

HOW TO: REQUEST TO QUITCLAIM DISTRIBUTION EASEMENT

Your request must include the following information:

1. Cover Letter that includes: Requestor name, mailing address, email address, and phone number.
2. Property Location such as Street Address, Assessor's Parcel Number or cross streets.
3. A legible copy of the recorded **SCE Grant of Easement(s)** to be quitclaimed. This can be obtained from your Title Company or the County Recorder's office.
4. The recorded **Grant Deed** for each ownership affected by the easement to be quitclaimed or a **Preliminary Report or a Policy of Title Insurance** for each ownership affected.
5. One (1) copy of Map or Alta Survey **depicting the location** of the SCE Grant of Easement(s) to be quitclaimed. The area must be highlighted.

Upon receipt of **ALL** above-mentioned items, this package will be forwarded to the appropriate SCE Service Planner. The Service Planner will then review the information and perform a site check of the area to determine if it can be approved.

Processing Fee is \$500.00 per Quitclaim document. One document is prepared for each ownership and SCE Document affected. We will send an invoice for the processing fees prepared upon approval from the SCE Planner – DO NOT send payment with request.

Please be advised if there are existing SCE facilities within the easement areas, we will not be able to process your request. When SCE facilities have been completely removed or relocated, you can resubmit your request at that time.

Upon Planner approval and receipt of payment, the Quitclaim is prepared, executed, notarized and mailed to the appropriate County Recorder's Office. A Conformed Copy of the recorded quitclaim will be mailed to you for your records.

This process may take up to four (4) months.

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

Submit Request To:

Southern California Edison
SCEQuitclaimandEncroachment@SCE.com