



LOCATE REQUEST FORM

CALL BEFORE YOU DIG!

Complete form and submit it via:

Fax: (613)546-6144
 Email: Counter-Operations@UtilitiesKingston.com
 Phone: (613)546-1181 x2151

Please ensure at least one of three criteria are met:

- 1/ Onsite meet is arranged.
- 2/ Work area is marked.
- 3/ Drawing is provided with work area indicated.

1. / CONTACT INFORMATION (PLEASE FILL IN THE SPACES AND CHECK THE BOXES)

Date: _____ Business Name: _____

Office Contact Name: _____ Phone Number: (613) _____ Ext _____
 Meet Onsite? Yes No **(If Yes, Send in your info and call the office to arrange time)**

Onsite Contact Name: _____ Onsite Cell: (613) _____

Do You Want Us To: Fax the Locates? Fax Number: (613) _____
OR Drop Off The Locates Onsite? (Please specify where): _____

2. / GENERAL WORK SITE INFORMATION (PLEASE FILL IN THE SPACES AND CHECK THE BOXES)

Locate Required This Date: _____ **AND** is a Remark From This Date: _____

Expected Dig Date: _____ Expected Finish Date: _____

Kingston Region: Central West East North **(See Map Provided)**

Street Address: _____

Cross Street 1: _____ Cross Street 2: _____

Residential **OR** Commercial (Please Specify Company): _____

Vacant Lot? Yes **OR** No **(If Yes, Specify Adjacent):** _____

Dig Site Area: Private Property **AND / OR** City Property
 Work Area Marked? Paint Stakes Cones Flags Unmarked Other: _____

3. / SKETCH OF LOCATION & WORK AREA OR ATTACH DIAGRAM

(PLEASE INDICATE NORTH DIRECTION)

BRIEF DESCRIPTION OF WORK

LOCATES ARE VALID FROM THE TIME THEY ARE COMPLETED.

A) ELECTRIC, , GAS, FIBRE FOR 30 DAYS
 B) WATER, SEWER, & STREETLIGHTING FOR 60 DAYS

IF WORK CONTNUES BEYOND THE 30 / 60 DAY TIMEFRAMES, A REMARK MUST BE REQUESTED.

UTILITIES KINGSTON UTILITY LOCATE REQUEST FORM

[DO NOT FAX, INFORMATIONAL ONLY]

Utilities Kingston Infrastructure Classified by Regions:

- Central* – Electric, Water, Gas, Sewer, Streetlighting / Traffic Lights, Fibre Optics
- East* – Electric (Barriefield, South Of Hwy 2 from Cataraqui River to Canal Du Nord),
Water & Sewer (Some Areas), Streetlighting / Traffic Lights, Fibre Optics
- West* – Water, Sewer, Streetlighting / Traffic Lights, Fibre Optics
- North* – Streetlighting / Traffic Lights, Fibre Optics, High-Pressure Gas

