**Activity: Permitting and Codes Memo Template**

**Instructions:** Please use the below worksheet as a memo template to organize your research and recommendations on opportunities to update municipal codes and streamline permitting for electric vehicle (EV) charger deployment. Please take what is useful and modify it to meet local needs and context. Use your responses to the Module 6 guiding questions to populate this template.

## Introduction

Create a short introductory paragraph that describes your goals and the scale at which you are working (e.g., providing recommendations for a single jurisdiction or for a region).

***Example Text:*** *It is essential to create a supportive regulatory landscape to encourage EV adoption in support of climate or other local goals, as well as support the growing demand for EVs and EV charging infrastructure.* *Confusing and complex municipal codes (e.g., zoning, building, and parking codes) and associated permitting processes are common barriers to EV charger deployment. To address these issues, local governments and regional partners can standardize and update code language to reflect current best practices and streamline and clarify permitting processes.*

***Template Text:*** [Your entity’s name] conducted a review of current best practices in Month and Year and recommends the below actions.

## Top-Line Recommendations

Create a short list of top recommended actions. Note: Start with the “Research on Best Practices” section to identify what to list here.

***Template Text:*** *In order to streamline and accelerate EV charger deployment, [name of your entity] recommends the following actions:*

* ***Ex:*** *Pass an EV-readiness building code for new buildings.*
* ***Ex:*** *Allow EV charging to count toward minimum parking requirements.*
* ***Ex:*** *Update parking codes to enable enforcement mechanisms.*

## Research on Best Practices

Fill out the sections below to provide an overview of best practices and updates that the municipality could consider undertaking. Indicate if any of these practices are already in place and add relevant context on local authority and feasibility.

#### BUILDING CODES

Add additional context on building code best practices that would be relevant for the municipality. It may be helpful to provide case studies and examples from within the state or from other peers, as well as information about responsible departments or individuals, feasibility, local advocates and potential partners, alignment with other planned building code updates or discussions, and challenges or potential roadblocks.

#### ZONING ORDINANCES

Add additional context on zoning ordinance best practices that would be relevant for the municipality. It may be helpful to provide case studies and examples from within the state or from other peers, as well as information about responsible departments or individuals, feasibility, local advocates and potential partners, and challenges or potential roadblocks.

#### PARKING ORDINANCES

Add additional context on parking ordinance best practices that would be relevant for the municipality. It may be helpful to provide case studies and examples from within the state or from other peers, as well as information about responsible departments or individuals, feasibility, local advocates and potential partners, and challenges or potential roadblocks.

#### PERMITTING

Add additional context on EV infrastructure permitting best practices that would be relevant for the municipality. It may be helpful to provide case studies and examples from within the state or from other peers, as well as information about responsible departments or individuals, feasibility, local advocates and potential partners, and challenges or potential roadblocks.