



Purpose: Establish the process for the review of Electric Vehicle Supply Equipment (EVSE) in commercial applications.

WHERE DO I START?

Start with the Planning and Development Department (PDD) by submitting a Minor Site Plan on-line Electronic Plan Review to [PDD Online – Electronic Plan Review](#). Please note that once the project is approved by the Planning and Development Department, you will need to submit to the Building Division to obtain a building permit. [Electric Vehicle Chargers – Commercial Permitting](#)

To streamline the review of EVSE and associated equipment, consider minimizing conflicts with existing parking lot islands/ landscape planters and the removal of plant material.

SUBMITTAL REQUIREMENTS

- ☐ Completed Application [Site Planning Submittal Application](#)
- ☐ Applicable fee: [Fee Schedule](#)
- ☐ Follow minor site plan submittal checklist to create the site plan:
[Minor Site Plan Submittal Requirements](#) (If submitted through EPR the required number of paper copies is not applicable).

SITE PLAN REQUIREMENTS

- Provide an Overall Site Plan- Online public records request for previously approved site plans can be requested through our Records Department at [City of Phoenix, AZ | Public Records Center](#) .
 - Outline the entire parcel and delineate/highlight the scope of work area.
 - Project description (scope of work) - Total number of spaces proposed. Indicate total number of standard and accessible spaces provided.
 - Parking calculations, it must include the number of parking spaces existing and number of spaces to be removed (if any). Parking spaces reserved for EVCS are NOT counted toward the total required parking count. The parking count must be updated to reduce the total count by the number of parking spaces occupied with a charging station/equipment.
 - Vicinity map with north arrow.
 - Project address & APN.

- Provide a Detailed Site Plan (engineering scale required):
 - Include fully dimensioned parking stalls that depict the equipment is not within the parking area.
 - Provide the driveway aisle width dimension (behind the EV stalls).
 - Property line dimensions & easements existing on site.
 - Project description (scope of work) - Total number of spaces proposed. Indicate total number of standard and accessible spaces provided.
- Include the following notes:
 - Repair all damaged and/or off-grade concrete street improvements that may be damaged during construction.
 - Site Plan Notes (see separate handout).
 - Accessible EV charging stalls shall comply with Phoenix Building Construction Code, available at [City of Phoenix Building Codes](#).

ELEVATIONS/DESIGN REVIEW DETAIL REQUIREMENTS

- Indicate the height of all cabinets, transformers, and related mechanical equipment.
- Provide appropriate screening for cabinet transformers, identify height, material, texture of screen walls. Per Section 507 Tab A.II.B.7.4
- All service areas must be screened to conceal trash containers, recycling containers, loading docks, transformers, backflow preventers and other mechanical and or electrical equipment from eye level.

LANDSCAPE PLAN REQUIREMENTS

The placement of the charging station may trigger the review of landscape, inventory, and salvage plans. These are separate submittals (subject to separate fee and review) and must be sealed by a registered landscape architect. The placement of the charging station cannot not eliminate required trees and may require the replacement of trees as shown on the approved landscape plan for the site.

Are there any plants within the scope of work plus 10 feet beyond? Are new plants proposed? If providing new plant material to screen the equipment or replacing removed trees a separate landscape plan is required.

- Charging station or associated equipment cannot be located within required parking lot landscape planter islands.
 - If there are 10 plants (trees, shrubs, succulents, etc.) of ANY size or less within the scope of work area plus 10 feet beyond and less than 20 new trees it can be a combination Inventory/Salvage sheet in the Landscape Plan submittal.
 - If there are more than 10 plants (trees, shrubs, succulents, etc.) within the scope of work plus 10 feet beyond and over 20 new trees, it requires a separate

Inventory/Salvage combination plan submittal and a separate landscape plan submittal.

- Inventory, Salvage, and Landscape separate submittal: [Planning and Development Landscape](#)
Apply online through EPR

OTHER

- See current plan review times at [Plan Reviews: Turnaround Times](#).
- Commercial permits require a separate submittal.
- Plans for review may be submitted in person by making an appointment online at [Planning and Development Planning and Development Online Appointment Scheduling](#) or electronically at [PDD Online - EPR](#)
- Upload a copy of the approved minor site plan or first site plan review mark-ups with your submittal if you had to obtain separate site plan approval