



# 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@On1Call.com

### Best Practices to Follow 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.

**Dig info**

**Dig size** [?]

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

**From each box, make at least one selection**

<p><b>* Location</b></p> <input type="checkbox"/> Public prop. <input type="checkbox"/> Private prop.	<p><b>* Markings by Excavator</b></p> <input type="checkbox"/> Premarked <input type="checkbox"/> Area not marked	<p><b>* Method</b></p> <input type="checkbox"/> Machine dig <input type="checkbox"/> Hand dig	<p><b>Optional information</b></p> <input type="checkbox"/> Mark + fax <input type="checkbox"/> Dir. drilling <input type="checkbox"/> Site meet req.
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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

