

SFMTA Curbside Electric Vehicle Charging Program Site Permit Application

Version 08.26.2026

The Curbside Electric Vehicle Charging Program (Program) allows the San Francisco Municipal Transportation Agency (SFMTA) to issue permits to Curbside Electric Vehicle Charging Operators (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 application conforms to the SFMTA's requirements, and evaluate applications according to the pass/fail criteria described in this application.

Once an Operator is approved and issued an Operator Permit by the SFMTA, the Operator is then eligible to submit a Curbside Electric Vehicle Charging Site Permit application. Following initial approval of a Curbside Electric Vehicle Charging Site Permit, Operators must obtain other site-specific permits such as San Francisco Public Works (PW) permits for excavation, Department of Building Inspection (DBI) permits for electrical work, and authorizations from the San Francisco Public Utilities Commission (SFPUC) and/or PG&E for electric service verification if required.

Curbside Electric Vehicle Charging Site Permits are issued based on criteria that have been established in Appendix 1 to guide Operators on selecting locations within the public right-of-way for installation of Curbside Electric Vehicle Charging Stations. The Program intends to prioritize charging for renters and multifamily residents without available on-site charging by focusing approvals for installations in high density locations in vehicle-reliant areas.

The SFMTA will issue Curbside Electric Vehicle Charging Site Permits to Operators on a rolling basis.

Curbside Electric Vehicle Charging Site Permit term: Initial five-year term with option to extend one or more times for up to five years per extension.

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 Site 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) Site Permit Application Fee Payment
 - 3) Approved Operator Permit
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1. Application with Signed Cover Sheet

Application materials are due 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 Site Permit application."

2. Curbside Electric Vehicle Charging Site Permit Fee Payment

A non-refundable Curbside Electric Vehicle Charging Site Permit application fee of **\$6,759** must be paid to the SFMTA for each site cluster. A site cluster is defined as charging spaces located within a 0.25-mile radius of one another. This fee applies to applications submitted between July 1, 2026, and June 30, 2027. An application will not be considered complete until the fee has been received.

The Curbside Electric Vehicle Charging Site 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 Station Fees, 2026/2027 Fee and Fine Schedule, section titled Division II, Section 918, for On-Street Electric Vehicle Charging Station Fees, 2026/2027 Fee and Fine Schedule, section titled Division II, Section 918, for On-Street Electric Vehicle Charging Station Fees. , 2026/2027 Fee and Fine Schedule, section titled Division II, Section 918, for On-Street Electric Vehicle Charging Station Fees.

The following information is provided for submitting your payment electronically:

For ACH delivery:

Bank Routing Number: 028000024

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.

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

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 Site Permit application fee** applicable to the fiscal year in which the application is being submitted.

Submission Requirements

Applicants seeking a Curbside Electric Vehicle Charging Site Permit must answer all questions using a 12-point font in the application in each of the sections below:

- A. Specific Site Plan including Accessibility Plan
- B. Installation and Infrastructure Requirements
- C. Neighborhood Outreach Plan
- D. Equipment Standards and Safety Assurances
- E. Operations and Maintenance

In an initial screening process, staff will review each application for completeness and responsiveness to the material terms and conditions. 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 for approval of a Curbside Electric Vehicle Charging Station Site Permit.

Any applicant who receives a failing grade in any one section, will be notified and provided with an opportunity to propose alternative sites up to two times without paying an additional Site Permit application fee.

Once an applicant passes the initial screening, the applicant will be required to obtain any other required City permits for each proposed site installation. The SFMTA will provide the final signoff prior to installation of a Curbside Electric Vehicle Charging Station.

Provide comprehensive responses to the following sections:

A. Specific Site Plan including Accessibility Plan

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

Potential Curbside Electric Vehicle Charging 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 Curbside Electric Vehicle 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 a crosswalk ("daylighting zones"), and color curbs. Local conditions of each proposed site should be considered, such as street and sidewalk slope, grid capacity and interconnection points, and curb demand.

Applicants should check [Dotmaps](https://sanfrancisco-public.dotmapsapp.com/map) 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 detailed description of the specific site for installation. Attach a map. The specific Curbside Electric Vehicle Charging Station site plan shall be computer generated using CAD or other program(s) to create a fully dimensioned, detailed and to-scale layout plan of the proposed site for charging and utility infrastructure installation. The plan must also indicate property line(s), the width of the sidewalk, any existing sidewalk obstructions/furniture such as parking meters, sidewalk basement access hatches or stairs, tree wells, etc.; the location of any curb ramps, curb cuts, doorways, fire exits/fire escapes, utility poles, fire hydrants, pull boxes, side sewers and vents and the exact width of the pedestrian Clear Zone.

2. Explain how the site plan will comply with accessibility requirements detailed 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 description of installation phasing, if applicable.

B. Installation and Infrastructure Requirements

The SFMTA takes compliance with laws and regulations seriously and if a permit is granted, will require compliance with commitments made in the Curbside Electric Vehicle Charging Site Permit application:

1. Describe process for investigating and resolving complaints about improper, unsafe, or broken Curbside Electric Vehicle Charging Stations.
2. Describe applicant's commitment to implementing any additional modifications, notification systems, infrastructure, etc. not otherwise mentioned in this application that further promotes the safe operation of a Curbside Electric Vehicle Charging Station.
3. Describe procedures for the public to notify the company through phone, app, website, or email, if there is an issue with a Curbside Electric Vehicle Charging Station, along with how you will respond to and track these complaints.
4. Describe how you will include charging station labeling, individual Curbside Electric Vehicle Charging Station identifiers, business information, and emergency contact information

C. Neighborhood Outreach Plan

Provide a plan that complies with Curbside Electric Vehicle Charging Exhibit A: Permit Terms and Conditions, Appendix 2: Neighborhood Outreach Plan and specifically include the following components and commitments in your responses to the questions below:

- Equitable community engagement
- Communications strategy
- Multilingual customer service
- Community engagement record

Describe your communications strategy for providing information about the Curbside Electric Vehicle Charging Station to the public.

D. Equipment Standards and Safety Assurances

1. **Describe your proposed equipment's physical components, standards and safety assurances as outlined in Appendix 4:**
 - a. Include name, physical dimensions, technical specifications, images, physical components, and any other documents necessary to describe the equipment.
 - b. Describe safety assurances for the equipment.
 - c. Describe how you will comply with the CA Building Code Accessibility Requirements
2. **Describe the company's capacity to complete installation in a timely fashion.**

E. Operations and Maintenance

1. **Describe how you will comply with all the requirements in Appendix 4:**
 - a. Describe how you will manage and maintain the Curbside Electric Vehicle Charging Station during the Curbside Electric Vehicle Site Permit term, including any minimum or maximum charging usage times and related communication with users.
 - b. Describe how staff and/or independent contractors will know when a charging station needs repair.
 - c. Describe minimum standards for charging stations to be maintained or repaired, proposed safety check protocols, and approach to maintenance and repair of charging stations.
 - d. Describe commitment to address notification of maintenance needs within prescribed timeframe.
 - e. Describe how the company will keep both the parking space and sidewalk/curb safe, clean, and accessible.

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 to review 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 five sections:

- A. Specific Site Plan and Accessibility Plan
- B. Installation and Infrastructure Requirements
- C. Neighborhood Outreach Plan
- D. Equipment Standards and Safety Assurances
- E. Operations and Maintenance

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 propose alternative sites or correct other deficiencies up to two times without paying an additional Curbside Electric Vehicle Site Permit application fee.

Rating	Pass/Fail Criteria
Pass	The applicant demonstrates: • A high level of commitment to meet Program requirements • 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 to meet Program requirements • Response that are unclear, poorly organized, or insufficiently specific • Failure to meet all minimum requirements

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

Curbside Electric Vehicle Site Permit: The SFMTA will issue Curbside Electric Vehicle Site Permits for a five-year term with annual renewals for up to **five** years to qualified operators possessing Curbside Electric Vehicle Operator Permits. One Curbside Electric Vehicle Site Permit can cover multiple Curbside Electric Vehicle Charging Stations located within a quarter-mile radius. Additional Curbside Electric Vehicle Site Permits will be required for each proposed Curbside Electric Vehicle Charging Station or Charging Station cluster outside of the quarter-mile radius and each new Curbside Electric Vehicle Charging Station within that radius not applied for in the initial Curbside Electric Vehicle Site Permit.

Final Permit Sign-off: As part of the Curbside Electric Vehicle Site Permitting process, the SFMTA will provide a final permit check to ensure that all other requisite permits (e.g. Public Works excavation permit), have been obtained and will issue a final Curbside Electric Vehicle Site Permit sign-off to authorize the installation of Curbside Electric Vehicle Charging Station(s).

Where the Curbside Electric Vehicle Site Permit is granted with modifications or denied, the Director shall explain the basis for the decision. An applicant whose Curbside Electric Vehicle Site 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 Standards