

## Policy letter for City / County



SOUTHERN CALIFORNIA  
EDISON®

Energy for What's Ahead™

January 1, 2021

**Subject: City / County requests for Southern California Edison Facility Map information**

***When requesting SCE maps for their own use, requests must come from the city / county office on letterhead, or city / county email address. Requests will be returned only to the city / county office requesting the maps.***

***This service is provided to cities / counties on a project by project basis at no cost as a courtesy. Please note that all consultants or contractors, including engineering firms requesting maps on your behalf, will be charged for services rendered. No exceptions. You may be asked to sign a non-disclosure agreement depending on project size and location.***

The process for obtaining copies of SCE Facility Maps is outlined below. Please read carefully and save for future reference.

1. Requests may be submitted by: Email or US mail (**no phone requests**)

**\*\*To avoid duplication, please use only one method\*\***

Southern California Edison  
Attn: Map Requests Bldg D  
1444 E. McFadden Ave  
Santa Ana, CA 92705

(OR)

[MapRequests@sce.com](mailto:MapRequests@sce.com)

2. Please fill out the (pdf) "Facility Map Request Form" and attach with your request.
3. Using the "Facility Map Request Form", please be *precise* about the location to be researched, listing all streets from point A to B, etc. on cover letter. Facility Map requests should define the exact project route or site using **Google Map or Assessors Map**. A clearly marked/highlighted map should accompany all requests. Large Tract maps will not be accepted.

Upon completion of the facilities research, PDF copies of existing facilities maps will be sent to the email requester via secure Sharepoint link.

If you have any questions, please contact:

Ryan Bissonnette  
Map Sales Supervisor  
[Ryan.Bissonnette@sce.com](mailto:Ryan.Bissonnette@sce.com)  
(909) 233-9831



## Facility Map Request Form

Date: \_\_\_\_\_  
mm/dd/yyyy

### Requestor Information

Requestor Name:

Company Name:

Company Mailing Address:

Company City & Zip Code:

Email Address:

Contact Phone Number:

### Map Information

How will you be using the documents?

Project Name/ Number/ Location/ Street Address of Project:

**\*Please email this form along with a clearly marked google map, assessor's map or Thomas Brother's page.**



## Facility Map Request Form

### Frequently Asked Questions for Records Request

#### **Why do I need to fill out this form?**

Southern California Edison (SCE) must keep track of what information is released and to whom for cyber security purposes. This form also allows for more consistency in the way that we receive map requests.

#### **Who needs to fill out this form?**

Anyone requesting Southern California Edison facilities inventory maps. This includes, but is not limited to:

- Customers, Contractors, Consultants and developers
- Cities that have franchise agreements with SCE
- Other local, state or national government agencies

#### **What information do we need?**

- Your contact information (name, company, company mailing address, e-mail address, phone number)
- Street address/ location of your property/ project
- The reason for requesting maps including the type of project and the general scope

#### **What happens after I submit the form?**

The form will be reviewed by the Map Sales team. If your request is determined to include Critical Energy Infrastructure Information (CEII), you will be required to sign a Non-Disclosure Agreement (NDA). This agreement is specific to the individual signing it, as well as to the project. If multiple people will access the information, each person must sign the agreement. Each project should be submitted as a separate map request and will be individually reviewed to determine if it will require an NDA.

#### **How long will it take for me to get my information?**

Southern California Edison has ten (10) business days to respond to any request for public documents – but every effort will be made to provide a response as quickly as possible. Time may vary for receipt of maps based on current map requests volume.

#### **Who do I talk to if I have questions?**

For questions about this form and/or the records request process, please contact the Map Sales team at [MapRequests@sce.com](mailto:MapRequests@sce.com).