



# Town of Canton, Massachusetts

PUBLIC WORKS DEPARTMENT

MEMORIAL HALL

801 WASHINGTON STREET

CANTON, MA 02021



## Water/Sewer/Drain Mark-Out Request Form

(For Emergency Mark-Out Requests call Engineering at 781-821-5063; or the Public Works Office at 781-821-5023)

Property Owner's Name & Address: \_\_\_\_\_  
(Please Print)

Work Location: \_\_\_\_\_  
(Please provide the work location by street address.)

Work Limits: \_\_\_\_\_  
(Please provide the furthest point, in feet, for the excavation from the centerline of the street address identified as the work location.)

Nature of the Work: \_\_\_\_\_

\_\_\_\_\_

(Please provide a detailed description of the excavating, trenching, and/or drilling at the work location including the reasons for the work.)

Maximum Depth of Excavation: \_\_\_\_\_

Dig Safe No.: \_\_\_\_\_

Dig Safe Start Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_  
(Please Print)

Contractor's Phone: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Massachusetts state law requires anyone who digs to notify utility companies before starting to excavate. Digging can be dangerous and costly without knowing where underground facilities are located. In Massachusetts, notice of excavation for a utility mark-out requires a minimum notification of 72 business hours (3 business days) exclusive of Saturdays, Sundays or holidays, **but no more than thirty (30) days prior to the commencement of an excavation.** Although state law does not specify whether the property owner or contractor should notify the utility for a mark-out, the Town of Canton Public Works Department (the Town) recommends the contractor make the call. The contractor is usually more familiar with the information required to obtain a proper mark-out.

State law also requires all excavators to pre-mark the area of excavation before notifying for a mark-out. Pre-marking is defined as marking out the scope of the proposed excavation area, using white stakes, paint or flags indicating exactly where the work will take place. This will aid the Town in finding the area of upcoming excavation work, keep operating costs down, and prevent excessive marking in areas where they are not needed. **If a permit is required for the work, the Town will not mark the area until the permit has been issued. After the permit is issued, the Town has 72 business hours to mark for Water, Sewer, and Drain.**

If any damage is done to the Town facilities while digging, it is the responsibility of the excavator to notify the Town immediately after damage occurs. State law prohibits the contractor from attempting to repair the damaged facility or backfilling before the damaged facility has been inspected by the affected utility company.

The depth of underground facilities is variable. Additionally, the current depth of a facility might not be the same as when it was originally installed due to soil erosion, grading and many other factors. The Town requires that excavators use non-mechanical means when digging within 18" of any marked underground facilities.

### I have read and understand the Mark-Out Policy as written above:

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone Number)

Staff Comments – Applicant does not write below this line

Does this Mark-out Require a Permit? Yes  No

If Yes, List the **date** that the permit was **issued**: \_\_\_\_\_

**Forward a copy to Water/Sewer and Highway when this form is complete.**