



PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

Encroachment Permit Application: Residential Curbside Electric Vehicle (EV) Charging Pilot

Project Address: _____

Property Owner Name: _____

Property Owner Address: _____

Phone Number: _____ E-mail: _____

Project Description: Briefly describe the nature of your project and reasons for encroachment.

BMC Section 16.18.080 Approval Criteria: No encroachment shall be approved unless it is determined that the subject encroachment conforms with the following standards. Describe how the proposed encroachment meets the seven approval criteria below.

A. The applicant will be substantially damaged by the refusal to grant the permit as requested.

B. No other reasonable method of obtaining the desired results is available except as proposed.

C. The granting of the permit will not be materially detrimental to the public interest, safety, health and welfare or injurious to the other property.

D. The applicant has complied with the City of Berkeley’s public works specifications.

E. No major or minor encroachment into a sidewalk may be granted unless a minimum clear space of six feet remains open for public use in the sidewalk area. For the purposes of determining the clear space, poles, parking meters, fire hydrants, regulatory signs, and other such objects (street hardware) may not be considered as part of the minimum horizontal clear space reserved for public use. Except for subsurface encroachments of tiebacks and soil nails, in no event may a minor encroachment extend farther than two feet from the property line into the public right-of-way.

F. All encroachments, except for structures below the walkway such as basement vaults and sidewalk elevators, shall have a minimum height of twelve inches and no portion shall project beyond the base projection of the encroachment unless at a height of eight feet or more above the sidewalk.

G. There should be a clear color differentiation between the sidewalk paving and objects placed or installed in the sidewalk area.

Sign and date this form, indicating that the information on this form is true and complete, to the best of your knowledge. Your signature also verifies that you have distributed the Neighbor Handout for the Residential Curbside Electric Vehicle (EV) Charging Pilot to all households on both sides of the block where the proposed EV charging station will be located.

Applicant Signature and Date: _____

Submit this completed application along with submission requirements (see following page) to:

Vincent Chen
Engineering Division
1947 Center St, 4th floor
Berkeley, CA 94704
(510) 981-6409

Required Submittals

At a minimum, the following submittals will be required for a minor encroachment permit application as part of the Residential Curbside EV Charging Pilot:

1. Four hard copies (or an electronic copy) of a site plan (8.5"x11") showing the building footprint, proposed location of the encroaching EV charging station and conduit layout, and the distance between the station and each of the following features, which should also be shown on the plans: existing onsite electrical service location, front property line, sidewalk, curb, street trees, and any existing utility infrastructure such as water meters, sewer cleanouts, and drainage pipes. Also include widths of the following features: the public right-of-way (property line to curb), existing sidewalk, planting strip, and/or the area between the sidewalk and curb.

Important: Conduit for the EV charging station must be routed directly from the curbside EV station to the property line, perpendicular to and under the sidewalk. Conduit within the public right of way must be minimized and must not be routed parallel to the sidewalk or curb within the planting strip or on public land behind the sidewalk.

2. Four hard copies (or an electronic copy) of elevation and cross section views (8.5"x11") of the encroaching EV charging station with height and width dimensions. Include the conduit, property line, sidewalk, planting strip, curb, and the distance from the edge of the charging station to the sidewalk and curb.
3. Fees
 - a. An application fee of \$454
 - b. A final fee of \$1,228, payable if the permit is approved

Minor encroachment permits are approved by the Manager of Engineering. See Chapter 16.18 of the [Berkeley Municipal Code \(BMC\)](#) for further detail.