



EV Readiness Toolkit for Public Parking

An EV charging station resource for parking lot owners and operators

Survey Questions

Consider creating an online survey and posting a QR code with a link to the survey throughout the parking structure to get input from drivers.

Do you own a plug-in hybrid electric vehicle (PHEV) or battery-electric vehicle (EV)?

- No
- Yes What model? _____

If you answered no, are you considering buying or leasing a PHEV or EV? If so, when?

- This year or next year
- Within two years
- Longer than two years
- Not considering a PHEV or EV

How far did you drive from home or work to park in this lot today?

- Less than 10 miles
- 10-25 miles
- 26-50 miles
- More than 50 miles

How often do you use this parking lot?

- 3 times a week or more
- Once or twice a week
- Less than once a week
- Every so often/just this one time

When you park here, about how long are you parked?

- All day (or evening/night)
- For at least four hours
- At least one hour
- In-and-out in less than 20 minutes

If we installed charging stations, would you be willing to pay for the electricity to charge your car?

- Yes, a flat fee per week or month
- Yes, through a credit card or phone app
- Yes, but only for fast charging (Slow charging should be free.)
- No
- Other: _____

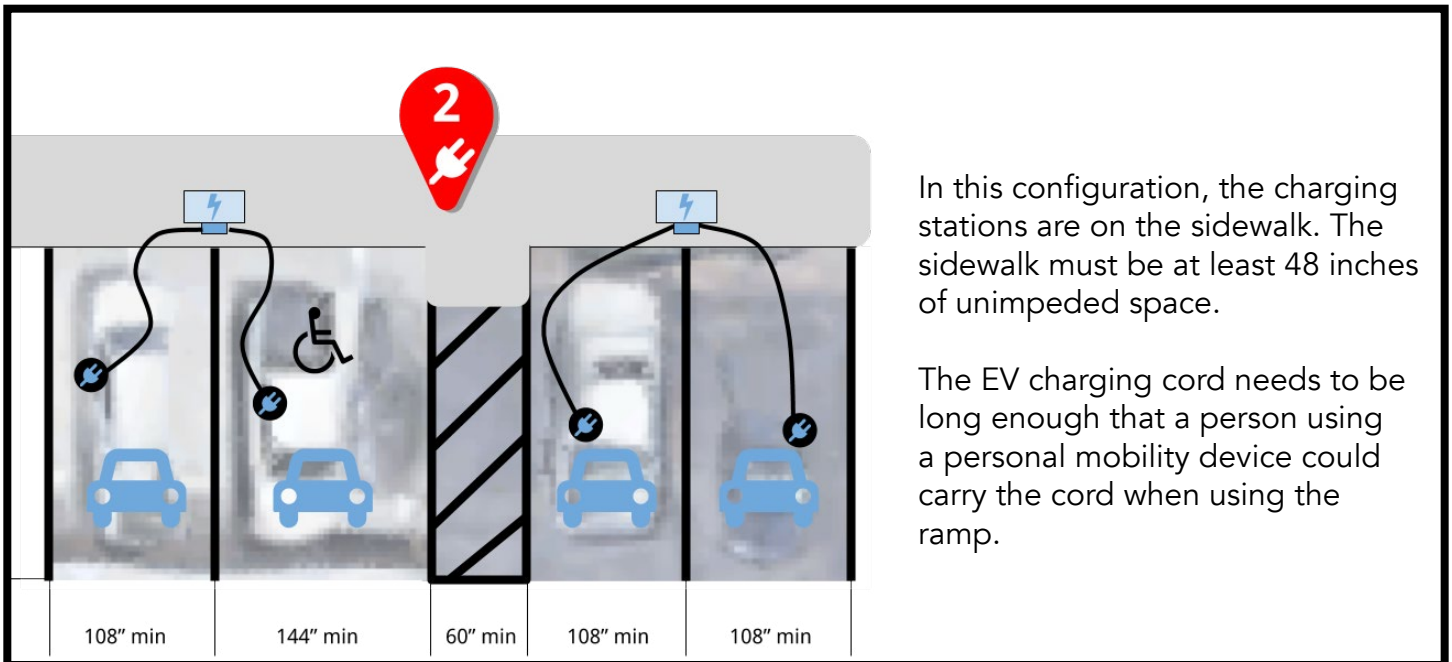
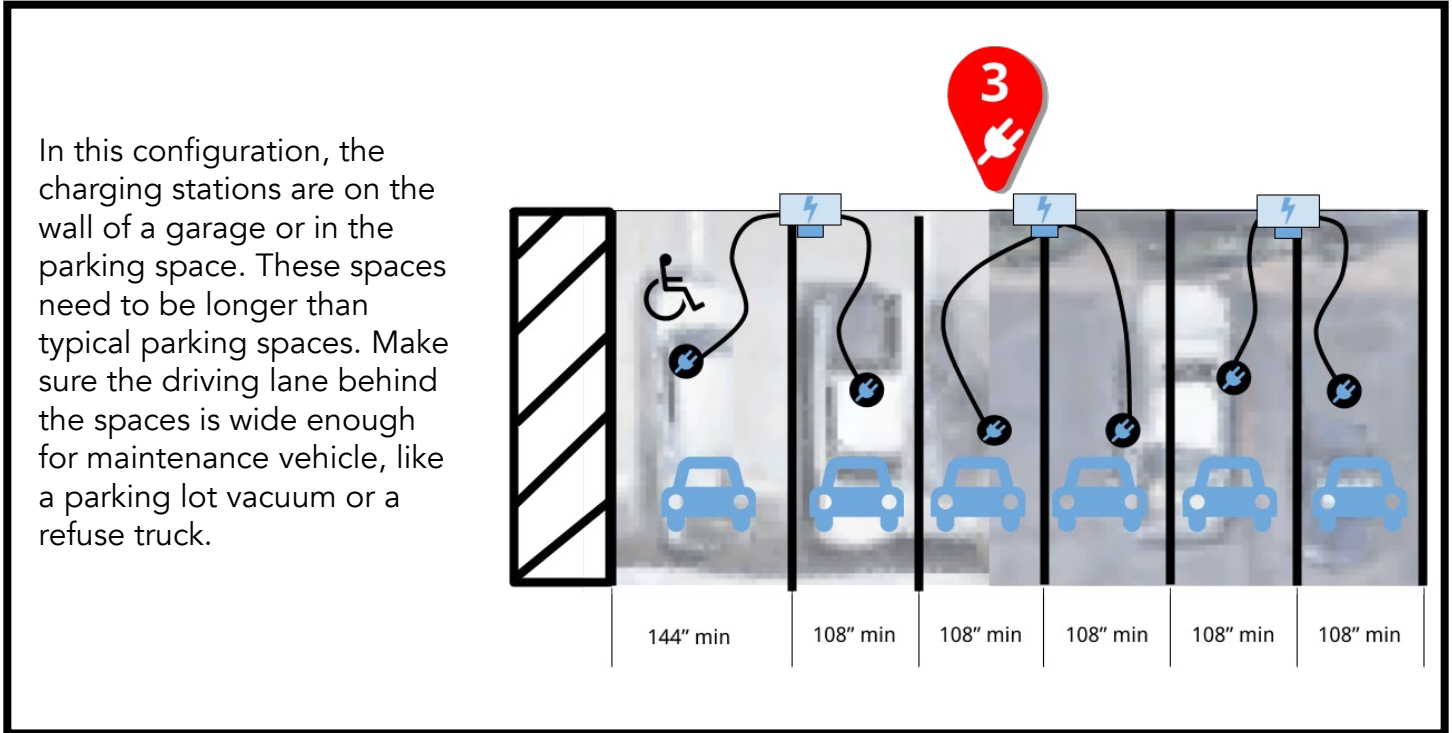
Policies

Written policies ensure that everyone has the same understanding about responsibilities and how you will communicate them to the drivers in your parking lot. You might not need all these policies. Choose which you'll address.

- Communicate how can drivers report a charging station that is damaged or not working, and who is responsible for resolving the problem.
- Identify who is responsible for inspecting charging stations to ensure they are in working order and the frequency of inspection.
- Identify someone to monitor the charging stations apps for comments that drivers post about your charging stations. Decide on a process to respond to complaints.
- If your parking lot charges by the hour, decide if you will offer a discount for EV drivers:
 - During the peak hours for parking lot use
 - During off-peak hours for parking lot use
 - During special events
- If your parking lot uses monthly paid passes, will you ask EV drivers to register their cars? Describe how drivers will register and with whom.
- Are drivers limited to certain amount of time at the charging station (usually four hours for Level 2 and one hour for DC Fast Charging)? How will you handle EVs that overstay the limits?
- Set clear rules for sharing charging stations and decide how to make sure everyone knows the rules. Policies might include:
 - Time limits for charging station use, like four hours per day per car
 - Requiring that EVs be actively charging when parked at a charging station (and moved thereafter)
 - Stating if people are permitted to unplug each other's cars
- Create a grievance process: how do charging station users file a complaint? Who is the arbitrator of disputes? What are the consequences for drivers who abuse the policies?
- If you charge a fee for charging, who collects the fees and how are those fees used? Are the general revenue or designated for charging station maintenance?

What you need to know about ADA

In parking lots with shared parking (spaces are not assigned to a person or a unit), one charging port must be adjacent to a van-accessible ADA parking spot. The images below show two options that are ADA compliant. Your project designer will make sure your charging stations meet the requirements, which include an accessible route from the charging station to the building.



Charging Station Planning Checklist

Your project designer will help you identify a location that is close to the electrical supply and meets all state and local design requirements. This checklist prepares you to help the designer with charging station placement.

- If you are a property manager, do you have permission from the property owner?
- If you have a third-party operator or concessionaire, have you talked about requirements for insurance and limits on liability?
- Do city codes affect the placement of the charging station?
- How will a driver walk from an EV parking space to the nearest exit?
- Does your electric panel have space to add a breaker? (If all the spaces are filled, an electrician can add a second panel.)
- Are the parking spaces somewhat close to the panel or an electrical supply?
- To run the electric wires from the panel to the charging station, will the electrician need to trench through concrete or walls?
- Will at least one charging port be adjacent to an ADA parking space?
- If charging stations are on a pedestal, is the driving lane wide enough for maneuvering? Can maintenance vehicles navigate around the charging stations and EVs?
- When a car is charging, will the cord extend over a walkway and create a tripping hazard?
- Are the parking spaces in the line of sight of a building, the street, or a parking lot attendant?
- Are the parking spaces level and well-drained, or will drivers stand in a puddle after a storm?
- Would the screen of the charging station be in the direct path of the afternoon sun?



[Click here to Electrify Your Ride](#)

Rebates for charging stations and electric vehicles

Concierge help with siting and installing charging stations

