



Location Request—Information Sheet

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

You must contact UDig NY using Exactix or by calling 811 to place a Location Request.

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 2: _____ 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 Location Request.

Submitting your Location Request

Now that you have prepared for your upcoming excavation you are ready to notify UDig NY.

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

1. Call your Contact-Center by dialing **811**
2. Submit online with **exactix**
exactix.UDigNY.org

Service Areas

Use this section to note the utilities that UDig NY 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.UDigNY.org



Scan the QR Code to download a digital copy of this form or visit UDigNY.org/resources



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