

HOW TO: REQUEST TO ENCROACH ON DISTRIBUTION EASEMENT

Your request must include the following information:

1. Requestor's name, mailing address, email address, phone and fax number.
2. A **legible copy of the recorded Grant of Easement(s)** to be encroached upon as well as a copy of your recorded ownership Grant Deed. These can be obtained from your Title Company or from the County Recorder's office.
3. 2 copies 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. Processing Fee: Do not send payment with request. We will send an invoice for the processing fees upon approval from the SCE Planner. \$500.00 per each Easement being encroached upon.
5. Property Location, such as an address, assessor's parcel number or cross streets.
6. Proper name of entity executing document and of person(s) executing document on behalf of entity and PROOF of authority to execute; Corporate Resolution, Operating Agreement, etc. and any Amendments thereto.

Upon receipt of **ALL** above-mentioned items, this package will be forwarded to the appropriate SCE Service Planner. If you are currently working with an SCE Service Planner, please provide the Planner's name when submitting your request. The Service Planner will then review the information, and perform a site check of the area to determine if the Consent to encroachment request can be granted.

*Upon receipt of approval from the Planner, an invoice will be generated and sent to the requestor. *Upon receipt of the payment, the Consent to Encroachment is prepared, and mailed to your attention for execution and notarization.

Once our office has received 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.

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

This process may take up to eight (8) weeks.

Should the Service Planner deny the request for encroachment, the refusal letter will be sent via US Mail to you with an explanation and the Service Planner's name and phone number.

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

Submit Request Letter To:

Southern California Edison
2 Innovation Way, 2nd Floor
Pomona, CA 91768
Attention: Ken Bellerose or Jeff Clark
Kenneth.Bellerose@sce.com or Jeff.Clark@sce.com