



# ELECTRIC VEHICLE PARKING SPACE APPLICATION

701 Market Street, Suite 5400  
Philadelphia, Pa 19106  
Phone #: 215-683-9738  
Fax #: 215-683-9809

Date of Application: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Contact Information:

Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@\_\_\_\_\_

## Proposed Electric Vehicle Parking Space Information

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Are you the owner of the address for the proposed electric vehicle parking space? Yes No

\*If No, please obtain consent from the property owner of the proposed address, stating that they have no objection to an electric vehicle parking space being installed on their property on the attached consent form.\*

Is the proposed property 20 feet in width? Yes No

\*If No, please obtain consent from one of your neighbor's, stating that they have no objection to an electric vehicle parking space infringing upon their property on the attached consent form.\*

Please fill in the following vehicle information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Vehicle Length: \_\_\_\_\_ Feet

The following information is to be included with this application. Failure to include any of these items will result in the return of the application. Your application will not begin to be processed until all correct and complete information has been received.

- Vehicle Registration: registered to the address where the space is sought
- One of the following:
  - Driver's License: showing the address where the space is sought
  - Either two utility bills or a typed lease to the address where the space is sought
- Aforementioned consent of property owner or neighbor
- A clear photograph showing the entire area in which the electric vehicle parking space would be located, and the front of all property abutting the proposed electric vehicle parking space
- \$50 Non-Refundable Application Fee made payable to the "Philadelphia Parking Authority"

## **UPON APPROVAL BY THE PHILADELPHIA PARKING AUTHORITY**

After the Philadelphia Parking Authority has determined that an electric vehicle parking space is practical, the applicant must apply to the Department of Licenses & Inspections (L & I) for a curb side electric outlet. Below are code requirements and recommendations from the Department of Licenses & Inspections

- Installations shall follow the current National Electrical Code and must be performed by a Licensed Electrical Contractor with an electrical permit from Licenses & Inspections
- All conductors and equipment used for this installation, including the cord used to connect the vehicle to the receptacle, shall be approved, identified, labeled and listed suitable for the specific purpose, environment and application
- Receptacle must be located on a dedicated branch circuit with ground fault circuit protection located in the main panel
- A shut-off switch for the receptacle must be installed inside the building at the exit
- The receptacle must be tamper-resistant and located within an outdoor, weatherproof, hinged, lockable enclosure to prevent accidental or intentional contact
- Location of receptacle must be no higher than 48 inches
- There shall be no commercial uses associated with the use of the receptacle
- Electrical permit from L & I must be obtained prior to installation of electrical box

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## **UPON APPROVAL BY THE DEPARTMENT OF LICENSES & INSPECTIONS**

After the installation of a properly functioning Electric Vehicle Charger, the Philadelphia Parking Authority will post the required signs designating the Electric Vehicle Parking Space

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### **REQUIREMENTS & POLICIES REGARDING AN ELECTRIC VEHICLE PARKING SPACE**

- The proposed EVPS must be no more than 20 feet in length, unless a greater length is necessary, based on the size of the vehicle
- The proposed EVPS shall not be in any location where parking is currently prohibited by state or local law
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- No garage, driveway, or other location not in the right of way is available to the applicant for parking of the Electric Vehicle
- The number of reserved on-street parking spaces, of any kind, on a hundred block, does not exceed:
  - On blocks with single-sided parking: three (3)
  - On blocks shorter than 500 feet in length, with parking on both sides: four (4)
  - On blocks that are 500 feet or longer in length, with parking on both sides: five (5)
- The Philadelphia Parking Authority shall not approve an EVPS where the applicant is liable for any delinquent fines or penalties (i.e., has three open tickets or more)
- Installation Fee, to be paid upon approval by the Department of Licenses & Inspections:
  - Center City & University City area:
    - \$500 per metered space removal or \$250 per 20 feet of space
  - All other areas of the city:
    - \$300 per metered space removal or \$150 per 20 feet of space
- Yearly Renewal Fee:
  - Center City & University City area: \$150 per year
  - All other areas of the city: \$75 per year
  - An EVPS may be revoked, and the EVPS and EVC may be removed by the Philadelphia Parking Authority if such yearly renewal fee is not timely paid in accordance with the program

- The person to whom an EVPS has been issued shall immediately notify the Philadelphia Parking Authority, and the EVPS may be immediately revoked, if any of the following events occur:
  - The registration or license plate is transferred to a Non-Electric Vehicle
  - The Electric Vehicle is transferred to another owner who does not reside at the address for which the EVPS was established
  - The owner of the Electric Vehicle ceases to reside at the address for which the EVPS was established
- An EVPS may be revoked under any of the following circumstances:
  - Any condition necessary for the grant of the EVPS under the regulation ceases to be met
  - The EVC or its associated wiring is not maintained in good repair or presents a hazard due to deterioration, malfunction, or improper use
  - Any excavation of the right of way for installation or maintenance of the EVC or associated wiring is not properly restored
- An EVPS should not be treated as a personal parking spot. Anyone with an electric vehicle is allowed to park in the EVPS. Any abuse of the EVPS (i.e., cones, telling other electric vehicle operators they are forbidden to park in the EVPS, etc.) will result in the removal of the space.

**CONSENT OF PROPERTY OWNER**

I, (print name) \_\_\_\_\_, certify that I am the owner of  
 (address) \_\_\_\_\_.

I understand that my tenant is applying for an Electric Vehicle Parking Space. If approved, I have no objections to the Philadelphia Parking Authority installing a sign on the sidewalk in front of my property in order to designate such a zone.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**CONSENT OF ADJACENT PROPERTY OWNER**

I, (print name) \_\_\_\_\_, certify that I am the owner of  
 (address) \_\_\_\_\_.

I understand that my neighbor is in need of additional footage in order to install an Electric Vehicle Parking Space. I have no objections to the Philadelphia Parking Authority installing a sign on the sidewalk in front of my property. I am aware that the footage required may be as little as 2 feet to a maximum of 15 feet depending on the width of my neighbor's home.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**CONSENT OF ADJACENT PROPERTY OWNER**

I, (print name) \_\_\_\_\_, certify that I am the owner of  
 (address) \_\_\_\_\_.

I understand that my neighbor is in need of additional footage in order to install an Electric Vehicle Parking Space. I have no objections to the Philadelphia Parking Authority installing a sign on the sidewalk in front of my property. I am aware that the footage required may be as little as 2 feet to a maximum of 15 feet depending on the width of my neighbor's home.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_