

# Encroachment Request



Any request to encroach upon SDG&E easements or fee-owned property requires detailed internal review to determine if the proposed use is compatible with SDG&E's operations and to verify if authorization from the California Public Utilities Commission (CPUC) is required pursuant to Public Utilities Code Section 851 (Section 851) before SDG&E can proceed with accommodating the request.

If your project involves construction of improvements or other activities within an SDG&E easement or fee-owned property, please submit this completed form and supporting materials via email or U.S. Mail to SDG&E Land Services.

**Email:** [SDGELandServices@sdge.com](mailto:SDGELandServices@sdge.com)

**Mail:** SDG&E Land Services  
Attn: Encroachment Request  
P.O. Box 129831 MS: CPA01  
San Diego CA, 92112-9831

Upon receipt of all required materials and information, SDG&E will review the request to determine if the encroachment can be accommodated and if CPUC authorization is required pursuant to Section 851. If the request can be accommodated, fees will apply. Fees are based on the extent of the encroachment(s) and the type of asset(s) involved.

**Request Date:**

## I. Applicant Information

Please provide the following information for the person or entity (applicant) legally authorized to enter into documents or agreements associated with the request to encroach:

Company:	Main Phone:	Alternate Phone:
First Name:	Mailing Address Line 1:	
Last Name:	Mailing Address Line 2:	
Email:	City:	State: Zip Code:

## II. Property Information

Project Name:	Nearest Major Intersection:
SDG&E Project #:	Project Address:
Owner(s) of Record:	City: State: Zip Code:
Assessor Parcel Number(s), if known:	County:
Legal Description:	

**Note: If applicant is not the owner of record of the property/ies where the project and encroachments will be located, permission must be obtained from all underlying property owners.**

## III. Project Information

Have you been in contact with an SDG&E Planner regarding this project? Yes No

Name of Planner: Date of most recent contact:

Provide a detailed description of the project and the activities and/or improvements that are anticipated to encroach upon the SDG&E easement(s) and the project entitlement status:

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## IV. Encroachment Information

Please provide a description of any planned grading or fill activities within the easement(s):

Please indicate if the project involves construction of a driveway, roadway, or parking lot. If yes, provide the proposed width and building material:

Driveway/Roadway	Width (feet):	Material:
Parking lot	Width (feet):	Material:

What type(s) of equipment will be used? Select all that apply

Dragline	Trencher
Bulldozer	Front End Loader
Crane	Other, please list/describe:

Maximum Equipment Height (feet):

Please indicate if the encroachment will be permanent or temporary:

Permanent	Temporary (provide date details below, if applicable)
	Anticipated start date: _____ Anticipated end date: _____

Are you aware of any other utilities, such as water, sewer, or leachlines on the property? If yes, please provide a description:

Will the project potentially require relocation of any SDG&E facilities? If yes, please provide a description of the facilities that may require relocation and the proposed activity or activities that may result in the need for relocation:

To enable review of the request, please provide a JPEG or PDF drawing that identifies the following information identified, as applicable:

Encroachment location, plotted	Distance (in feet) between the proposed encroachment(s) and SDG&E facilities (e.g., poles, guy wires, anchors) and the boundary of the SDG&E easement
Location of SDG&E facilities with facility or circuit numbers, including gas and electric transmission, distribution, and service facilities	GPS coordinates
Centerline location of all utility lines or circuits	Section, lot, and parcel lines, labeled
Location of all non-SDG&E utilities (e.g., water, sewer, gas, electric, communications) within or adjacent to the site	Angle (degree) of easement crossing(s)
Grading plans, existing and proposed, including maximum cut depth, maximum slope, maximum fills	Ingress and egress routes for operation and maintenance
	Vertical clearance of conductors at maximum sag

## V. Applicant Acknowledgement

**Applicant Signature**

**Date**

NO CONTRACT OR AGREEMENT TO ENCUMBER SDG&E'S INTEREST, IF ANY, IN THE SUBJECT PROPERTY, AND NO RIGHT OR INTEREST IN OR TO THE SUBJECT PROPERTY OF ANY SORT WHATSOEVER, NOW OR IN THE FUTURE, IS OR SHALL BE DEEMED TO OCCUR OR ARISE ON ACCOUNT OF THE SUBMISSION OF THIS FORM TO SDG&E OR ON ACCOUNT OF THE ACCEPTANCE BY SDG&E OF THIS FORM. SDG&E, in SDG&E's sole and absolute discretion, shall have the right to elect not to agree to the request contemplated herein, in each case without incurring any liability to Applicant, and SDG&E shall be deemed to have elected not to agree to such request if SDG&E has not given written notice to Applicant prior to the date sixty (60) days after this form was submitted to SDG&E. This form (whether alone or in conjunction with any prior communications) is not intended to and does not, impose any legally binding obligations on SDG&E.

Any request to encroach within an SDG&E right-of-way requires detailed internal review to determine compatibility with SDG&E operations. Based on the findings of its review, SDG&E may require modifications to project plans to avoid potential conflicts with utility infrastructure or operations. SDG&E will work with customers to find solutions to accommodate requests whenever reasonably possible, but there are certain activities that are inherently incompatible with utility operations and are not permitted in SDG&E rights-of-way, including, among others: swimming pools, fuel storage, excavation near utility poles or towers, and retention basins or ponds.

If the encroachment request can be accommodated, SDG&E may be required to obtain authorization from the California Public Utilities Commission (CPUC) pursuant to Public Utilities Code Section 851, et. seq. (Section 851) **before it can proceed with the project**. CPUC review could add up to 12–18 months to a project's timeline and approval is not guaranteed. This regulatory review ensures SDG&E ratepayers' interests are protected.

If SDG&E is required to obtain authorization from the CPUC to accommodate the request, the following documentation and information may be required from the applicant:

- Scaled exhibit or plan highlighting the location and extent of existing and proposed SDG&E easements, and existing and proposed SDG&E facilities, as applicable
- Survey grade site plan or map showing all proposed improvements associated with the project and the approximate area of the encroachment area(s)
- Complete design plans in near final form, including but not limited to:
  - Grading plans
  - Site improvement plans (e.g., streets, drainage, sewer, water, fire service, structures, walls/barriers, landscaping, irrigation, habitat restoration)
  - Plan and profile (elevation) design plans for all proposed structures, buildings, or other improvements to be installed in or adjacent to existing or proposed SDG&E easement(s)
- A complete description of the proposed use(s) of the property
- California Environmental Quality Act (CEQA) compliance documentation (e.g., Environmental Impact Report (EIR), Mitigated Negative Declaration (MND), Notice of Exemption)
  - Environmental impacts related to the encroachments within the SDG&E easement and/or relocation of SDG&E facilities associated with the applicant's project must be contemplated in the CEQA document (e.g., EIR, MND)
- Details of related past and future transactions
- Legal agreements (e.g., new easement(s), Consent to Common Use and Covenant Agreement) associated with the transaction unsigned and in agreed form
- Project entitlement status and associated documents (e.g., resolutions, letters of approval, approved site plans, tentative maps, final maps)

In addition, the following documentation and information may be required from the applicant:

- Title Report with plotted easements
- ALTA Survey
- Appraisal completed by an SDG&E-approved, licensed and certified appraisal firm
  - Depending on the extent of the proposed encroachments and the type of easement (e.g., transmission, distribution) involved, an appraisal may be required to determine the fair market value of the encroachment area and/or the difference in value of existing and proposed easements
- Written consent (e.g., Owner's Acknowledgment Letter) from all parties to the transaction

If the project involves dedication of public roads or other public rights-of-way that will encroach within SDG&E's easement(s), the public agency may seek a Joint Use Agreement (JUA) with SDG&E. SDG&E will not enter into any agreements that subordinate SDG&E's easement rights or result in additional costs to SDG&E customers.

**Please reach out to Land Services early in project planning to identify potential regulatory obligations. As soon as you think your project might impact SDG&E facilities or property, please contact us at [SDGELandServices@SDGE.com](mailto:SDGELandServices@SDGE.com).**