

Single Address Example 2

(Homeowner Hiring A Contractor To Perform The Work)

Step 2 of 7:

If you are a Property Owner who is going to hire a contractor to do the work for you then:

- Answer **YES** to: Are you the Property Owner:
- Answer **YES** 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

Progress indicators: 1st circle green with checkmark, 2nd circle red with X, 3rd-6th circles grey.

* Are you the Property Owner: YES

* Are you hiring someone else to do the work for you: YES

* 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.
- You must provide the name of the company, as well as their address and contact information, for the contractor you are hiring to do your work.
- It is not mandatory that you provide a fax number.
- You can either leave your email address in the Email Field, or replace it with another email. Utilities may use the email address you provide in this field to send you additional information.
- The Site Contact and mobile number could either be for yourself or someone from the company you have hired to work on your project. This could be another phone number that you can be reached at or the contractor should the utilities and/or their locators have questions.
- Click on "Next" to continue.

Step 3 of 7: Excavator Information

Progress indicators: 1st circle green with checkmark, 2nd circle green with checkmark, 3rd circle red with X, 4th-6th circles grey.

Your Information

* Name: john doe

Type: PROPERTY OWNER * Work Done For: john doe

Information for the person or company who is physically digging

* Excavator: Holey Moley Excavating

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

* Address 1: PO Box 219

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

Email Address: JOHNDOE@INDIANA811.ORG

Person who can be contacted with questions regarding the project

Site Contact: Holey Moley Mobile: (317) 000 - 0000 x

* required items

Previous Next

This email can be changed to an email provided by the excavator or you can leave your email address in this field.

Step 4 of 7:

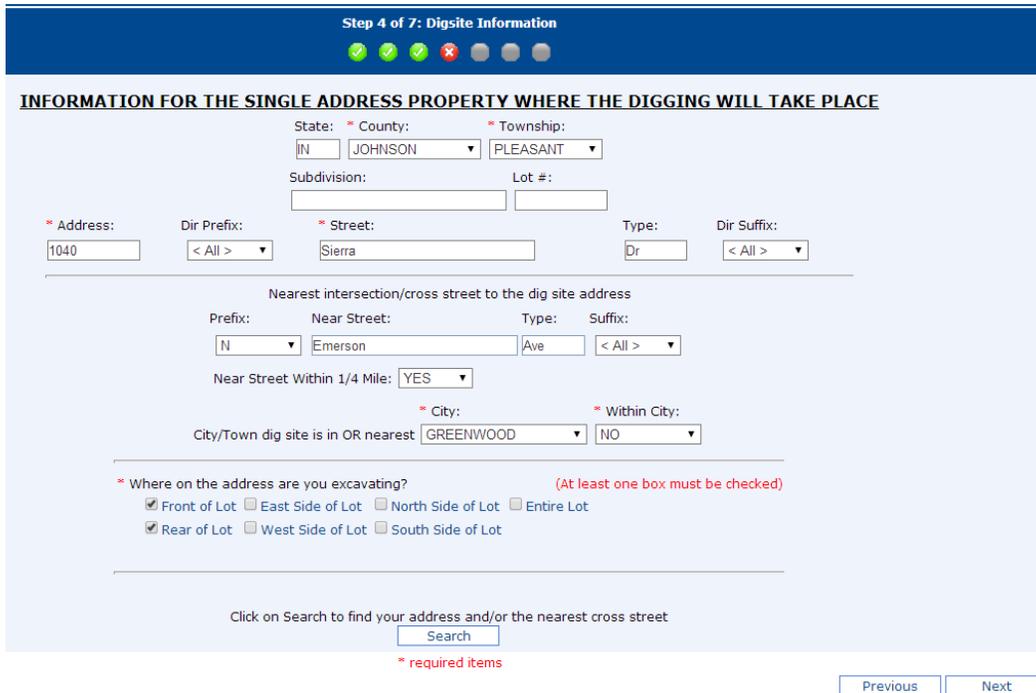
Step 4 requires you to provide the address where you live and are having the work done. There are several fields in which you will have to provide information. Any that have a red * are required fields.

- 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.
- Type in the address where you live and the digging will take place.
- 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: 1040 Apt C Dir Prefix: < All > * Street: Sierra Type: Dr Dir Suffix: < All >



Step 4 of 7: Digsite Information

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

State: IN * County: JOHNSON * Township: PLEASANT

Subdivision: Lot #:

* Address: 1040 Dir Prefix: < All > * Street: Sierra Type: Dr Dir Suffix: < All >

Nearest intersection/cross street to the dig site address

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

Near Street Within 1/4 Mile: YES

* City: GREENWOOD * Within City: 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>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>Edit Mandatory Questions:</p> <table border="0"><tr><td>Will you be using any explosives or blasting material?</td><td>NO</td></tr><tr><td>Will you be using any mechanized boring equipment?</td><td>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>YES</td></tr><tr><td>How long will it take to complete the job? (i.e. 1 day, 1 week, etc)</td><td>1 WEEK</td></tr><tr><td>How deep will the digging be? (i.e. 1 foot, 5 feet, etc)</td><td>3 FEET</td></tr><tr><td>What type of work is being completed? (i.e. install fence, repair electric, etc)</td><td>INSTALLING FENCE</td></tr></table> <p>Edit Site Information:</p> <table border="0"><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>Subdivision:</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 /	Subdivision:				Lot:		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><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.</p> <p>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																															
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Place:	IN, JOHNSON, PLEASANT, Township	Footprint:	200 FT																													
Street:	1040 SIERRA DR	Locate:	ENTIRE LOT																													
Near Street:	N EMERSON AVE /	Subdivision:																														
		Lot:																														

Previous Next Finish

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.

Ticket Creation

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

Please note: A copy of this ticket will be sent to the email address you provided when starting this request.

• **YOUR TICKET NUMBER IS 1405150001.**

NORMAL NOTICE

Ticket : 1405150001 Date: 05/15/2014 Time: 13:30 Oper: IUFPSSANONHMOUS 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: FRONT OF LOT; REAR OF LOT

Grids : 3937B8604A 3937C8604A 3937C8605D
Boundary: n 39.625879 e 39.623595 w -86.083400 e -86.079810

Work type : INSTALLING FENCE
Done for : JOHN DOE
Start date: 05/19/2014 Time: 13:45 Hours notice: 96/048 Priority: NORM
Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: N
Duration : 1 WEEK Depth: 3 FEET

Company : HOLEY MOLEY EXCAVATING Type: HOME
Co addr : PO BOX 219
City : GREENWOOD State: IN Zip: 46143
Caller : JOHN DOE Phone: (317)000-0000
Contact : HOLEY MOLEY Phone:
DestTime:
Mobile : (317)000-0000
Email : JOHNDOE@INDIANAS11.ORG

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

Submitted date: 05/15/2014 Time: 13:30
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