

# HOW TO: REQUEST TO QUITCLAIM DISTRIBUTION EASEMENT

from *Southern California Edison*:

## **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 quitclaimed. This can be obtained from your Title Company or the County Recorder's office.
3. The recorded **Grant Deed** for each ownership affected by the easement to be quitclaimed. This can be obtained from your Title Company or the County Recorder's office. Or, an **Ownership Guarantee** or a **Lot Book Guarantee** for each ownership affected. These can be obtained from your Title Company.
4. 2 copies of map or Alta Survey **depicting the location** of the Grant of Easement(s) to be quitclaimed. This must be **HIGHLIGHTED**.
5. Processing Fees: One document is prepared for each ownership affected. We will send an invoice for the processing fees \$500.00 **per each** Quitclaim document prepared upon approval from the SCE Planner.
6. Property Location, such as an address, assessor's parcel number or cross streets.

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 that you have requested to be quitclaimed.

**Please advise if there are existing SCE facilities within the easement(s) areas. We are currently unable to process your request, until such time as, SCE facilities have been completely removed or relocated. You can resubmit your request at that time.**

\*Upon receipt of approval from the Planner, an invoice will be generated and sent to the requestor.

\*Upon receipt of payment, the Quitclaim(s) is/are prepared, executed, notarized and mailed to the appropriate County Recorder's Office after receipt of required information from the Service Planner.

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

A Conformed Copy of the recorded quitclaim will be mailed to you for your records.

Should the Service Planner deny the request for Quitclaim(s), 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, 2<sup>nd</sup> Floor

Pomona, CA 91768  
Attention: Ken Bellerose/ Jeff Clark  
[Kenneth.bellerose@sce.com](mailto:Kenneth.bellerose@sce.com) or [Jeff.clark@sce.com](mailto:Jeff.clark@sce.com)