

Dear SCE Customer,

The best way to get a copy of your recorded easement is to contact a local Title Insurance Company to research the public records to verify if SCE has an easement.

You can also find the easement by looking through your paperwork to find your policy of title insurance when the property was acquired. A policy of title insurance list all encumbrances for easements which SCE would be named in the policy as an easement holder and provides the recording information of the easement document, which the property owner can request a copy of the record easement from the Title Company that issued the policy.

You can look up several Title Companies on the website for First American Title, Chicago Title, Lawyers Title, Commonwealth Title, Stewart Title, Etc., to research the public land records for SCE easements, However, they may charge a fee to research the records. You can also go to your local County Recorder's office where the property is located to research the public lands records for our easement.

If you want to encroach into the SCE easement, please follow the instructions below:

Keep in mind If our easement is 5' on your property, and the ADU is built 5' away, but the eave hangs 18" over, you are encroaching and should have built an extra 18" away or can modify and eliminate the eave altogether. Otherwise, you will be encroaching.

Vertical and Horizontal Clearances to SCE power lines

- 12' Vertical clearance for high voltage conductors above the building. (Primary – 12KV)
- 6' Horizontal clearance for high voltage conductors to the side of a building. (Primary – 12KV)
- 8' Vertical clearance for low voltage conductors above a building. – (Secondary – 120V)
- 3' Horizontal clearance for low voltage conductors to the side of a building. (Secondary 120V)

HOW TO: REQUEST TO ENCROACH ON AN SCE DISTRIBUTION EASEMENT

Your request must include the following information:

1. Requestor's name, mailing 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. Two 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: \$500.00 per each Easement being encroached upon. We will send an

Invoice for the processing fees upon approval from the SCE Planner.

5. 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. 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, if you have any questions.

Submit Request Letter To:
Southern California Edison
2 Innovation Way, 2nd Floor
Pomona, CA 91768
Attention: Ken Bellerose
Revised 1.8.2015

For additional information and your local planning department contact please refer to the information below:

<https://www.sce.com/partners/consulting-services/localplanning>

Contact SCE's Customer Service Center at 1-800-655-4555 to request service. Select option 3 and follow the prompts. The Customer Service Representative will then assign your request to the appropriate local SCE Service Center. The service center will then assign your request to a local service planner who will contact you within 5 business days