

Single Address Example 1

(Homeowner doing their own Work)

Step 2 of 7:

If you are a Property Owner who is going to do the work yourself, you would:

- Answer **YES** to: Are you the Property Owner:
- Answer **NO** to: Are you hiring someone else to do the work for you:
- Click on "Next" to continue.

Step 2 of 7: Determine who is doing the Work

✓ ✗ ● ● ● ● ● ●

* Are you the Property Owner: YES ▾

* Are you hiring someone else to do the work for you: NO ▾

* required items

Previous Next

Step 3 of 7:

- Your name and email address will carryover from the information you provided in Step 1 of 7.
- Type in your phone number and address.
- It is not mandatory that you provide a fax number.
- If there is another phone number that you can be reached at should the utilities and/or their locators have questions, please put that info in the Site Contact fields. You can also have someone else be a Site Contact and provide their name and phone number.
- Click on "Next" to continue.

Step 3 of 7: Excavator Information

✓ ✓ ✗ ● ● ● ● ● ●

Your Information

* Name: John Doe

Type: PROPERTY OWNER * Work Done For: John Doe

Information for the person or company who is physically digging

* Excavator: John Doe

* Phone: (317) 000 - 0000 x Fax Number: () -

* Address 1: 1040 Sierra Dr

* City: Greenwood * State: IN * Zip: 46143

* Email Address: JOHNDOE@INDIANA811.ORG

Person who can be contacted with questions regarding the project

Site Contact: John Doe Mobile: (317) 000 - 0001 x

* required items

Previous Next

Step 4 of 7:

If the address you entered in Step 4 is the same as where you will be digging, then “Check the box”, and the address you entered in Step 3 will be carried over to Step 4. If the address is different, then you would not check the box.

Step 4 of 7: Digsite Information

If the address you entered in Step 3 is the same address where the digging will take place, check this box.

INFORMATION FOR THE SINGLE ADDRESS PROPERTY WHERE THE DIGGING WILL TAKE PLACE

Check the box if your Dig Site address is the same as entered previously

State: * County: * Township:
IN < Select ... > < Select ... >

Subdivision: Lot #:
[] []

* Address: Dir Prefix: * Street: Type: Dir Suffix:
1040 < All > SIERRA DR < All >

There are still several fields in which you will have to provide information. Any that have a red * are required fields.

- County that the address where you are digging is located.
- Township that the digsite address is in. If you don't know your township, refer to your tax records or you can go to this link our website to possibly obtain that information <http://indiana811.org/townshiplocator> based on your zip code.
- The nearest intersection/cross street is not mandatory, but it is helpful in making sure your address is found at the correct location. In the example below, Sierra Drive (which runs East and West) intersects with N Emerson Avenue (which runs North and South).
- If you provide an intersecting/cross street, then you will have to indicate (Yes or No) if that street is within a ¼ of a mile of the address.
- Indicate the city/town that your address is closest too and whether it is in that city/town (Yes or No).
- Indicate what part of the property you want located. At least one choice must be made, and multiple choices are allowed too (e.g. Front of Lot and Rear of Lot, etc.)
- After you have filled in all of the fields, click on “Next” to continue.

Note: If there is an “apartment number, suite number, etc.” associated with the address, please put that information in the Address Field. For example the address is 1040 Sierra Dr, Apt C, you would type 1040 Apt C in Address Field; 1040 Sierra Dr, Suite A, you would type 1040 Suite A. You could also type 1040 – A, 1040 – 1A, etc. Do not place that info in the Street Field as it will affect the softwares ability to locate the street name.

* Address: Dir Prefix: * Street: Type: Dir Suffix:
1040 Apt C < All > Sierra DR < All >

Step 4 of 7: Digsite Information

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INFORMATION FOR THE SINGLE ADDRESS PROPERTY WHERE THE DIGGING WILL TAKE PLACE

Check the box if your Dig Site address is the same as entered previously

State: * County: * Township:
IN JOHNSON PLEASANT

Subdivision: Lot #:
[] []

* Address: Dir Prefix: * Street: Type: Dir Suffix:
1040 < All > SIERRA DR < All >

Nearest intersection/cross street to the dig site address

Prefix: Near Street: Type: Suffix:
N Emerson Ave < All >

Near Street Within 1/4 Mile: YES

* City: * Within City:
City/Town dig site is in OR nearest GREENWOOD NO

* Where on the address are you excavating? (At least one box must be checked)

Front of Lot East Side of Lot North Side of Lot Entire Lot
 Rear of Lot West Side of Lot South Side of Lot

Click on Search to find your address and/or the nearest cross street

Search

* required items

Previous Next

Step 7 of 7

- Review all of the information displayed on the screen to confirm that it is correct. If you need to change anything, click on the appropriate "Edit" button to return to that screen. You can also click on "Previous" to return to a screen.
- If all information is correct, click on the "Finish" button.

Step 7 of 7: Summary


<p>Agent: PROPERTY OWNER Type: Normal Notice Notice Status: Complete Notify by: Street</p> <p><input type="button" value="Edit"/> Excavator Information:</p> <p>Type: PROPERTY OWNER Company Name: JOHN DOE Caller Name: JOHN DOE Address: 1040 SIERRA DR GREENWOOD, IN 46143 Phone: (317) 000 - 0000 Fax: Email Address: JOHNDOE@INDIANA811.ORG</p> <p><input type="button" value="Edit"/> Mandatory Questions:</p> <table border="0" style="width: 100%;"><tr><td>Will you be using any explosives or blasting material?</td><td style="text-align: right;">NO</td></tr><tr><td>Will you be using any mechanized boring equipment?</td><td style="text-align: right;">NO</td></tr><tr><td>If there is any boring, where will it be done?</td><td></td></tr><tr><td>Do you plan on marking the digsite with white paint or flags before the locator gets there?</td><td style="text-align: right;">YES</td></tr><tr><td>How long will it take to complete the job? (i.e. 1 day, 1 week, etc)</td><td style="text-align: right;">1 WEEK</td></tr><tr><td>How deep will the digging be? (i.e. 1 foot, 5 feet, etc)</td><td style="text-align: right;">3 FEET</td></tr><tr><td>What type of work is being completed? (i.e. install fence, repair electric, etc)</td><td style="text-align: right;">INSTALLING FENCE</td></tr></table> <p><input type="button" value="Edit"/> Site Information:</p> <table border="0" style="width: 100%;"><tr><td>Place:</td><td>IN, JOHNSON, PLEASANT, Township</td><td>Footprint:</td><td>200 FT</td></tr><tr><td>Street:</td><td>1040 SIERRA DR</td><td>Locate:</td><td>ENTIRE LOT</td></tr><tr><td>Near Street:</td><td>N EMERSON AVE /</td><td>Subdivison:</td><td></td></tr><tr><td></td><td></td><td>Lot:</td><td></td></tr></table>	Will you be using any explosives or blasting material?	NO	Will you be using any mechanized boring equipment?	NO	If there is any boring, where will it be done?		Do you plan on marking the digsite with white paint or flags before the locator gets there?	YES	How long will it take to complete the job? (i.e. 1 day, 1 week, etc)	1 WEEK	How deep will the digging be? (i.e. 1 foot, 5 feet, etc)	3 FEET	What type of work is being completed? (i.e. install fence, repair electric, etc)	INSTALLING FENCE	Place:	IN, JOHNSON, PLEASANT, Township	Footprint:	200 FT	Street:	1040 SIERRA DR	Locate:	ENTIRE LOT	Near Street:	N EMERSON AVE /	Subdivison:				Lot:		<div style="border: 1px solid black; padding: 5px;"><p>Please note the <i>Expire Date</i> and the <i>Due By</i> date and time appears in Step 7.</p><p>The <i>Expire Date</i> shows how long your ticket is valid for (20 calendar days). If your work will not be completed by the <i>Expire Date</i>, please call IN 811 (at least 2 full working days prior to that date) to request a Job Extension.</p><p>The <i>Due By</i> date and time refers to the amount of time the utilities have to mark your property. If you feel that not all utilities have been marked, after that date and time, please call IN 811 to request that we send out a 2nd Notice to the utilities.</p></div> <p>Taken Date Time: 05/14/2014 02:58 PM - ET Expires On: 06/03/2014 Due By: 05/16/2014 04:00 PM - ET</p> <p>Work Done For: JOHN DOE Site Contact: JOHN DOE Mobile: (317) 000 - 0001</p>	<p>Additional Information:</p> <p>Priority: Regular Start Date Time: 05/16/2014 04:00 PM - ET</p> <p>Please confirm that the above information is correct. If corrections need to be made, select the "Previous" button or one of the "Edit" buttons. If the information is correct, select "Finish".</p>
Will you be using any explosives or blasting material?	NO																															
Will you be using any mechanized boring equipment?	NO																															
If there is any boring, where will it be done?																																
Do you plan on marking the digsite with white paint or flags before the locator gets there?	YES																															
How long will it take to complete the job? (i.e. 1 day, 1 week, etc)	1 WEEK																															
How deep will the digging be? (i.e. 1 foot, 5 feet, etc)	3 FEET																															
What type of work is being completed? (i.e. install fence, repair electric, etc)	INSTALLING FENCE																															
Place:	IN, JOHNSON, PLEASANT, Township	Footprint:	200 FT																													
Street:	1040 SIERRA DR	Locate:	ENTIRE LOT																													
Near Street:	N EMERSON AVE /	Subdivison:																														
		Lot:																														

Final Screen

- Your ticket has been processed and is being forwarded to the utilities in your area.
- A copy of this locate will automatically be sent to you at the email address you provided.

Note:

- You can also forward a copy of your request to additional email addresses by using Send Email.
- You can print a copy of this locate by using Printer Friendly Version.
- Should you have another property that you would like located you can click on Create Another Ticket.
- Once you are done you can close this window.

Home

Ticket Creation

A copy of your locate will automatically be sent to you at the email address you provided.

Your locate request has been submitted. You will receive a confirmation via email.

• **YOUR TICKET NUMBER IS 1405140003.**

NORMAL NOTICE

Ticket : 1405140003 Date: 05/14/2014 Time: 14:58 Oper: IUFFSANONYMOUS Chan:000

State: IN Cnty: JOHNSON Twp: PLEASANT
 Cityname: GREENWOOD Inside: N Near: Y
 Subdivision:

Address : 1040
 Street : SIERRA DR
 Cross 1 : N EMERSON AVE Within 1/4 mile: Y
 Location: ENTIRE LOT
 :

Grids : 3937B8604A 3937C8604A 3937C8605D
 Boundary: n 39.625579 s 39.625595 w -86.083400 e -86.079810

Work type : INSTALLING FENCE
 Done for : JOHN DOE
 Start date: 05/16/2014 Time: 16:15 Hours notice: 49/049 Priority: NORM
 Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: N
 Duration : 1 WEEK Depth: 3 FEET

Company : JOHN DOE Type: HOME
 Co addr : 1040 SIERRA DR
 City : GREENWOOD State: IN Zip: 46143
 Caller : JOHN DOE Phone: (317)000-0000
 Contact : JOHN DOE Phone:
 BestTime:
 Mobile : (317)000-0001
 Email : JOHNDOE@INDIANA811.ORG

Remarks : All tickets are taken and processed on Eastern Daylight Time
 Will you be white-lining the dig site area? YES
 :

Submitted date: 05/14/2014 Time: 14:58
 Members: ID0002 ID0270 ID1254 ID4866 ID5117 ID7131 ID7288 ID8122 ID8999 SBCIN
 SM

Member Name	Facility Types
AT&T - DISTRIBUTION	COMMUNICATIONS
AT&T - TRANSMISSION/TCG	FIBER OPTIC
COMCAST CENTRAL (GREENWOOD)	CABLE TV
DUKE ENERGY / FORMERLY CINERGY	ELECTRIC
FIBERTECH	FIBER OPTIC
GREENWOOD, CITY OF	
IN AMERICAN WATER JOHNSON COUNTY	WATER
TW TELECOM	
VECTREN - FRANKLIN	GAS
ZAYO BANDWIDTH	FIBER OPTIC