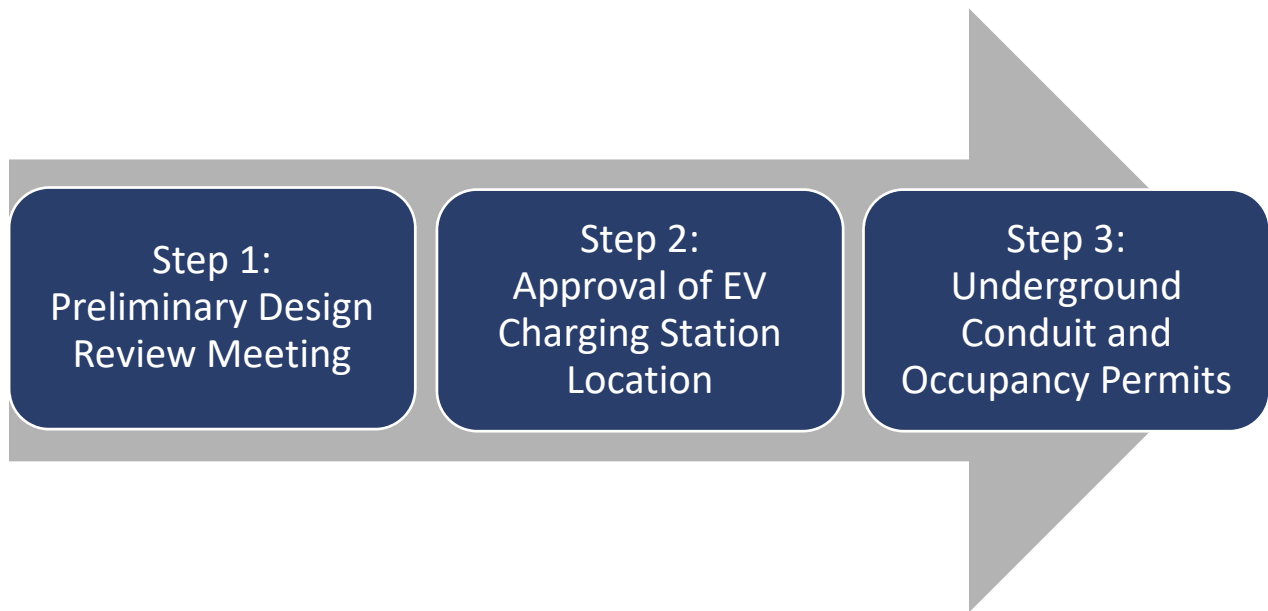


Electric Vehicle Charging Station Permit Application Process



Step 1: Preliminary Design Review Meeting

Applicants begin by reaching out to the Public Space Regulation Division (PSRD) via <https://tops.ddot.dc.gov/> to schedule a **Preliminary Design Review Meeting (PDRM)** before submitting formal applications for permits to DDOT. The purpose of this consultation is to discuss the applicant's short-, medium-, and long-term installation plans and advise the applicant on how to proceed through the permit process.

At this time the applicant should have prepared:

1. Proposed site plans and use(s);
 - Dimensions of assets and obstructions in public space
2. Proposed travel demand/trip generation;
 - Data includes: vehicle and pedestrian trips generated by excavation and installation
3. Proposed study area/area impacted by installation
4. Proposed data collection plan; and
 - Data includes: sidewalk's pedestrian count and parking space utilization
5. Long-term plans for installation of chargers
 - Potential locations by hundred blocks of future chargers.

Note: The installation of an EV charger in public space requires Pepco’s approval as the utility must agree to upgrade the existing infrastructure to support the proposed charger(s). Applicants will be required to provide a “class of service response,” the results of Pepco’s feasibility review confirming the project’s viability, or other documentation demonstrating Pepco’s commitment to support the charger. However, Pepco should not submit an application or perform work to support the EV charging station until the applicant has secured the permit outlined in Step 2 below.

More information about Pepco’s Public Charging Make-Ready Program can be found [here](#) and in Attachment A.

Step 2: Approval of EV Charging Station Location

EV Charging Station permit

Following the Preliminary Design Review Meeting, the applicant submits an **EV Charging Station permit** application, via the TOPS permitting system under the Construction Permit module. This permit, if approved, affirms the applicant’s authority to use this/these proposed location(s) to install EV charging station(s).

Note: Acquiring an EV Charging Station permit does not permit the excavation of public space necessary to install the conduit and electrical lines to energize the EV charging station. The installation of the supporting electrical lines will require a separate public space permit, to be attained by Pepco, as discussed in Step 3.

In addition to the materials listed above (items 1 through 5 in Step 1), the applicant will also need to provide the following information in their EV Charging Station permit application.

6. Level of charge (e.g., Level 2 or Level 3/DC Fast Charger);
7. Voltage;
8. Evidence of satisfaction of the Community Notice requirement (see below);
9. Siting documents included in Attachment B;
10. Insurance requirements included in Attachment C; and
11. Pepco’s “Class of Service” response

Upon an application’s submission, DDOT may send a Notice of Intent (NOI) to affected residents.

Community Notice

Prior to submitting an **EV Charging Station permit** application to DDOT, applicants are required to provide notice to the community as outlined below. A copy of the certified mail receipt or other method of US Postal Service first class mail delivery that includes delivery confirmation such as Priority Mail to demonstrate fulfillment of this requirement providing notice to each of

the entities listed below must be submitted with the application. A sample letter to the community is included in Attachment D.

For each proposed station, each applicant must send a letter to the following community members on company letterhead with notice of the proposed charging station:

- All addresses on the block for each deployment (information on addresses can be found in the District of Columbia Master Address Repository)
- Single Member District (SMD)
- Advisory Neighborhood Commission (ANC)
- Ward Councilmember

Review and Approval Process

Upon submission of an application, reviewers will be assigned based on the existing circumstances at the proposed location for a charging station and the scope of work proposed. Permit reviewers may include representatives from Public Space Regulation Division, Parking and Ground Transportation Division, Urban Forestry Division, State and Regional Planning Division, and others as relevant.

All applications for EV charging stations are submitted to the Public Space Committee for final review and decision, based on the record for the application in TOPS. Approval shall be determined by the Public Space Committee at a public meeting conducted in accordance with its practices and compliance with the District of Columbia's Open Meetings Act. Information on Public Space Committee meeting dates and filing deadlines can be found [here](#).

Fees

If the proposed application is approved, to receive their permit the applicant must satisfy any conditions or requirements placed by the Public Space Committee on its approval and pay the annual permit fee of \$2,400—prorated for the first application per location if the approval is only for a part of a year. Any renewals of approved permits will be issued for a full year and will require payment of the full annual permit fee of \$2,400 before issuance.

Step 3: Underground Conduit and Occupancy Permits

3a: Underground Conduit Permit

Once the EV Charging Station(s) has/have been approved and provided that Pepco has agreed to electrify the site and connect the charger, **Pepco will submit an application to provide underground conduit** to the EV charging station. That permit will be evaluated through the standard underground conduit permitting process. Pepco must submit a copy of the approved **EV Charging Station permit** approved under Step 2 of this document. DDOT will not process an

application for the conduit to support the EV charging station unless and until the EV charging station has already been approved.

3b: Installation of EV Charging Station and Public Space Occupancy Permit

In addition to the conduit permit, a public space occupancy permit will be required for the construction staging area to install the approved EV charging station. This application can be submitted in TOPS at any time after the EV Charging Station permit has been approved. DDOT recommends that the construction of the EV charging station and the Pepco conduit be coordinated to the greatest extent possible. However, exact coordination for construction is not required.

Renewals

Every EV Charging Station permit shall be issued for a period of one (1) year and must be renewed. Renewals will require reviews, though reviews may be assigned to a smaller group of reviewing agencies than the original permit. Renewals may be approved administratively by the Public Space Manager or his or her designee and will not require review and approval by the Public Space Committee except in the discretion of the Public Space Manager.

Renewals shall be issued for a period of one (1) year at the annual permit fee of \$2,400.

Underground conduits supporting the EV charging station shall not require renewal.

Note: The permit holder shall install an electric vehicle charging station no later than ten (10) weeks after receiving the public space occupancy permit.

Attachment A

Partner with Pepco to expand EV charging opportunities in the District of Columbia.

Program Overview:

Public charging gives EV drivers the flexibility and peace of mind to drive farther than ever before. In our commitment to supporting the District’s clean energy and sustainability goals, Pepco will be providing infrastructure for 55 public EV charging stations¹ (35 Smart Level II and 20 DC Fast Chargers) across the city. Pepco is seeking partners to host the charging stations and provide EV drivers with greater access to a robust network of EV charging options.

How it Works:

- Pepco installs the electric supply infrastructure to the charging station.
- Partners install the charging stations and ensure public accessibility.
- Applications may be submitted by interested site hosts or station owners.

Learn how Pepco will help you deploy charging stations through the EVsmart program.

Commercial Site Installations (Available Now)

Charging stations can be installed on commercial sites that are available to the public. Station owners will be responsible for obtaining all required easements and agreements with site owners.

Public Right-Of-Way Site Installations (Coming Soon)

Charging stations installed in the public right-of-way (i.e. locations owned by the District government), will be reviewed by Pepco and the District’s Public Space Committee.



Easements & Agreements

Station owners should obtain all required easements and agreements with the site owner prior to submitting an application to Pepco. Not required for public right-of-way installations.



Submit Application to Pepco for Review

Complete the program application and submit to Pepco for review. Pepco will confirm the feasibility of your project.



Pepco Engineering Review

Pepco will conduct a detailed engineering review to develop the site plan or review existing plans.



Construction & Installation

Upon completion of Pepco’s engineering review, Pepco will coordinate the installation of power supply infrastructure and you can install your charging equipment.



Final Inspection & Commissioning

When your charger installation is complete, Pepco will perform a final inspection and energize your service.



Public Space Committee Review

Public right-of-way installations will need to go through an additional Public Space Committee review process. Upon approval, you will receive a permit by the D.C. government.



¹ For qualified charging stations and locations

Requirements & Steps to Participate



1. Applicants Must Meet Program Requirements

- Applicants must qualify for program participation as a non-residential customer.
- Qualified applicants include parties who own, operate, or lease a commercial space for public parking or parties who own and operate an EV charging station.
- The hosting site for EVSE must provide long-dwell parking available for public use.
- The party responsible for installing, operating, and/or maintaining the EVSE should be licensed by DCRA to work in the District of Columbia.
- Prior to construction, the applicant must provide proof of purchase for qualified EVSE.
- Additional requirements may apply, see application for details.



2. Complete an Application

- If applicant is a charging station vendor, they must secure all required easements and agreements with the site owner prior to submitting an application to Pepco. Public right-of-way installations can skip this step.
- Applicant submissions will include structural drawings for EVSE facilities that meet Pepco's standards. Information about Pepco's standards can be found here: <https://www.pepco.com/MyAccount/MyService/Pages/EngineeringDesignResources.aspx>
- Prior to approving applications, Pepco will perform a feasibility review to confirm project viability.
- Applications for public right-of-way sites must also be submitted the District's Public Space Committee for review, approval, and issuance of any necessary permits (see below). Pepco recommends waiting for our application to move forward before submitting applications to the Public Space Committee.



3. Public Space Committee (PSC) Process - Public Right-Of-Way Sites Only

Installations in public right-of-way locations require additional applications and approvals from the PSC as follows:

1. Applications must be submitted to the District's Public Space Committee where they will be evaluated by the District Department of Transportation in coordination with Pepco. <https://ddot.dc.gov/page/public-space-permit-applications>
2. Applications are reviewed in pre-scheduled hearings approximately 2 months post-submittal; once approved by the Committee, permits will be issued to the applicant within 5 days. <https://ddot.dc.gov/page/public-space-committee-meetings>
3. The applicant is responsible for submitting applications to the PSC and any associated fees.



4. Pepco Engineering Design

- As part of the deployment process, Pepco will go through an Engineering and Design process that includes Preliminary Engineering, Field Investigation, Final Engineering, Estimating, and Final Assembly of Construction Package. This process typically takes 2-4 months. Pepco will also review designs proposed by the customer.

Pepco Permitting and Infrastructure Development. Upon successful completion of the Engineering and Design phase, Pepco will secure any required permits that are required to supply power to the site. This does not include any permitting required for the charger installation.

Pre-Construction Review. Once the previous steps are completed, Pepco will conduct a job site inspection to confirm all assumptions prior to construction.



5. Construction of Make-Ready Infrastructure

Pepco will coordinate all required construction activities and prepare the site to be energized.

- Pepco will inform applicant when EVSE installation can begin.
- Pepco installs meter for new service, if applicable.

Additional Program Conditions

Application Process

- Interested participants should submit one application per site to provide an opportunity for participation to a range of customers and locations around the District of Columbia.
- Applicants with multiple requests can select which application Pepco will review first.

Installation Requirements

- Pepco's public make-ready program will accommodate a maximum of 5 Level II or 4 DCFC per location.
- EV charging stations must be Smart/networked (i.e. capable of sending and receiving communications via wi-fi or cellular network).
- Applicants have the option of providing service capacity from their own switchgear, at the same voltage and current as Pepco.
- Applicants must provide space for the commercial meter pedestal (if required) and any other equipment that must be installed.
- Any contractor hired by Pepco to perform make-ready installations must be licensed to operate in the District of Columbia.

Items Excluded from Pepco's EVsmart Make-Ready Program

- Level II and/or DCFC, charging station installation, connection, testing and commissioning
- Concrete pedestals or bases
- Parking signs, striping and/or barriers
- Landscaping
- Traffic control plans
- Extensive system upgrades
- Costs in excess of program budget

Submit completed application and supporting documentation to EVsmart@pepco.com

To help avoid delays in processing your application, you must also submit a site plan or sketch showing all facilities and obstructions. Incomplete information on the paper application may result in a delay in processing your request for service. The company reserves the right to cancel this request if no further communication is received from the customer within 90 days of Pepco response date.

APPLICANT INFORMATION

Name		Owner Developer	Contractor Other	Electrician	Builder
Mailing Address		City		State	Zip
Phone	Alt Phone	Fax		Email	

ADDRESS OF PROPERTY TO BE SERVED

Projet Name (if applicable)		Street Address		Apt. No.
City	State	Zip	Lot and Block No.	
Owner's Name		Existing Account No.		

BILLING ADDRESS

Name		Street Address		Apt. No.
City		State	Zip	

TYPE OF REQUEST

TYPE OF SERVICE

New Make-Ready Electric Vehicle Service

Underground

Other:

VOLTAGE

	Existing	New
120/208 single phase, three wire		
120/240 single phase, three wire		
120/208 three phase, four wire		

	Existing	New
265/460 three phase, four wire		
Primary Voltage		

EVSE SERVICE TERMINATION

If you are installing more than one piece of service termination equipment, please submit a breakdown of the connected load behind each switchboard.

Service	EVSE Service Equipment Type (L2 or DCFC)	Capacity (amps)	Load Information (kW)
Charger Type			
Charger Type			
Charger Type			
Charger Type			
Charger Type			
Charger Type			

PRIMARY SITE USE — SITE MUST BE AVAILABLE FOR PUBLIC EV CHARGING

Please provide a description of your project

Applicant Name

Date

Signature

Company Name

For office use only

Attachment B

Attachment B

Required Documents

Spatial Requirements

- Engineered stamped site plan in compliance with siting specifications noted below
 - Show all dimensions
 - Distance from the EV charger to the nearest intersection
 - Distance from the EV charger to the to the back of the curb
 - Distance from the EV charger to the property line and any building restriction line or zoning setback for the immediately adjacent property
 - Distance from the EV charger to any fixture (i.e. trees, light poles, trash cans, bus stops, etc) within 50 feet of the EV charger
 - Show the total width of the public right of way from street centerline to the property line, including the width of all travel and parking lanes
 - Show the width of sidewalks and public parking², if any
- Detailed electrical drawings and specifications plan
- Materials specifications of the equipment to be installed (length, width, height, depth, material, color)
- 4 Photos of the proposed location (photos should accurately and clearly show the existing conditions of the curbside, adjacent sidewalk and public parking area^[00], and roadway for the proposed EV Charging Station, including curbside signage, street trees and tree boxes, streetlights, and any other adjacent uses of public space such as loading zones and sidewalk cafes)
 - Front view facing curb
 - Rear view
 - Left view
 - Right view
- Proposed signage plan for curbside use, if applicable.
- Permit application fee of \$50

- Curbside space shall be no more than forty (40) feet for a single charging station which will serve at least two (2) vehicles;
- Not be in any location where parking is currently prohibited, including on streets with rush hour restrictions;
- Not be in any location where an accessible parking meter exists; unless the accessible parking meter is relocated at the cost of the applicant and as approved by DDOT;

¹ Public parking is a legal designation of the public space between the designated sidewalk area and the adjacent property line. While not all areas of the District of Columbia have public parking areas, many do. For more information on the width of sidewalks and public parking areas for locations in the District of Columbia, please see the map tool in TOPS, the District of Columbia's online permitting system. Use of the map tool does not require a TOPS account and can be accessed from any computer or mobile device with an internet browser.

- Not preclude the installation of any of the recommendations in moveDC's transit or bicycle mobility priority network unless provided an exception from DDOT;
- Not conflict with projects included in the most recently issued Statewide Transportation Improvement Program unless provided an exception from DDOT

Compliance with the Americans with Disabilities Act (ADA)

- Charging station equipment shall not present impediments to safe and efficient pedestrian passage, nor hinder ADA access which means maintaining a 10' clear pedestrian path in the Central Business District and 6' clear pedestrian path throughout the rest of the District.
- Charging station shall maintain unobstructed a minimum of two (2) feet from the outermost edge of curb ramp flares and a five (5) foot radius at the top edge of curb ramps.
- The outer edge of charging station's supply equipment shall be placed a minimum of two (2) feet from the curb.
- The inner edge of charging station's supply equipment shall not be within the clear pedestrian path of the sidewalk. Specifically, this means that on low-volume streets, there shall be a minimum of a six (6) foot clear pedestrian path. On high-volume residential streets, there shall be a minimum of an eight (8) foot clear pedestrian path. On sidewalks within the Central Business District and on commercial streets, there shall be a minimum of a ten (10) foot clear pedestrian path.
- Charging stations shall be a minimum of five (5) feet from an alley or driveway.
- Charging stations shall be a minimum of five (5) feet from a stop bar (line extended)
- Charging stations shall be a minimum of ten (10) feet or more from a fire hydrant;
- Charging stations shall be a minimum of twenty-five (25) feet of a marked or unmarked intersection;
- Charging station equipment shall display contact information of the Permit Holder to report any issues

Tree Protection

- EVSE shall not be located within an existing tree protection zone.
- EVSE shall not be placed within fifteen (15) feet of any open tree planting space, according to the records of the District Department of Transportation Urban Forestry Division.
- No street tree shall be removed, pruned, or have its protected zone impacted, to accommodate the installation, replacement, or use of a charging station
- Charging stations shall be located in the sidewalk zone of the right-of-way, where one exists.
- Charging stations – including their installation – shall not harm nor hinder any existing street trees, nor prevent the siting of a new street tree. Charging stations must comply with DDOT's Gold Book standards for tree and root protection (Section 608) and

trees and utilities (Section 207). Any new conduits for charging stations shall be outside the drip line Tree Protection Zone for all existing street trees.

Utilities and Infrastructure Protection

- EVSE shall be a minimum of three (3) feet from light poles, utility poles, and traffic signals.
- Permit Holder shall not tie into DDOT conduits for lights and signals.
- Cannot cover manholes or handholes
- Cannot cover vaults or reside within two (2) feet (width) from the vault

Bicycle Infrastructure Protection

- EVSE shall be a minimum of three (3) feet from bike racks.

Capital Bikeshare

- EVSE shall be a minimum of six (6) feet of clearance from the rear wheel of a docked bicycle,
- EVSE shall be a minimum of (five) 5 feet distance from each end of a station,
- EVSE should not be installed in such a way that would prevent solar access to the solar panel.

Attachment C

Insurance Requirement

Summary Checklist

The Permittee shall carry all required insurance throughout the effective term of the permit and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this permit and two years for non-construction related permits.

The Permittee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding permit number.

A summary of the insurance requirements are below followed by

Permit applicants shall provide a Certificate of Insurance that includes the following:

- Commercial General Liability Insurance (“CGL”) to include limits of liability of not less than:
 - \$1,000,000 each occurrence,
 - \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit,
 - \$1,000,000 personal and advertising injury limit, and
 - \$2,000,000 products-completed operations aggregate limit.
- Automobile Liability Insurance to include limits of liability of not less than:
 - the limits set forth in the Permittee’s commercial automobile liability policy; or
 - 1,000,000 per occurrence combined single limit for bodily injury and property damage.
- Workers’ Compensation Insurance to the satisfaction to DDOT and in compliance with statutory mandates of the District of Columbia
- Employer’s Liability Insurance to include limits of liability of not less than:
 - \$500,000 per accident for injury;
 - \$500,000 per employee for disease; and
 - \$500,000 for policy disease limit
- Cyber Liability Insurance to include limits of liability of not less than:
 - \$2,000,000 per occurrence or claim,
 - \$2,000,000 aggregate.

- Commercial Umbrella or Excess Liability to include limits of liability of not less than:
 - the limits set forth in the Permittee's umbrella or excess liability policy
 - \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies

Insurance Requirements of Permit in full

INSURANCE

- A. GENERAL REQUIREMENTS. The Permittee at its sole expense shall procure and maintain, during the entire period of performance under this permit, the types of insurance specified below. The Permittee shall have its insurance broker or insurance company submit a Certificate of Insurance to the DDOT giving evidence of the required coverage prior to commencing performance under this permit. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the DDOT. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Permittee decide to engage a Contractor for segments of the work under this permit and wish to alter the insurance requirements for the Contractor, then, prior to commencement of work by the Contractor, the Permittee shall submit in writing the name and brief description of work to be performed by the Contractor on the Contractors Insurance Requirement Template provided by the DDOT, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the Contractor and promptly deliver such requirements in writing to the Permittee and the DDOT. The Permittee must provide proof of the Contractor's required insurance prior to commencement of work by the Contractor. If the Permittee decides to engage a Contractor without requesting from ORM specific insurance requirements for the Contractor, such Contractor shall have the same insurance requirements as the Permittee.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Permittee and its Contractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this permit, with the understanding that any affirmative obligation imposed upon the insured Permittee or its Contractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Permittee or its Contractors, and not the additional insured. The additional insured status under the Permittee's and its Contractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad

and approved by the DDOT in writing. All of the Permittee's and its Contractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Permittee or its Contractors, or anyone for whom the Permittee or its Contractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Permittee and/or its Contractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Permittee and Contractors.

1. Commercial General Liability Insurance ("CGL") - The Permittee shall provide evidence satisfactory to the DDOT with respect to the permit that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the DDOT in writing), covering liability for all ongoing and completed operations of the Permittee, including ongoing and completed operations under all contracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

The Permittee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

The DDOT will collect, review for accuracy and maintain all warranties for goods and services.

2. Automobile Liability Insurance - The Permittee shall provide evidence satisfactory to the DDOT of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the DDOT in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Permittee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Permittee's commercial

automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Permittee shall provide evidence satisfactory to the DDOT of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia.

Employer's Liability Insurance - The Permittee shall provide evidence satisfactory to the DDOT of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Permittee shall provide evidence satisfactory to the DDOT of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Permittee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage.
5. Commercial Umbrella or Excess Liability - The Permittee shall provide evidence satisfactory to the DDOT of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Permittee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- C. **DURATION.** The Permittee shall carry all required insurance throughout the effective term of the permit and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this permit and two years for non-construction related permits.
- D. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Permittee's liability under this permit.
- E. **PERMITTEE'S PROPERTY.** Permittee and Contractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- F. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds.
- G. **NOTIFICATION.** The Permittee shall ensure that all policies provide that the DDOT shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Permittee shall provide the DDOT with ten (10) days prior written notice in the event of non-payment of premium. The Permittee will also provide the DDOT with an updated Certificate of Insurance should its insurance coverages renew during the permit.
- H. **CERTIFICATES OF INSURANCE.** The Permittee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding permit number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:
DC Department of Transportation
Public Space Management
1100 4th St. SW 3rd floor
Washington, DC 20003
Phone: (202) 673-6813

The DDOT may request and the Permittee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Permittee expires prior to expiration of the permit, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the DDOT prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an

additional certificate of insurance evidencing such coverage shall be submitted to the DDOT on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION. The Permittee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Permittee, its agents, employees, servants or Contractors in association of this permit.
- J. CARRIER RATINGS. All Permittee's and its Contractors' insurance required in connection with this permit shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

Attachment D

Attachment D

Applicant's Name
Applicant's Address

Date

Councilmember/Commissioner/Resident
Recipient's Address

Dear Councilmember/Commissioner/Resident

As part of the District's transportation electrification initiative and to meet its sustainability goals, we will be applying for an Electric Vehicle Charging Station permit from the District Department of Transportation for the installation of an EV charging station at/on _____ Address _____.

The goal of the Electric Vehicle Charging Station Program is to expand curbside charging opportunities in the District and incentivize vehicle owners to make the switch to an electric vehicle. This program is a meaningful step toward advancing the sustainability goals captured in Clean Energy DC and the Sustainable DC 2.0 Plan.

Information about the approval process and guidelines is available at <https://ddot.dc.gov/EVpublicchargingprogram>.

For more information on our deployment of charging stations across the District, please feel free to contact (name, phone number, and email address of applicant's point of contact)