

## CON EDISON EV CHARGING STATION APPLICATION

### Con Edison Electric Vehicle Preliminary Documentation Checklist

Applications must be submitted with ALL preliminary documentation. Applications received without submitted documentation are at risk of auto cancellation and may have to be refiled. The following is a checklist of required documentation to receive a service determination from our engineering department. If you need more elaboration regarding documents or otherwise, please submit an inquiry for your case and a member of our team will respond promptly.

### [Preliminary/Engineering Documents – Upload to Project Center or PowerReady Portal](#)

[Document, Guides, and Fact Sheets \(Link\)](#)

#### **Load Letter**

- Complete all sections as specified on the document.

#### **Site plan**

- Show street names and nearby intersecting street(s).
- Show service address, which must match service address on application.
- Label EV charger locations.
- Recommended to distinguish L2 or DCFC charging locations.
- Display approximate location and dimensions of existing and/or preferred incoming utility service or point of entry (POE), and where utility service will terminate (ie. Service-end Box, Customer Manhole, etc).
- Display north arrow.
- Outline the premise.
- Recommend to display NYC Block and Lot # or Westchester Parcel TaxID

#### **One-Line Diagram**

- Indicate Service address (must match service address on the case).
- Distinguish existing and new for cable(s), equipment(s), and meter(s).
- Show Utility Service to Service End Box.
- Indicate Service Voltages.
- Show any existing or new main disconnect switch associated to the EV installation.
- Show any equipment between the main disconnect switch and EV loads (ie. additional switches, circuit breakers, transformers, etc.).
- Display meter locations associated to EV chargers and CT cabinet's size/type. (Required info for requesting CTs).
- Any changes to the scope of work will need to be resubmitted to Con Edison for approval.

#### Recommendations:

- Label all the existing meter numbers that will be on the line side of the EV loads.
- Indicate the quantity and type of EV chargers.
- Use IEEE Symbols, standard for graphic symbols for electrical and electronics diagrams.

#### **Customer Letter of Authorization**

- If signees are not case contacts, there must be at least one representative from the same company (signee's company) listed as a case contact. To add or replace a case contact, you may submit an inquiry with the following information: First name, Last name, Company Name, Email Address, Phone Number.
- Site/Service address must match service address on case.

#### **Equipment Cut Sheet**

- Ensure kW power input/output rating, voltage and current are specified.
- Ensure plug/port/dispenser configurations are specified.

## **Common Reasons for Documents Rejections**

*Note: All documents must be submitted in a clear and legible format (blurry documents are at risk of rejection)*

### **Load Letter**

- Charger quantity inconsistent with other documents.
- Max input power per charger inconsistent with equipment cut sheet. *Note: Load management software will not be considered for load reduction. Load management hardware is considered but must be drawn/displayed on the one-line diagram.*
- Document submitted without Con Edison template.

### **Site plan**

- Service address incorrect/inconsistent or not displayed.
- Surrounding street names not displayed.
- EV Charger location not labeled.

### **One-Line Diagram**

- Service address incorrect/inconsistent or not displayed.
- Equipment not displayed (meters, main disconnect switch, service end box).
- Equipment not distinguished as existing or new.
- Service voltages not indicated.

### **Customer Letter of Authorization**

- Service address incorrect/inconsistent or not displayed.
- Signees do not have a representative from the same company listed on the case.
- Document submitted without Con Edison template.

### **Equipment Cut Sheet**

- Incorrect/inconsistent charger model.
- Required values not displayed (ex. Input power, voltage, amperage etc.)