

# Property Pin Locate Request

## CONTACT INFORMATION

Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cellular #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Would you like to be contacted once locates are completed? Yes / No

Best time to locate pins (date range): \_\_\_\_\_

Date Requested: \_\_\_\_\_

\* At times, Town employees may need to respond to other priorities or duties and may not be able to comply with requested times.

### Exact Location Information:

Front Property Line

Rear Property Line

Left Property Line (facing the house)

Right Property Line (facing the house)

By signing this request, I \_\_\_\_\_ will not hold the Town of La Ronge liable if the pin locate is not accurate or correctly identified. Any issues that arise from the result of an inaccurate pin locate would be the fault of the property owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Please note that the Town will attempt to locate your property pins as a free service for 1 hour. A fee of \$100/hr (2 person crew) will apply for if additional time is requested or a certified surveyor would need to be contacted. The Town of La Ronge employees are not certified land surveyors and cannot guarantee the accuracy of the pin locate. A legal property survey would need to be completed by a certified surveyor. We will attempt to locate and mark the pins (with flagging tape or stakes) by using a magnetic locator and property maps on file.

Office Use Only:

Notes:

Completed by:

Date Completed: