

Municipal EV Toolkit: EV Readiness Checklist



Municipal Fleet Transition

- Update local fleet purchasing policies to prioritize the procurement of electric vehicles
- Complete a baseline fleet evaluation following the [Federal Energy Management Program](#) best practices
- Compile a list of EVs available in Maine through Efficiency Maine's [comprehensive list](#)
- Determine available federal and state funding opportunities to finance and budget for EVs
- Install EV charging infrastructure to support municipal EV fleet charging demand

Zoning & Ordinances

- Establish which types of EV charging stations are permitted in each zoning district
- Require EV infrastructure be installed in new and redevelopment of commercial, workplace and multi-unit dwellings
- Articulate standards for EV infrastructure design, installation and operation
- Require or encourage accessible EV charging stations to ensure equal access for those with disabilities
- Clearly state the intended use and parking regulations for EV charging stations and their parking spaces to ensure proper use of EV infrastructure

Permitting & Inspections

- Create a separate permit for EV charging stations or create a line item on the electrical permit application for EV charging stations
- Clearly identify where to find the EV charging stations or electrical permit application, permitting steps and associated timelines, permitting fees and the municipal point-of-contact
- Adopt a permit review checklist to be used by code enforcement officers and their staff for EVCS permits
 - If possible, offer an online option to submit permit applications electronically
- Reduce and standardize permitting and inspection fees to remain consistent and reduce confusion

Planning & Leadership

- Incorporate EVs into any relevant local planning documents, especially comprehensive plans
- Ensure a percentage of investments for public EVCS are accessible to underserved community members
 - Determine and map priority and accessible locations for new EVCS to meet growing demand
- Compile a list and take advantage of federal & state funding opportunities for EVs and EV infrastructure
 - Share any relevant information with community members
- Implement programs to familiarize community members with EVs and encourage charging station installation
- Join a Maine EV stakeholder group and attend meetings: Maine Clean Communities, Drive Electric ME, etc.
- Partner with neighboring municipalities on EV infrastructure and development