



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Electric Vehicle Charging Space Review Checklist

Electric vehicle charging (EVC) spaces may be deemed a permitted accessory use serving another principal use, such as an office park, industrial park, institutional use, shopping center, retail sales establishment, or multiple family development, when the criteria listed below are met. Electric vehicle charging spaces that do not comply with these criteria are considered principal uses and are deemed a service station use under the Zoning Ordinance.

Please use this checklist to determine if the proposed EVC space is deemed an accessory use prior to applying for EVC installation. Please submit a filled-out copy of this checklist along with a letter of consent from the property owner or authorized agent, architectural/building plans for the EVC space, a site layout showing the proposed location of the EVC space and the number of parking spaces, if any, the EVC space will utilize.

## Application Information

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Development Name (if applicable): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EVC Provider Name: \_\_\_\_\_

Number of EVC Spaces Proposed: \_\_\_\_\_

Associated Equipment Proposed (provide size and height – EVC and equipment limited to 9 feet in height if located in a surface parking lot and not mounted on the exterior of the principal structure, and when located on the top level of a parking structure and open to the sky):

\_\_\_\_\_  
\_\_\_\_\_

Previous Approvals for Development (e.g. RZ, SE, SP, Site Plan): \_\_\_\_\_

\_\_\_\_\_

**Please start with question #1 if the EVC installation is proposed in a residential development. If proposed in non-residential development, please start with question #4.**

**EVC Location Information – Residential**

1. Is the charging space used solely by the residents of the development and their guests?
  - Yes (Specify dwelling type below and proceed to question 2)  
 Dwelling Type (single family detached, townhome, condo, manufactured homes, etc.): \_\_\_\_\_
  - No (Additional review required)
2. Is the charging space located in a parking structure?
  - Yes (Proceed to question 3)
  - No (Proceed to question 3)
3. Is the type of charger proposed Level 1 or Level 2 as defined by the U.S. Department of Energy?
  - Yes (Specify charger type (level) and proceed to question 5)  
 Type of charger proposed (Level 1, or 2): \_\_\_\_\_
  - No (Additional review required)

**EVC Location Information – Nonresidential**

4. Is the charging space located in a parking structure or parking lot that serves a principal use?
  - Yes (Provide principal use information and proceed to question 5)  
 Principal Use: \_\_\_\_\_
  - No (EVC cannot be deemed accessory use if there is no existing principal use. Additional review required)

**Parking Information**

5. Does the charging space or equipment installation result in the removal of parking spaces? (*Parking spaces used to charge a vehicle will be included in determining required parking*)
  - a. Number of spaces removed by EVC and equipment installation: \_\_\_\_\_
  - b. Number of spaces required<sup>1</sup> for the property: \_\_\_\_\_
  - c. Number of spaces provided<sup>2</sup> for the property: \_\_\_\_\_
  - Yes (Additional review required)
  - No (Proceed to question 6)

<sup>1</sup> Indicate the number of spaces required for the property as shown on the approved site plan or latest parking tabulation.  
<sup>2</sup> Indicate the number of spaces provided for the property as shown on the approved site plan or latest parking tabulation.

**Circulation Information**

6. Is the charging space and equipment located so as not to interfere with any vehicular, bicycle, or pedestrian circulation or block any fire lanes or access into the site?
- Yes (Proceed to question 7)
  - No (Additional review required)

**Signs Information**

7. Will any of the EVC dispensers (not located in a parking structure or garage) include signs or a digital display area exceeding 1 sq. ft. in size?
- Yes (Additional review required)
  - No (Proceed to question 8)

**Canopy Information**

8. Is a canopy or any type of roofed structure proposed in association with the electric charging space?
- Yes – Canopy not supporting solar collection system (Additional review required. A canopy is not permitted in association with an electric vehicle charging space located in a surface parking lot unless it supports a solar collection system)
  - Yes – Canopy supporting solar collection system (Proceed to question 9. Any canopy supporting a solar collection system must comply with height and setback requirements for a freestanding accessory structure and cannot include signage or illumination on the sides of the canopy)
  - Yes – Canopy over EVC installed on top level of parking structure (Proceed to question 9. The canopy may not include signage or illumination on the sides of the canopy and may not exceed the maximum allowable height limit for the district where it is located)
  - No (Proceed to question 9)

**Lighting Information**

9. Is any outdoor lighting proposed in associated with the EVC?
- Yes (Additional review required to verify compliance with all requirements of Article 14)
  - No (Proceed to question 10)

**Landscape Information**

10. Does the EVC remove existing landscaping or is it located in a required transitional screening yard?
- Yes (EVC spaces and related equipment cabinets must not be in any required transitional screening yard or impact any required internal parking lot landscaping. Additional review required to verify that the proposed landscaping will replace approximately the same number and quality as existing)

No (Proceed to question 11)

11. Describe how the related equipment, including transformers, switchgear, and other similar items will be screened.

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**GENERAL DISCLAIMER**

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**STAFF USE ONLY – DO NOT WRITE IN THIS BOX**

ADDITIONAL REVIEW REQUIRED?  YES  NO

ZONING REVIEW BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ZONING APPROVAL BY: \_\_\_\_\_ DATE \_\_\_\_\_