



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, 4<sup>th</sup> 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 (4) copies of a site plan (11"x17" maximum size) showing the proposed location of the encroachment and its relationship to the property line, existing utility infrastructure and underground laterals, sidewalk, and curb. Also show width of existing sidewalk, planting strip, and/or the area between the sidewalk and curb.
2. Four (4) copies of a elevation and cross section views (11"x17" maximum size) of the encroaching element showing the property line, existing utility infrastructure and underground laterals, sidewalk, curb, and height and width of the encroaching element.
3. Fees\*
  - a. An application fee of \$454
  - b. A final fee of \$1,228, payable if the permit is approved

\*For a limited time, encroachment permit fees for participants in the Residential Curbside EV Charging Pilot will be covered by a grant from The 11<sup>th</sup> Hour Project.

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