



STANDARDS AND PROCEDURES FOR RESIDENTIAL CURBSIDE ELECTRIC VEHICLE CHARGING EQUIPMENT IN CITY RIGHTS-OF-WAY

Purpose

To provide residents of single-family dwellings, townhomes and duplexes located along city rights-of-way that do not have access to a garage, driveway, or parking pad, and who choose not to install one, the standards and procedures for the private installation of residential curbside electric vehicle (EV) charging equipment in City rights-of-way.

The two options for residential curbside charging equipment crossing the right of way include:

- a. *Sidewalk Channel* (Charger Installed on Private Property). This option is for properties with a sidewalk where the EV charger is installed on private property. A specialized cord protector installed allows the cord to run safely through a sidewalk channel to the curb.
- b. *Curbside Pedestal Charger* (Charger Installed in the City Right of Way). This option consists of a pedestal charger installed at the curb. The electrical conduit runs through the property to the charger. Where a sidewalk is present, the pedestal is installed in the grassy strip between the sidewalk and the curb, with conduit routed beneath the sidewalk.

This document includes: Summary of Procedures, Standards (General, Electrical, and Equipment in the Right of Way Standards), and Detailed Procedures.

Summary of Procedures. The permit process steps include:

1. Public Works Permit (PWK) application.
2. Electrical Permit application.
3. If a pedestal or footer is needed, a Building Permit may be required.
4. Drawing of site including relevant elements curbside and on residential property.
5. A notarized and signed "Declaration of Covenants and Maintenance Agreement" document recorded in the Montgomery County Land Records.
6. Provide bond (\$250 for *sidewalk channel* or \$2,500 for *curbside pedestal charger* applications)
7. All relevant permit application fees and recordation fees.
8. Once all steps above are completed and project is approved, then a pre-construction meeting is scheduled.
9. Once project details are approved, construction may proceed.
10. After Installation, a post-construction inspection is required.

STANDARDS

Section 1: General Standards

- 1) This standard is intended to apply only within City rights-of-way and city easements. Electric vehicle charging equipment installed and operated solely on private residential property should apply for an electrical permit.
- 2) Vehicles charging curbside must comply with existing posted parking restrictions. Curbside charging equipment may not serve locations with metered parking or conflict with fire lanes, etc.
- 3) Applicants may not post signs or otherwise reserve the parking spot adjacent to the charging equipment. Locations with high volumes of street-parked vehicles may not be appropriate for residential curbside charging.
- 4) It is recommended that Applicants notify neighbors of their curbside charging plans.
- 5) The resident is responsible for arranging and paying for equipment installation, operations and maintenance.

Section 2: Electrical Standards

- 1) Property owners are required to work with a licensed electrical contractor to understand all installation options. The electrical permit must be obtained by a licensed electrician.
- 2) The EV charging station will be connected to your home electrical service, as if the charging station was located on your private property.
- 3) *Sidewalk channel:* Conduit runs from your electrical panel to the EV charger, which is installed on your property close enough to the curb such that the charging cord can run through the sidewalk channel to reach your vehicle at the curb. The conduit must be installed underground and it is likely that trenching will be required on your private property.
- 4) *Curbside pedestal charger:* The EV charging station will be connected to your home electrical service, as if the charging station was located on your private property. Conduit will be run from your electrical panel to the curbside EV charging station, located in the planting strip adjacent to the curb if there is a sidewalk; otherwise, located next to the curb. The conduit must be underground in the public right-of-way, including under the sidewalk, and it is likely that trenching will also be required on your private property.
- 5) Curbside EV charging station equipment may be either Level 1 (120 volt) or Level 2 (240 volt) and must meet all the requirements of the Electrical Code; outdoor installations of electric vehicle supply equipment (EV charging stations) must be permanently connected and fastened in place with no exposed live parts.
- 6) Charging stations must be listed by an approved product listing agency, rated for outdoor use and installed in accordance with the manufacturer's specifications and the City's right-of-way permit conditions.
- 7) Flexible cables shall be suitably rated for equipment ampacity and power output.
- 8) The rating of any cord and plug connected utilization equipment not fastened in place shall not exceed 80% of the branch circuit ampere rating.

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- 9) For electrical safety no cable will be used in the EV cable sidewalk channel unless it is coming from a power supply with a Protective Earth Neutral (PEN) fault detection and protection device that can isolate all three conductors in any fault condition, such as recent smart chargers equipped with PEN fault protection, or a discrete PEN fault protector built into the supply to the electrical connection being used.

Section 3: Equipment in the Right of Way Standards

- 1) Residential curbside electric vehicle charging equipment installed in the City right-of-way cannot adversely affect drainage, public safety, private property or public infrastructure, including but not limited to street trees, existing or planned sidewalks and public utilities.
- 2) The placement of charging equipment avoids conflicts with other utility infrastructure.
- 3) The placement of charging equipment avoids interference with vehicular site lines at street corners or driveways.
- 4) Charging equipment in the right of way allowed under these guidelines cannot be located within fifteen (15) feet on either side of a fire hydrant.
- 5) Charging equipment in the right-of-way must not impede the use of or encroach upon public sidewalks; constitute a hazard to people, cyclists or vehicles; be hazardous to the public health and welfare; or violate any other code or ordinance of the City.

6) *Sidewalk Channel*

- a. The EV cable channel shall be installed per manufacturer's instructions and cross perpendicular to the sidewalk to minimize obstacles to mobility.
- b. Any gaps associated with the EV charging cable channel in the sidewalk shall not be greater than 1/2 inch wide.
- c. Any change in level associated with the EV charging cable channel must be 1/4 inch or less to avoid a tripping hazard.
- d. A minimum three (3) foot radius clearance shall be provided around other items in right-of-way such as utility meters, sewer cleanouts, traffic control signs, etc.
- e. The *sidewalk channel* must be installed at least four (4) feet distance from the trunk of a City street tree or a distance otherwise required by the city Forester. Installation must minimize removal of vegetation.
- f. *Sidewalk channel* installation should be centered over the control joints in the sidewalk and is not permitted over an expansion joint.

7) *Curbside Pedestal Chargers*

- a. Shall be installed at least 18 inches from the back of the curb (in the planting strip if one is present).
- b. A minimum five (5) foot radius clearance shall be provided around other items in right-of-way such as utility meters, sewer cleanouts, traffic control signs, etc.
- c. Must not be installed within at least six (6) feet of the trunk of a City street tree or a distance otherwise required by the city Forester. Larger street trees may require 15 feet or more clearance. Must also minimize removal of vegetation.

DETAILED PROCEDURES

- 1. Determine if the street/right-of-way (ROW) is a city street, HOA maintained street, or state of Maryland street/ROW under authority of the State Highway Administration (SHA).** (See [MDOT Roads Map](#)). If it is a city street/ROW follow the procedures below. Note: If it is a HOA or SHA street/ROW, then contact the HOA or SHA for guidance. If permission is received from the HOA/SHA, then a city electrical permit (see #3 below) is still required.
- 2. Apply for a Public Works Permit (PWK) for approval to install/construct the privately owned charging equipment in the city ROW.**
 - a. Public Works (PWK) Permit applications are completed online in [MGO Connect \(MGO C\)](#). For questions or issues with MGO Connect, please refer to the [Customer Guide](#). Please see the Department of Public Work's PWK permit [website](#) for requirements.
 - b. Make payment with the application for the ROW Protection Permit Fee. Homeowners are not subject to the application and permit fees for permitted work adjacent to the single-family residence where the homeowner resides.
 - c. Submit a plan view drawing or photo with the following elements, as applicable (see Appendix A for sample).
 - Property lines.
 - Private building(s), driveway apron, walkways, fences, retaining wall, etc.
 - Public street(s), sidewalks, landscape median, fire hydrants, utility poles, storm drains and inlets, street trees, etc.
 - Location of New Private Improvements (EV charging pedestal, electric conduit, cross-pavement EV charging channel, etc.).
 - Location of area where car can be parked at curb to reach charger.
 - Property owner's electrician submits an electrical permit application after the Department of Public Works determines the PWK application meets the location and setback standards.
- 3. Submit Electrical Permit application in MGO Connect.**
 - a. Electrical permit applications are completed online through [MGO Connect \(MGO C\)](#). For questions or issues with MGO Connect, please refer to the [Customer Guide](#).
 - b. Electricians are required to be licensed by the State of Maryland.
 - c. Make payment for the electrical permit application and filing fee.
 - d. Submit with the application:
 - i. Plan view drawing or photo showing the proposed EV charging location, conduit routing and location of the electrical meter;

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- ii. Single line electrical plan/diagram from the meter to the EV charging station (may be provided by licensed electrician);
- iii. Manufacturer's specifications and installation guidelines for the EV charging station including the approved product listing agency (i.e. UL) number; and
- iv. Existing panel rating, proposed charging load and calculations for systems over 220 volts and/or 40 amps.

4. Notarized Declaration of Covenants and Bond

Once both permit requirements are met, applicant (and co-owner(s), if applicable) sign the following forms in the presence of a notary:

- a. [*Declaration of Covenants and Maintenance Agreement for Private Improvements in City Right of Way - Residential Curbside Electric Vehicle Charging Equipment*](#)
- b. [*Cash Performance Bond Public Right of Way*](#)

The Applicant brings these forms and a check for \$250 (*Sidewalk Channel*) or \$2,500 (*Curbside Pedestal Charger*) bond, payable to “City of Rockville”, to the Public Works counter on the 2nd floor of City Hall. The City deposits the check which will be refunded once the project is complete and approved by an inspector.

Staff routes the Declaration of Covenants to the City Attorney’s Office for review and to the City Manager for signature. Once the document is executed, staff notifies the Applicant and arranges for the Applicant to pick up the documents at City Hall Public Works counter.

5. Recordation Receipt and PWK Permit

- a. The Applicant brings the hard copy of the executed (signed) Declaration of Covenants to the Montgomery County Land Records Recording Department to be recorded.
- b. The Applicant shares a photo or scan of the receipt with Public Works.
- c. Staff will issue the PWK permit through MGO to the Applicant.

6. Installation

- a. Permittee must contact MISS UTILITY at 811, 1-800 257-7777, or www.missutility.net for marking of existing utilities if digging to a depth greater than six (6) inches. MISS UTILITY requires two full business days’ notice. After permit issuance, existing utilities must be marked prior to digging.
- b. Per the conditions of the PWK permit, the Applicant or Applicant’s Contractor must schedule a pre-construction (pre-con) meeting with all parties listed on the permit with a minimum of 48 hours prior notice.
- c. Following pre-construction meeting and issuance of Notice to Proceed (NTP), installation may proceed. Permits must be posted at the residence. Sidewalk closure signs must be posted. Only hand digging is permitted in the city right-of-way.
- d. Prior to and during installation, the Applicant or Applicant’s Contractor will schedule inspections for the PWK and Electrical permits.

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- e. Once inspections are complete, charger may be used according to the conditions in the Declaration of Covenants.
- f. The City will refund the bond and return the check by mail to the applicant.

7. Operation and Maintenance

- a. Ensure the lid of the EV cable channel is flat and flush before, during, and after charging their vehicle. The charging cable should be removed from the EV cable channel when it is not plugged into a vehicle.
- b. Ensure that there is no loose cable (between the exit of the EV cable channel and the car charging port and/or charger) that could cause a trip hazard to pedestrians on the road or pavement by making sure it is safely under the car or on private property away from pedestrians.
- c. The EV cable channel should be regularly inspected to ensure that it remains in good working order and to remove any debris. Owner agrees to regularly inspect all other charging equipment to ensure it is safe and in good working order.
- d. Only charge when using the parking space immediately adjacent to the cable channel, or at their own risk up to a maximum of one car-length either side of the cable channel.
- e. If no longer needed, Owner agrees to restore the sidewalk to its original condition at their own expense.

8. Property Owner Acknowledgements – See [Declaration of Covenants and Maintenance Agreement](#)

- a. The City of Rockville assumes no liability for any adverse consequences resulting from privately installed charging equipment in the public right-of-way, including replacement of damaged or removed equipment as a result of vandalism, theft or infrastructure improvement projects or maintenance activities.
- b. An EV charging station installed through this guideline will not create any privilege or priority for use of the adjacent curbside parking. Street parking will remain available to anyone. Any parking restrictions on your street, such as Residential Preferential Parking, will remain in effect.
- c. Owner may not rent any parking spaces within the public right of way or collect fees for electric vehicle charging within the public right of way.
- d. EV charging equipment shall not preclude the future construction of planned sidewalk extensions, public improvement projects or street tree replanting.
- e. The City retains full authority to remove any equipment placed within City rights-of-way if it is determined that the equipment is deemed a hazard or is found to adversely affect the health and safety of the community, or is found in conflict with future utility operations, roadway or sidewalk improvement projects, maintenance activities or street tree planting, removal or stump grinding.
- f. Any charging equipment installed in the City rights-of-way by residents will not be

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replaced by the City or utility companies if damaged or removed.

- g. The city assumes no liability for any adverse consequences resulting from privately installed charging equipment located on the public right-of-way. Owner will maintain Homeowner's General Liability with coverage including Premises and Operations; Personal Injury and Liability with limits no less than those established by state statutes.
- h. If ownership of the property is transferred, the City recommends that the recorded covenant and standards and maintenance responsibilities outlined in this document be shared with the new property owner(s).

Craig L. Simoneau

7/21/2026

Craig Simoneau PE, Director of Public Works

Date

Appendix A: PWK Permit - New Private Improvement Plan Sample Sketch

