



## Charge Up Fairfax Application Package Checklist

Please ensure each of the applicable attachments is included in your submission.

Check off the boxes of each item that is included in your application package and submit this form with your application.

- Complete application, signed by the president of the board of directors (or their authorized designee).
- Terms and conditions document signed by the president of the board of directors (or their authorized designee).
- If utilizing an existing source of power, the last 12 months of utility bills for the specific meter or account that the EVSE will tap into, as described in the application.
- Photo(s) of the nearest transformer including any numbers on the transformer (if utilizing a transformer for power).
- Site electrical drawings, site plans and one-lines, for the area(s) targeted for EVSE, if available.
- Summary of survey results to residents or other documentation of community support as described in the application.
- Any relevant meeting minutes demonstrating the considerations made by the board of directors regarding installing electric vehicle supply equipment (EVSE) and any statements of support (if applicable) as described in the application.
- A map showing the community association's preferred location for the installation of EVSE and the power panel or the transformer as described in the application. A second map of a second choice (backup) location and power source may be attached if applicable.
- For all signatures, provide evidence of the signatories' authority to bind the community association. Examples of acceptable evidence include a copy of the community association's governing documents, providing a link to a website or database, or the minutes of a recent board meeting.