

## **Project Description and Drawing Submittal List**

1. Project Description is a robust project narrative that should include a description of on-site work, construction details, and any impacts on the site during and after construction.
  - a. Site Description
    - i. Address/Location
    - ii. Type of proposed renewable energy installation
    - iii. Purpose of renewable energy installation
    - iv. Existing structures
    - v. Gross square footage of installation
    - vi. Appearance of proposed project
    - vii. Signage, if applicable
  - b. Construction
    - i. Method of Installation
    - ii. Amount of trenching, if applicable
    - iii. Materials to be used for the installation
    - iv. Construction staging areas
    - v. Estimated construction schedule (start date, end date, duration)
  - c. Temporary Impact
    - i. Describe any temporary uses, temporary improvements, and temporary operations during the construction of the proposed project. For example, describe any on- or off-site construction staging areas and temporary trailers or other facilities that would be used to continue operations at the project site.
    - ii. Describe any parking that may be displaced during construction
    - iii. Describe any public access and pedestrian paths that may need to be rerouted.
2. A supplemental visual submittal should be provided typically in a drawing set and visual simulation of the proposed work. The drawing set should include:
  - a. Scope of Work: A brief statement clearly describing the proposed work.
  - b. Site Address: Provide the address of the proposed construction site.
  - c. Tenant Information: Include the name, address, and phone number of the tenant.
  - d. Vicinity Map.
  - e. Dimensions: Include dimensions of the proposed renewable energy, if applicable.
  - f. Elevations: Show complete architectural elevations of all sides of buildings, indicating whether they are existing or proposed, if applicable. This should be on a separate sheet.
  - g. Site Plan: Show dimensioned floor plans and roof plans, if applicable. Identify walls proposed for demolition.
  - h. Pedestrian and Vehicular Circulation: Show walkways, driveways, entrances, exits, and parking areas with all dimensions, if applicable. Label handicapped parking spaces and the number of standard and handicapped spaces.
  - i. Signs: Document existing and proposed signs with elevation drawings, dimensions, and materials, if applicable.

## **Sample Project Description**

The proposed project would involve the installation of electric vehicle (EV) charging stations by Westgroup Kona Kai, LLC dba Kona Kai Resort & Spa (Applicant/Tenant) in the city of San Diego, California. Work to specifically complete the proposed project would involve the installation of six (6) Level 2 pay-to-charge EV charging stations in the western parking lot, with ongoing installations and maintenance as-needed to accommodate a maximum of ten (10) parking stalls. There is a license agreement between the Tenant and TURNONGREEN Inc. As the company responsible for the installation, operation, and maintenance of the proposed project.

As proposed, seven (7) existing compact parking stalls would be converted into new EV charging stations, with one (1) parking stall used for loading and unloading space. The proposed work requires trenching (115 feet in length) in the existing planters and pavers in order to tie-in a new electrical line from the resort building to the charging stations. The infrastructure needed to support the new chargers involves the installation of two (2) dual pedestals, two (2) single pedestals, four (4) 2'x2'x2' concrete pads in the planter adjacent to the parking stalls, and six (6) cable hooks. A new ramp and truncated dome would be installed in the one (1) parking stall used for loading and unloading space in order to improve Americans with Disabilities Act (ADA) access in the parking lot.

Construction of the proposed project is anticipated to occur in approximately Spring of 2023 and would take approximately three (3) to four (4) weeks to complete, with ongoing installations and maintenance as needed. One (1) parking stall would be lost as a result of this project, and all construction staging is to occur within the Tenant's leasehold. Any disturbed vegetated or hardscape area is to be backfilled and restored to its original condition following completion of the proposed project.

Due to its nature and limited scope, construction of proposed project would generate a minor amount of vehicle trips and would require limited use of equipment. Therefore, impacts related to air quality, greenhouse gas emissions, and transportation and traffic are not anticipated to occur. Furthermore, the Tenant would be responsible for complying with all applicable, federal, state, and local laws regarding construction demolition debris, hazards and hazardous materials, and stormwater.

## Sample Visual Submittal

PROJECT TITLE: Installation of Electric Vehicle (EV) Charging Stations  
ADDRESS/LOCATION: West Parking Lot at 1551 Shelter Island Drive  
TENANT INFORMATION: Noble House Hotels  
TENANT CONTACT: Wex Alexander, Chief Engineer, Nobel House Hotels  
TENANT INFORMATION: 1551 Shelter Island Drive, San Diego, CA 92106

### Signage Example (below)

