



385 Kimbark Street, Longmont, CO 80501

Phone 303-651-8330 Fax 303-651-8696

Email: longmont.planning@longmontcolorado.gov**Commercial Electric Vehicle Charging Station – Land Use Application**

Prior to applying for a building permit, applicant must obtain a land use determination from Planning. Complete this application in its entirety and submit to Longmont.Planning@longmontcolorado.gov along with all required documentation listed below. Applications will be reviewed upon submittal by various departments, including Planning, Public Works, and LPC. Feedback may be provided regarding necessary improvements to the design for technical review under the building permit. When approved, include this permit with the building permit application materials.

Project Questionnaire		
Is the project modifying an existing parking lot? Please check the option below:		
☐ Yes – I am installing EV charging infrastructure in an already constructed parking lot		
☐ No – I am building a new parking lot		
If you selected NO: is your project under review with the Planning Department? Please write the name of your project here:		
Property Owner Information		
Property Owner Name:	E-Mail:	Phone:
Address (Include City & State):		
Applicant Information		
Applicant Name:	E-Mail:	Phone:
Address (Include City & State):		
Charging Station Operator Information		
Operator Name:	E-Mail:	Phone:
<i>Operator must either be the owner of the property or be a party with a purchase or lease agreement for the property.</i>		
Address of Property subject to Application:		

Description of Work

Modifications proposed:

- | | | |
|---|--|---|
| ☐ Charging equipment | ☐ Curbing | ☐ Removing landscaping |
| ☐ Striping | ☐ Signage | ☐ Modifying drainage pattern |
| ☐ Bollards | ☐ Exterior lighting | ☐ Work in the floodplain |

Describe the proposed site modifications in detail:

Site Plan Requirements

- ☐ Limits of plan should depict all property boundaries
- ☐ All existing conditions on the site should be depicted
- ☐ Any proposed changes to existing landscaping should be depicted
- ☐ Location and number of charging stations
- ☐ Location of all above & below ground utilities and infrastructure
- ☐ Note whether spaces are reserved specifically for EV charging
- ☐ Lighting plan ([See Section 15.05.140 - Outdoor Lighting](#))
- ☐ Bollard details for vehicle protection
- ☐ Screening of installation may be required if adjacent to a residential land use
- ☐ Parking spaces shown and dimensioned ([See Section 15.05.080- Off Street parking, stacking, loading](#))
- ☐ Vehicle movement plan (if the location is such that traffic flow may be impacted)
- ☐ Elevations / manufacturer specifications
- ☐ Signage location and details (note that signs are approved by separate permit)
- ☐ One line diagram
- ☐ Note: EV charging stations may not be located within any City-identified riparian setback area. Additional review may be necessary if the EV station is proposed in a wetland or floodplain.

Applicant Certification

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that, in filing the application, I am acting with the knowledge and consent of the owners of the property. In submitting the application materials and signing this application, I acknowledge and agree that the application is subject to all the terms and conditions found in Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this application and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this application and agree to fully comply with the regulations set forth by the City of Longmont. I also agree to comply with any terms and conditions imposed by the decision-making body.

Applicant Signature:

Date:

Owner Certification

I hereby certify that I am the owner of the property on which this EV Charging Station will be constructed, and that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I acknowledge and agree that the application is subject to all the terms and conditions found in Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions on my part may result in denial or revocation of this application and jeopardize the approval of future permits on the property. I further acknowledge that I have read the applicable regulations attached to this application and agree to fully comply with the regulations set forth by the City of Longmont. I also agree to comply with any terms and conditions imposed by the decision-making body.

Owner Signature:

Date:

Planning & Development Services Staff Use Only	
1. Project Name:	
2. Project Number:	
3. Project Manager:	
4. Project Sponsor:	
5. Project Start Date:	
6. Project End Date:	
7. Project Budget:	
8. Project Status:	
9. Project Description:	
10. Project Objectives:	
11. Project Risks:	
12. Project Deliverables:	
13. Project Milestones:	
14. Project Stakeholders:	
15. Project Communication Plan:	
16. Project Change Management Plan:	
17. Project Risk Management Plan:	
18. Project Quality Management Plan:	
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134. Project Communication Management Plan:	

☐ **Approved**☐ **Conditionally Approved**☐ **Denied**

Zoning District:

File Number:

Approval signature

Date _____

Conditions, if applicable: