

SFMTA Curbside Electric Vehicle Charging Program Operator Permit Application

Version 08.26.2026

The Curbside Electric Vehicle Charging Program allows the San Francisco Municipal Transportation Agency (SFMTA) to issue permits to Curbside Electric Vehicle Charging Operators to install, operate, and maintain Curbside Electric Vehicle Charging Stations in the City and County of San Francisco. The SFMTA shall implement this Program consistent with the SFMTA's Transportation Code, Div. II, Article 900 and the [2026 Curbside Electric Vehicle Charging Permit Program Policy Directive](#), which may be amended from time to time.

The SFMTA will review completed applications, determine whether each applicant conforms to the SFMTA's requirements, and evaluate applications according to the pass/fail criteria described in this application.

Once a Curbside Electric Vehicle Operator (Operator) is approved and issued a Curbside Electric Vehicle Operator Permit by the SFMTA, the Operator is then eligible to submit a Curbside Electric Vehicle Site Permit application.

The SFMTA will issue Operator Permits for the Curbside Electric Vehicle Charging Program on a rolling basis.

Operator Permit Term: 2 years initial permit term, with an option to extend for one or more extensions, of up to 10 years each.

COVER SHEET

Applicant Information

Business Name:		Business Phone:	
Contact Person:		Title:	
Mailing Address:			
Street Address if different than above:			
Email Address:		Website:	

Application Agreement

By signing this application, the applicant verifies under penalty of perjury that all the information provided is true and accurate; and that if issued a permit, the applicant agrees: • to comply with the Permit Terms and Conditions in Exhibit A and any other requirements of the Curbside Electric Vehicle Charging Program Operator Permit as issued; and • that all submitted documents and materials, and their contents, are subject to public review in accordance with the California Public Records Act, (California Government Code §7920 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67) and that no documents or other materials provided to the SFMTA will be considered confidential or otherwise withheld from public disclosure if requested	
Name of Applicant	
Authorized Signature	
Name, Title, and Date	

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Submission Instructions

The SFMTA will consider all completed applications on a rolling basis. By submitting an application and fee, applicants acknowledge that they have read, understand, and agree, to the Permit Terms and Conditions in Exhibit A.

A completed application must include the following components which demonstrate an applicant's ability to comply with all corresponding Program Requirements set forth in Exhibit A: Permit Terms and Conditions and Appendices 1-4¹:

- 1) Application with Signed Cover Sheet
- 2) Operator Permit Application Fee Payment

1. Application with Signed Cover Sheet

Application materials shall be submitted electronically. The application must be submitted in a searchable PDF format with a signed cover sheet, sent by email to EVCurbside@sfmta.com with the subject: "Curbside Electric Vehicle Charging Program Operator Permit Application."

2. Operator Permit Application Fee Payment

A non-refundable Operator Permit application fee of **\$5,200** must be paid to the SFMTA for applications submitted between July 1, 2026, and June 30, 2027. An application will not be considered complete until the fee has been received.

The Operator Permit fee is subject to an annual indexed adjustment. Updated fee amounts are published each year in the [SFMTA's Permit Fee and Fine Schedule](#), 2026/2027 Fee and Fine Schedule, section titled Division II, Section 918, for Curbside Electric Vehicle Charging Operator Fees.

The following information is provided for submitting your payment electronically:

For ACH delivery:

Bank Routing Number:	028000024
Account Number:	20000043472190
Account Name:	City and County of San Francisco MTA - 1468N1 MTA Parking (Customer Service)

¹ The Terms and Conditions and the Appendices thereto are set forth in Exhibit A of this Application. Any references to Appendix 1-4 in the Application refer to the appendices of the Terms and Conditions.

For Wire Transfers:

Bank Routing Number: 021000021
SWIFT Code: CHASUS33
General Bank
Reference Address: JPMorgan Chase New York, NY 10017
Account Number: 20000043472190
Account Name: City and County of San Francisco
MTA - 1468N1 MTA Parking (Customer Service)

For the Credit of: MTA-Curbside EV Charging Program -“your company name”

If you have any questions on how to submit payment, feel free to contact us at 415-554-4509, 415-554-5205, or send an email to Mabel Yu (Mabel.Yu@sfmta.com).

NOTE: For all payment remittance, you must do the following: Email all payment remittance information to Mabel Yu (Mabel.Yu@sfmta.com), Alexander Que (Alexander.Que@sfmta.com), and EVCurbside@sfmta.com

- Subject line: Enter your company name.
- Email body: State that you are submitting payment for the **Curbside Electric Vehicle Charging Program Operator Permit Application fee** applicable to the fiscal year in which the application is being submitted.

Submission Requirements

Applicants seeking a Curbside Electric Vehicle Charging Operator Permit must answer all questions using 12-point font for all sections below:

- A. General Site Plan
- B. Experience and Qualifications
- C. Equity / Pricing Plan
- D. Data Reporting
- E. Privacy Plan
- F. Proof of Insurance / Endowment

In an initial screening process, staff will review each application for completeness and responsiveness to the material terms and conditions of the permit requirements. After the initial screening process has determined that the application is complete and responsive, all sections in the application will then be scored on a pass or fail basis. All sections need a passing score to obtain a Curbside Electric Vehicle Charging Operator Permit.

Applications that fail to meet initial screening requirements will not be eligible for further consideration. The SFMTA reserves the right to request clarification from an applicant who

fails to meet any of the initial screening or pass/fail requirements prior to rejecting such an application for failure to demonstrate compliance.

Provide comprehensive responses to the following sections::

A. General Site Plan

A Curbside Electric Vehicle Charging Station is intended to provide public charging for Electric Vehicles, particularly those that do not have access to charging at their home. The general site plan should address accessibility, safety, utility requirements, and operational needs:

Potential Curbside Electric Vehicle Station sites should be available and safe for public access, be easily accessible for all drivers, appropriately distanced from other [Curbside Electric Vehicle Charging Stations](#), and in areas with sufficient space for charging stalls and supporting equipment that will accommodate typical vehicle models.

Criteria for sites should exclude areas with metered parking, bike lanes, curbs within 20 feet of an intersection (“daylighting zones”), and color curbs. Block level conditions of each site proposed should be considered, such as street and sidewalk slope, street furniture, vertical obstructions, grid capacity and interconnection points, and curb demand. See Appendix 1 for Site Specifications and accessibility requirements.

Applicants should check [Dotmaps](#) to see if any upcoming planned construction or re-occurring special events could affect access to the charging station in their determination of whether a site would be suitable (<https://sanfrancisco-public.dotmapsapp.com/map>).

Respond to the following:

1. Provide a description of the general site plan where the [Curbside Electric Vehicle Charging Stations](#) will be installed.
2. Explain how the site will be accessible per the requirements in Appendix 1.
3. Provide your initial proposed number of [Curbside Electric Vehicle Charging Stations](#) to be installed per site cluster, which is defined as charging spaces within a 0.25-mile radius. Each cluster must contain at least one accessible charging space.
4. Provide images of how the contact phone number, website, and unique station ID will be displayed.

B. Experience and Qualifications

- 1. Describe the company’s experience and qualifications to operate and maintain [Curbside Electric Vehicle Charging Stations](#). Provide details of your experience and qualifications with responses to the following:**

Applicant Qualifications

- a. Applicant's history, including total staff size, organizational structure, and ownership structure.
- b. Applicant's capacity and local resources to provide services under this permit program. List dates and cities where the company operated similar Electric Vehicle charging stations, and distinguish between curbside, garage, and lot.
- c. Applicant's compliance with applicable laws, receipt of any citations/warnings, and permit suspensions related to Electric Vehicle charging.
- d. Provide three references / points of contact (including email address and phone number), , for the SFMTA to contact to verify the accuracy of this information.

Staff Qualifications

- e. Clarity and appropriateness of staffing structure.
- f. Relevance of roles and responsibilities, experience, education, and qualifications of staff, including partner(s).
- g. Certifications and staff licenses related to the Electric Vehicle industry.

Subcontractors

- h. List your subcontractors and identify the services they will provide.

C. Equity / Pricing Plan

1. Describe how users will gain access to the Curbside Electric Vehicle Charging Station, pricing plan(s) and other accessibility and equity considerations:

- a. Include intended cost/price per user session (i.e. membership fee, initiation fee, price per kWh).
- b. Include consideration of low-income or other discounted customer plan(s), if any.
- c. Include consideration of multiple alternative payment options / mechanisms, if any.
- d. Include consideration of signage and labels in languages other than English.

2. Describe how Applicant will support the City's intent to prioritize equitable distribution of locations as discussed in the Curbside Electric Vehicle Charging Permit Program Policy Directive, including how the Applicant will consider elements such as density, socioeconomic demographics (considering the [City's Environmental Justice Communities](#), the region's [Equity Priority Communities](#), and the State's Priority Populations for climate investments [[Low-Income or Disadvantaged Communities](#)]), proximity to multiunit dwellings, and/or SF Supervisorial district.

D. Data Reporting

1. Describe how Applicant will comply with all the data reporting requirements in Exhibit A and Appendix 3:

- a. Provide examples of how data sharing provisions would be shared with customers, including the method for obtaining user acknowledgement/agreement.

E. Privacy Plan

1. Describe how Applicant will comply with all the user privacy requirements in Exhibit A :

- a. Provide any privacy policies, user agreements, and/or terms of service in a searchable electronic format.
- b. Describe the use of tracking, and any other user data obtained through the Curbside Electric Vehicle Charging Station.

F. Proof of Insurance / Endowment

1. Insurance

Attach a certificate of insurance, as well as an endorsement of additional insured, per requirements set forth in Exhibit A, Section 6. If you have not yet purchased insurance meeting these specifications, supply a statement of intent to obtain this insurance in advance of being issued a permit. The SFMTA will require certificates of insurance for Workers' Compensation, an endorsement of Commercial General Liability and Commercial Automobile Liability insurance showing the City as an additional insured, Technology Errors and Omissions insurance, and Cyber and Privacy insurance, before issuing a permit to accepted applicants.

2. Endowment

Operator agrees to maintain the public property repair and maintenance endowment established at permit issuance. The endowment at permit issuance shall total \$10,000 and should the value at any point fall below \$5,000 the Operator must replenish it to the original level of \$10,000 to maintain their Curbside Electric Vehicle Charging Operator Permit.

Evaluation Process

Staff will review each application for initial determinations on responsiveness and acceptability in an Initial Screening process. Applicants must answer all questions in the application. If a question is not applicable, state N/A and explain why. Initial Screening is a pass/fail determination as to whether an application meets all threshold requirements. Elements that will be reviewed during Initial Screening include, without limitation: application completeness, compliance with format requirements, , and responsiveness to the material terms and conditions of the permit requirements. SFMTA staff reserve the right to request clarification from applicants prior to rejecting an application for failure to meet the Initial Screening requirements. No numeric scores are assigned during the Initial Screening.

Applications that successfully pass the Initial Screening will proceed to a second-phase review consisting of six sections:

- A. General Site Plan
- B. Experience and Qualifications
- C. Equity / Pricing Plan
- D. Data Reporting
- E. Privacy Plan
- F. Proof of Insurance

Applicants must pass all elements in each section above to constitute a passing grade. Any applicant who receives a fail grade in any one section, will be notified and provided with an opportunity to address the unsatisfactory response.

Rating	Pass/Fail Criteria
Pass	The applicant demonstrates: • A high level of commitment • Strong capacity to address known challenges and concerns • Clear, organized, and specific responses • Compliance with all minimum requirements
Fail	The applicant demonstrates: • A minimal level of commitment • Response that are unclear, poorly organized, or insufficiently specific • Failure to meet all minimum requirements

After evaluating an applicant's [Curbside Electric Vehicle](#) Operator Permit application and determining overall application score of pass or fail, the SFMTA's Director of Transportation or their designee, shall either grant the [Curbside Electric Vehicle](#) Operator Permit as requested, grant the [Curbside Electric Vehicle](#) Operator Permit with modifications, or deny the [Curbside Electric Vehicle](#) Operator Permit. The SFMTA will issue permits on a rolling basis.

The SFMTA will issue permits for a two-year term with an option to extend for one or more extensions of up to 10 years. Where the permit is granted with modifications or denied, the Director shall explain the basis for the decision. An applicant whose permit application is denied or granted with modifications shall have the opportunity to request a hearing regarding the Director of Transportation's decision.

Appendices and Related Documents

Exhibit A – Permit Terms and Conditions

Appendix 1 – Site Specifications

Appendix 2 – Neighborhood Outreach Plan

Appendix 3 – Data Reporting Requirements

Appendix 4 – Equipment and Maintenance Requirements