

**REQUEST FOR CONSENT TO
ENCROACH ON DISTRIBUTION EASEMENT (3rd Party)**

Your request must include the following information:

1. Cover Letter that includes: Requestor name, mailing address, email address, and phone number.
2. Property Location with Street Address, Assessor's Parcel Number and/or cross streets.
3. A **legible copy of the recorded SCE Grant of Easement(s)** to be encroached upon. This can be obtained from your Title Company or from the County Recorder's office.
4. One (1) copy of **legible map/sketch/plot plan depicting the location** of the SCE Grant of Easement on the property including its width and how the proposed Encroachment affects the easement area. This should be no larger than 8-1/2" x 11". If you are erecting a structure of any kind, the plan needs to reflect the length and height of the proposed encroachment. This sketch will be attached for recording - If notations are too small to read the Recorder's Office will reject the document.
5. Processing Fee is **\$500.00** per Encroachment Agreement. **Do not send payment with request.** We will send an invoice for the processing fee upon approval from the SCE Planner.
6. If Consentee is held by a Corporation, LLC or LP please provide proper name of entity executing document and person(s) authorized to execute the document on behalf of entity. **PROOF** of authority to execute must be included (Corporate Resolution, Operating Agreement, etc. and any Amendments thereto), or the request will not be processed.

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 Encroachment Agreement request can be granted.

If the Service Planner approves the request, an invoice will be generated and sent to the requestor. Upon receipt of the payment, the Encroachment Agreement document is prepared and mailed to your attention for execution and notarization. The document must be sent back to SCE for final processing. Once our office has received the executed and notarized Encroachment Agreement document, it will be executed and notarized by SCE, and then mailed to the appropriate County Recorder's Office for recording.

Upon request, a Conformed Copy of the recorded Agreement can be emailed to you for your records.

Due to existing workload, this process will take from 60 to 90 days to complete.

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

Submit Request Letter To:

Southern California Edison
SCEQuitclaimandEncroachment@SCE.com