

Policy letter for City / County



January 11, 2019

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: US mail or Email (**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

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
4. Identify whether **overhead and/or underground** facility maps are needed
5. Please allow minimum of ten (10) business days from the receipt of the request by Facilities Mapping for processing

Upon completion of the facilities research, copies of existing facilities maps will be sent to the requester via U.S. Mail. United Parcel Service or FedEx (if requester provides an account number for courier service), or can be picked up at SCE's Santa Ana office with prior arrangements.

If you have any questions, please contact:

Michael Hinton
(909) 274-1041



Facility Map Request Form

Date: mm/dd/yyyy

Requestor Information

Requestor Name:

Company Name:

Company Mailing Address:

Email Address:

Contact Phone Number:

Map Information

Maps Requested: Overhead Underground

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.**

Frequently Asked Questions for Records Request

Why do I need to fill out this form?

Southern California Edison (SCE) must follow strict Federal regulations regarding the release of Critical Energy Infrastructure Information (CEII). We must keep track of what information is released and to whom. 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
- Type of documents requesting (Overhead or Underground facilities)
- 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.

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.