

SOUTHERN CALIFORNIA EDISON (SCE) **SUBMITTAL REQUIREMENTS AND REVIEW TIMELINE** **INFORMATION**

ITEMS REQUIRED TO REQUEST SCE REVIEW AND APPROVAL:

1. Customer to call in new meter service request at 1-800-655-4555.
2. Copy of site plan/elevation drawings in PDF format. The site plan must show all existing easements and reference the title report.
3. Title report.
4. Customer Project Information Sheet (Page 4 of this document)

Drawings will not be stamped/approved by SCE if the proposed building is determined at the time of SCE review to be in conflict with SCE distribution facilities or SCE easements.

See Page 2 and Page 3 for instructions on how to submit a Request to Encroach on Distribution Easement or to submit a Request for Consent to Encroach on Distribution Easement (3rd party).

SCE REVIEW TIMELINE:

- SCE planner will contact the customer within 3 business days of receiving the service request (step #1 above) to obtain above referenced documents.
- SCE planner will provide the customer with the project information sheet for completion.
- Once SCE planner receives all of the above/required documents, a plan review and site visit will take place within 10-14 days.
- If underground facilities are proposed, SCE Planning timeline is 6-8 weeks for an approved SCE work order map.
- SCE real properties timeline for encroachment requests is 3 months.

HOW TO: REQUEST TO ENCROACH ON DISTRIBUTION EASEMENT

Your request must include the following information:

1. Requestor's name, mailing address, email address, and phone 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. If property ownership is held by a corporation, LLC or LP please provide 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.

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

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) 274-1078, if you have any questions.

Submit Request Letter To:

Southern California Edison
Attention: Ken Bellerose/ Jeff Clark
Kenneth.bellerose@sce.com or Jeff.clark@sce.com

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

Your request must include the following information:

1. Requestor's name, mailing address, email address, and phone number.
2. A legible **copy of the recorded Grant of Easement(s)** to be encroached upon and a copy of the recorded ownership Grant Deed of the property affected. This 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. 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.
5. 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.

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 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 Consent to Encroachment will be mailed to you for your records.

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

Should the Service Planner deny the request for Consent to 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/ Jeff Clark
Kenneth.bellerose@sce.com or Jeff.clark@sce.com

Customer/Project Information Sheet

Date Received by SCE: _____

Individual or Business Name: <small>(Customer / Developer – Tract DBA or LLC)</small>		
Address:	Email Address:	
City:	State:	Zip Code:
Attn:	Phone No:	
Legal Contact: <small>(Individual responsible for signing contracts, paying fees and receiving potential refunds)</small>		
Address:		Phone No:
City:	State:	Zip Code:
Primary Field / Site Superintendent / Job Contact:		
Relationship to Project:	Phone No:	
E-mail Address:	FAX No:	
Project Address:		
City:	State	Zip Code:
TG Map # or GPS	Major Cross Street:	

Detailed Project Information

Residential: <input type="checkbox"/>	Commercial: <input type="checkbox"/>	Industrial: <input type="checkbox"/>	Agricultural: <input type="checkbox"/>
Service Requested:	Overhead: <input type="checkbox"/>	Underground: <input type="checkbox"/>	Indoor Cultivation <input type="checkbox"/>
Tract:	Lot(s)		Mixed-Light Cultivation <input type="checkbox"/>
Is this project subject to Buy America Compliance? Yes <input type="checkbox"/> No <input type="checkbox"/>		Temporary Service Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approximate start work date for SCE crews:		Your Construction Start Date:	
Approximate date you would like the job completed and energized:			
Scope of Project:			
Solar or Generation Equipment to be installed (If yes, please attach additional descriptions/specifications): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Electric Vehicle: <input type="checkbox"/> Charge Station <input type="checkbox"/> Plug-In Electric Vehicle (PEV)			
Panel Size (amps):		Service Voltage/Phase:	
Total Tons of A/C:	Total # of A/C Units:	Largest A/C Unit (tons):	
Total HP of Pumps:	Total # of Pump Units:	Largest Pump (HP):	
Installing Gas or Electric:	Heater:	Water Heater:	Range:
Square Footage of Buildings (if multiple buildings give all footages): <small>Homes over 5000 sq ft larger lots require a Load Schedule. Please contact your electrician for assistance.</small>			