



DIGGING IN TO BEST PRACTICES

DESIGN AND PLANNING REQUESTS

What you need to know...

Ontario One Call offers a Planning option for excavators who are not digging within 30 days.

Who responds?

Ontario One Call Members participate on a voluntary basis as this is not a requirement under the Act. Members that do not take part may be contacted directly for more information.

Why you want to do this...

Planning saves time and money. Use properly submitted planning requests to organize the physical locates.

Where can you find assistance?

Ontario One call Client Services email: Solutions@OntarioOneCall.ca

Dig Info

Dig size [?]

Length: 0 ft Dir.: Width: 0 ft Maximum depth: 0 ft

From each box, make at least one selection

* Location <input type="checkbox"/> Public prop. <input type="checkbox"/> Private prop.	* Markings by Excavator <input type="checkbox"/> Premarked <input type="checkbox"/> Area not marked	* Method <input type="checkbox"/> Machine dig <input type="checkbox"/> Hand dig	Optional information <input type="checkbox"/> Mark + fax <input type="checkbox"/> Site meet req. <input type="checkbox"/> Dir. drilling
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* Work to begin: 12/10/2018

* Type of work: DESIGN AND PLANNING

* Priority: PLANNING

The work to begin date has to be in more than 5 business days.

* Detailed description of the work:
Details to be included: Distance and direction, side of property, crew onsite information, site meet contact info, description of how area is pre-marked.

Proposing service installation (list all potential types of work) from center of road to front of building (indicate general area). 10 Ft deep. See attached for more details / scope of work

Do not include street names or civics that are not identified in the dig location above [?]

Remarks:
Potential start date: April 2019
Estimated length of entire project: 5 months

Our recommended Best Practices for Design and Planning Requests:

- Request one street per planning request
- Select the entire area on each street where you are planning to dig; ensure your map selection is on or parallel to the street identified in the "Dig Location" and falls within the intersecting cross streets
- Confirm that the "Dig Location", Map Selection and Detailed Description support each other
- Attach "sketches and other attachments" showing specific details and/or the scope of the project
- Select "Design and Planning" as your type of work and "Planning" as the priority
- Provide detailed information about your future excavation including; approximate start time, approximate length of excavation, depth, type of work, etc.

