

REQUEST TO ENCROACH ON SCE DISTRIBUTION EASEMENT

Your request must include the following information:

1. Cover Letter that includes: Requestor name, mailing address, email address, and phone number.
2. A legible **copy of the recorded SCE Grant of Easement(s)** to be encroached upon and a copy of the **recorded ownership Grant Deed** of the property affected. This can be obtained from your Title Company or from the County Recorder's office.
3. One (1) copy of **legible map/sketch/plot plan depicting the location** of the Grant of Easement and how the proposed Encroachment affects the easement area. This should be no larger than 8-1/2" x 11". If notations are too small to read the Recorder's Office will reject the document.
4. If property ownership is held by a corporation, LLC or LP please provide proper name of entity executing document and of person(s) authorized to execute the document on behalf of entity. PROOF of authority to execute must be included (Corporate Resolution, Operating Agreement, etc. and any Amendments thereto), or the request will not be processed.
5. Processing Fee is **\$500.00** per Encroachment. **Do not send payment with request.** We will send an invoice for the processing fees upon approval from the SCE Planner.

Upon receipt of **ALL** above-mentioned items, this package will be forwarded to the appropriate SCE Service Planner. The Service Planner then reviews the information and performs a site check of the area to determine if the Consent to Encroachment request can be granted.

If the Service Planner approves the request, an invoice will be generated and sent to the requestor. Upon receipt of the payment, the Consent to Encroachment document is prepared, and mailed to your attention for execution and notarization. Once our office receives the executed and notarized Consent to Encroachment document, it will be executed and notarized by our management, and then mailed to the appropriate County Recorder's Office for recording.

Should the Service Planner deny the request for Consent to Encroachment, the refusal letter will be sent by email to you with an explanation and the Service Planner's name and phone number.

Upon request, a Conformed Copy of the recorded Consent to Encroachment will be mailed to you for your records.

Due to existing workload, this process will take from 60 to 90 days to complete.

Please contact our office at (909) 274-1073 (Ken) or (909) 274-1078 (Jeff), if you have any questions.

Submit Request to:

Southern California Edison
SCEQuitclaimandEncroachment@SCE.com