



Location Request :: Planning Sheet

You must notify 811 by phone or Exactix to place a Location Request.

Filling out this form does not constitute as a valid location request. This form is meant as a reference and guide to what information will be asked of you when placing a Location Request.

For a digital copy: www.DigSafelyNewYork.com/resources

Contact Information

Excavator ID: _____ Company ID: _____ Office ID: _____
 Contact Name: _____ Company Name: _____
 Office Name: _____
 Company Type (Circle one): Contractor Homeowner Member
 Industry: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Contact Number 1: _____ Type (Circle one): Cell, Email, Phone
 Alternate Contact Number 1: _____ Type (Circle one): Cell, Email, Phone
 Email: _____

Excavator/Site Contact Information

Work Type

Type of Work: _____ Type of Equipment: _____

Any horizontal drilling or boring being done? (Circle one) Yes or No

Any Explosives or Blasting being used? (Circle one) Yes or No

Dates

Start Date and Time: _____ Estimated completed by: _____

Location request expires if work does not start by: _____

Priority/Ticket Type (Circle one): Demolition, Design, Emergency, Meet, Regular, Short Notice

Site Information

State: NY (Work must be conducted in New York State, if not, you must notify that states Contact Center)

County: _____

Street/Address 1: _____

Place: _____ (Circle one) City, Town, Village

Dig Site Type: Street/Address

Nearest Intersecting Street 1: _____

Nearest Intersecting Street 2: _____

Dig Site Type: Intersection

Cross Street: _____

Dig Site Type: Between Intersections

Cross Street 1: _____

County: _____

Street/Address 2: _____

Place: _____ (Circle one) City, Town, Village

Cross Street 2: _____

Additional Work Information

Are you working on both sides of street? (Circle one) Yes or No

Are you working within 25ft of the edge of the street? (Circle one) Yes or No

Is the excavation site marked in white? (Circle one) Yes or No

Locate Instructions: _____

Depth of Excavation: _____ Depth, Units: Inches, Yards, Miles, Meters

Work Site Dimensions

Length: _____ Units (Circle one): Feet, Inches, Yards, Miles, Meters

Width: _____ Units (Circle one): Feet, Inches, Yards, Miles, Meters

Comments:

Provide any special instructions for your request.

Submitting your Location Request

Now that you have prepared for your upcoming excavation you are ready to notify Dig Safely New York.

There are two (2) ways to place your Location Request.

1. Call your Contact-Center by dialing **811**
2. Submit online with **exactix**
www.exactix.digsafelynewyork.com

Service Areas

Use this section to note the utilities that Dig Safely New York will notify about your impending excavation. This list will also be available in **Exactix** if you have a username and password.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Don't forget!

Check the utility responses with APR before you begin your project. For assistance with this visit my.DigSafelyNewYork.com