher (i.e., multiple chargers on one utility connection)
6.3	SDCI informs the EVCROW application coordinator of successful or unsuccessful completion of the Electrical Permit
6.4	SCL works with the Applicant during the SDCI design review process to identify the appropriate metering approach based on infrastructure dimensions and alternative cabinet locations, among other factors.
6.5	Applicant notifies the EVCROW application coordinator once the SDCI permit has been issued
Step 7: Receive Final Approvals from SDOT	
7.1	Final product check by EVCROW application coordinator
7.2	Decision documentation obtained from the SDOT Director
7.3	Email work order process for sign and pavement markings to SDOT's New Mobility team at newmobility@seattle.gov

¹The Simple Utility application requirement is based on the impact of work not triggering a Utility Major Permit (UMP). Please review CAM 2600 prior to application to ensure an UMP will not be triggered. CAM 2600 can be found at the following link: www.seattle.gov/transportation/cams/CAM2600.pdf.

Step	Detail
Step 8: Complete all Street Use and SDCI conditions	
8.1	<p>Conditions can include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Send out notification of the project to the required radius and duration in advance of beginning construction • Obtain a parking permit from SDOT's Transportation Operations Division online or at the permit counter located on floor 37 of the Seattle Municipal Tower. Check the website for hours of operation. • Coordinate with King County Metro if a transit facility is being impacted • Notify Street Use Job Start at SDOTJobStart@seattle.gov or 206-684-5270 at least 2 business days prior to beginning work
8.2	Begin construction

SDOT ELECTRIC VEHICLE CHARGING IN THE PUBLIC RIGHT-OF-WAY (EVCROW) PROGRAM

Pilot Permit Program Request of Installation (RFIn)

Legal Company Name	
City of Seattle Business License Number	
General location and block face of the proposed EVSE (e.g., Street X between Street Y and Street Z; north blockface)	
EVSE location context, including sidewalk condition, tree locations, planting strip availability, adjacent land uses and businesses (including names and addresses) on the proposed block face	
Proposed wraps and messages on EVSE access and payment screens	
Proposed Internet of Things (IoT) devices or sensors to be included in the EVSE as well as all proposed data to be collected	

- Please attach the following to the RFIn:
- Conceptual diagrams of the infrastructure
 - Proof of PCI compliance to this form



The Seattle Department of Transportation
700 5th Avenue, Suite 3800
PO Box 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)
www.seattle.gov/transportation



Seattle
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7.2017