The guide below describes the specific steps required to submit for the Electric Vehicle Charging Station (EVCS) Right-of-Way Pilot Program. Prior to following the steps below you must first sign up for an account using our ACA Navigation Guide.

Once signed into your account you will see a screen similar to that below.

- Please select the “Permits” link to move forward.
• You will need to select the check box acknowledging you have read to the disclaimer and then select the “Continue Application” button.
On the next screen you will choose the permit type that you will be submitting an application for. Please expand the “Right of Way” menu and select the “ROW Construction” permit type. Then select the “Continue Application” button.
• The first screen of the application will require you to identify the property directly abutting the area of ROW that you will be installing the EVCS. You have the option to search by address or parcel number.

• Please only enter one selection at a time to search. If searching by the address, the parcel and owner information will automatically fill. If searching by the parcel number, the address and owner information will automatically fill.
* Address No.: 747
  * Street Name: MARKET

Parcel

* Parcel Number: 2008070030

Owner information is pulled from Pierce County. If this is incorrect, Pierce County has not yet updated their records - Please provide a copy of your purchase and sale agreement with your application.

Owner Name: CITY OF TACOMA - 0G

Address Line 1:
CITY MUNICIPAL BLDG

Address Line 2:
747 MARKET ST RM 737

City: TACOMA
State: WA
Zip: 984023701
As shown below, only the parcel number is being used to search.
To locate your parcel number, please use our DART Map to search. You will be able to enter the address in the search bar at the top left of the screen. Once your location is found, please click on your lot. The parcel number and additional information will be provided in the Identify Results window.
- Once completed with the address search, please select the “Continue Application” button.
The next screen requires your contact information. The first required selection is the Applicant which typically pulls your contact information directly from your account.

The second required field will include information for the parcel owner.
Please choose the Associated Owner for the property and select “Continue”
• You will need to confirm if the owner is an Individual or an Organization.
• This section also requires an email address for the associated owner.
• Please use the scroll bar within the Contact Information window in order to scroll to the bottom and select the “Continue” button.
• Additional Contacts and Licensed Contractors are not required at this time.
• Please select the “Continue Application” button to move forward.
• The first two sections to fill out within the Details and Attachments will be the Project Name and Description of work.
• The Project Name or Address Number is simply for easy identification purposes.
• The Description of Work should provide the scope of work such as: “Installation of Electric Vehicle Charging Station, along the North 22nd Street ROW, within the planter strip”
  o Please identify the location of the proposed EVCS in this portion of the application to make it clear to the reviewers.
- The Right of Way Construction (RCON) permit is used for many different types of work or installations within the ROW, however you will only need to fill out the applicable project type information.
• The Improvements section is where the Electric Vehicle Charging Station selection is located.

• Please select “Add a Row” from this menu.
- Within the Improvements window, please select Electric Vehicle Charging Stations from the drop down window and select the “Submit” button.
- Most of the Permit Information can be left blank except for those areas shown below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIDEWALK</strong></td>
<td><em>Type of Work:</em> None&lt;br&gt;Length: [ ] Feet</td>
</tr>
<tr>
<td><strong>CURB AND GUTTER</strong></td>
<td><em>Type of Work:</em> None&lt;br&gt;Length: [ ] Linear Ft</td>
</tr>
<tr>
<td><strong>BARRICADE</strong></td>
<td>Please complete if your project will be impacting travel in the public right of way. If you need a barricade longer than 3 months, a Right of Occupancy permit would be required.&lt;br&gt;Description of Barricade Work: [ ]&lt;br&gt;Number of Days Barricaded: [ ]&lt;br&gt;Number of Blocks Barricaded: [ ]&lt;br&gt;Number of Parking Spaces Barricaded: [ ]</td>
</tr>
</tbody>
</table>
Please select None from the drop down menus for Sidewalk, Type of Work and Curb and Gutter, Type of Work.

Under the Barricade section you will have the opportunity to provide the Description of Barricade Work and Number of Days Barricaded.

- This section should be filled out if the sidewalk or any other part of the ROW will need to be closed for a period of time while you perform the installation of the charging station.
- If you are unsure if the project will require a barricade or need help creating a Traffic Control Plan (TCP) please feel free to submit your application in person or contact our office after submittal to have a Traffic Engineer help you confirm the requirement and/or supply the required TCP.

Once completed, please select the “Continue Application” button.
The following screen will allow you to provide attachments for review. These attachments should include:
  - Site plan or areal photo showing the location of the proposed EVCS
    - You can use the DART Map to create an arial photo and mark the location.
    - Please also include dimensions showing the location as it is compared to any other structures in the ROW such as the curbline, sidewalk, utility poles, hydrant, etc.
  - Please include a copy of your Insurance assuring your current policy meets the minimum $500,000 liability limits.
  - If available, please also include the Traffic Control Plan if you require a barricade for the work.

Please select the “Add Attachements” button.
• This will open the File Upload window and you will be required to select the “Add Attachments” button within this window.

![File Upload Window](image)

• This will open a File Explorer window on your computer which you will be able to use to locate and choose the correct file(s) to include.
Once selected you will see your file(s) loading in the File Upload window. After they have completely loaded, please select the “Continue” button.
This will take you back to the Attachment screen which will list the chosen file(s). Please select the “Save Attachment” button.
You will receive an approval as shown below in green. Once the documents attached successfully, please select the “Continue Application” button.
The review screen will be one of the final screens for you to review. This contains all of the potential fields for the RCON permit application and includes to the information you have provided up to this point. Please confirm that all of the information is accurate and edit as needed.
Project Description

Please enter the project name and description of work below. If you do not have a project name, please enter the address or block where the work is to be conducted.

Project Name: EVCS
Description of Work: Electric Vehicle Charging Station

Permit Information

SIDEWALK
No Custom Lists data for the sub group above.

CURB AND/OR GUTTER
No Custom Lists data for the sub group above.

DRIVEWAY
No Custom Lists data for the sub group above.

PAVING
No Custom Lists data for the sub group above.

TRENCH / BORE
No Custom Lists data for the sub group above.

IMPROVEMENTS

<table>
<thead>
<tr>
<th>Improvements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Vehicle Charging Stations</td>
<td></td>
</tr>
</tbody>
</table>

STRUCTURES
No Custom Lists data for the sub group above.

Permit Information

DATES
Anticipated Start Date:

VALUATIONS
Estimated Valuation:

PROJECT DETAILS
Company Job ID Number: Night or weekend work outside of normal construction hours?
• You will need to select the checkbox at the bottom of the screen to certify that you have read the disclaimer and agree to the terms. Once you select the final “Continue Application” button your application will be submitted for review.

• If additional information or documentation is required, you will be sent an email from staff following their initial review.

• The required EVCS Agreement Notification and EVCS Indemnification documents will be filled out by staff and provided to you in order to sign and record with Pierce County.

Please feel free to contact us via phone or email for additional information, or City of Tacoma | Planning and Development Services
Application Services
253.591.5030, Option 2
applicationservices@cityoftacoma.org

• Submit your application in person during our walk-in hours.
Tacoma Municipal Building
747 Market St, 3rd Floor, Tacoma, WA 98402
Hours: Monday – Friday: 9:00am – 3:00pm