# ENCROACHMENT REQUEST

*For the Use of Dominion Energy Electric Transmission Rights of Way*

The use of a transmission line right of way for any purpose other than company transmission is considered an "encroachment" and must be evaluated on a case-by-case basis to ensure public safety as well as the protection of company facilities. A list of encroachments typically denied is available on the Dominion Energy website. Go to www.dominionenergy.com, type "right of way" in the search box located in the top right corner of the website and click "Right of Way Use."

*For general questions regarding encroachment requests, please contact the Dominion Energy Electric Transmission Rights of Way Management group at etrow@dominionenergy.com or 800-215-8032.*

**Transmission encroachment requests MUST contain the following information:**

- ☐ Brief description of the encroachment. *(**Note:** Encroachment being requested should not conflict with the terms and conditions of the easement agreement.)*
- ☐ Location description, vicinity map and/or directions to the site.
- ☐ Plans or drawings (site plans, profiles, landscape plans, drainage plans, etc.) that apply to the transmission right of way. Please note:
  - Site plans must show correct transmission right of way boundary lines (with the width labeled), centerlines and structure locations to scale.
  - Structure numbers can be found on metal tags on poles or on the leg of a lattice tower. If a structure number is visible, label it on the plans. (Never climb a structure to obtain this number!)
  - If possible, reference the Deed Book and Page number(s) for the transmission easement.
- ☐ Property owner's name, address, telephone number and email address.
- ☐ The requestor's name, title, business name, address, telephone number and email address, if different from the property owner.
- ☐ Name, address and title of person who has authority to sign and return the encroachment consent document, if different from the property owner.

✓ All encroachments must be approved by Dominion Energy prior to installation. If an encroachment is not approved, it will be considered an illegal encroachment that can be removed by Dominion Energy at the owner's sole expense. Fees may be required for encroachments authorized by the company. Fee amounts are based on the assessed property value, the encroachment's impact on the right of way and processing.

**Submit encroachment requests to your regional representative via mail or email:**

Dominion Energy Virginia/ Dominion Energy North Carolina
5000 Dominion Boulevard, 3rd Floor SW
Glen Allen, VA 23060
**Attention:** Electric Transmission Rights of Way Management Group

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|---|---|---|
| **Northern Virginia** | Justin Cochran<br>*Senior Rights of Way Management Representative* | justin.k.cochran@dominionenergy.com<br>703-223-9423 |
| **Central Virginia** | Tim Hindman<br>*Senior Rights of Way Management Representative* | timothy.hindman@dominionenergy.com<br>757-334-0119 |
| **Eastern Virginia/ North Carolina** | Melissa Jordan<br>*Rights of Way Management Representative* | melissa.y.jordan@dominionenergy.com<br>804-219-3560 |
| **Western Virginia** | Jamie Lowry<br>*Senior Rights of Way Management Representative* | jamie.w.lowry@dominionenergy.com<br>804-389-0784 |

*Not sure where to send your encroachment request? Contact the Dominion Energy Electric Transmission Rights of Way Management group at etrow@dominionenergy.com or 800-215-8032.*

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Property Owner's Signature Date