

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

* Are you the Property Owner: YES

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

* required items

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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

Your Information

* Name: JANE DOE

Type: PROPERTY OWNER * Work Done For: JANE DOE

Information for the person or company who is physically digging

* Excavator: KUPI CONTRACTING

* Phone: (502) 555 - 1234 x Fax Number: () -

* Address 1: 123 MAIN ST

* City: LOUISVILLE * State: KY * Zip: 40222

Email Address: JANEDOE@KENTUCKY811.ORG

Person who can be contacted with questions regarding the project

Site Contact: JOE SMOTH Mobile: (502) 123 - 0000 x

* required items

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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.
- Place/City that the digsite address is in or near.
- Type of Place the digsite is in. City=Inside City Limits County=Outside the City Limits CDP=Census Designated Place
- Type in the address where 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 Scott Bolin Rd runs North and South, and intersects with KY RT 927, which runs East and West.
- 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.

Step 4 of 7: Digsite Information

✓ ✓ ✓ ✗

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

State: * County: * Place/City: * Type of Place:
KY MCCREARY Whitley City Community

Subdivision: Lot #:
[] []

* Address: Dir Prefix: * Street: Type: Dir Suffix:
95 < All > SCOTT BOLIN RD < All >

Nearest intersection/cross street to the dig site address

Prefix: Near Street: Type: Suffix:
< Blank > KY RT 927 < Blank >

* 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

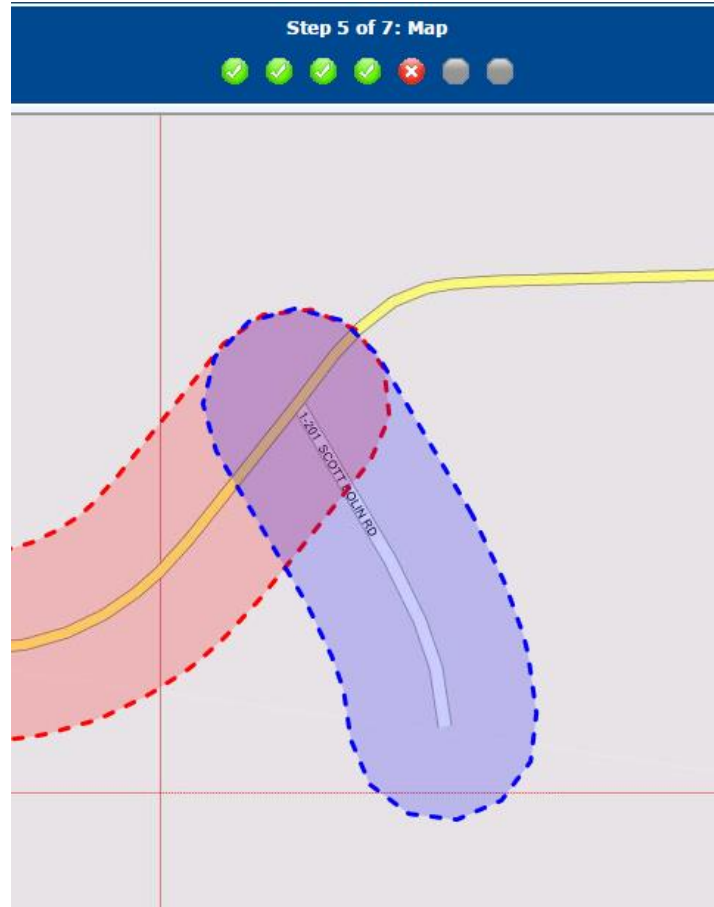
Click on Search to find your address and/or the nearest cross street

Search

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Step 5 of 7

- If your address was found, a map will appear and the area of your address will be highlighted in Blue, and the cross street you provided will be highlighted in Orange. Review the area highlighted in Blue, as well as the surrounding streets to confirm that your address is in that area.



- If the mapping is correct, then click on the box “By Checking This Box...” and then click on “Next”.

Digsite Type: Street

By Checking This Box, I have verified the address of the dig site is located within the address range shaded in blue on the map above.

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Step 6 of 7

- You must answer all of the questions in Step 6.
- After you have answered all of the questions, click on “Next” to continue.

Step 6 of 7: Mandatory Questions

*How deep will the digging be? (i.e. 1 foot, 5 feet, etc):

*Will you be using any explosives or blasting material?

*What type of work is being completed? (i.e. install fence, repair electric, etc):

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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



Agent: PROPERTY OWNER
Type: Normal Notice
Notice Status: Complete
Notify by: Address

Taken Date Time: 08/04/2015 02:45 PM - ET
Expires On: 08/25/2015
Due By: 08/06/2015 03:00 PM - ET

Excavator Information:

Type: PROPERTY OWNER
Company Name: KUPI CONTRACTING
Caller Name: JANE DOE
Address: 123 MAIN ST
LOUISVILLE, KY 40222
Phone: (502) 555 - 1234
Fax:
Email Address: JANEDOE@KENTUCKY811.ORG

Work Done For: JANE DOE
Site Contact: JOE SMITH
Mobile: (502) 123 - 0000

Mandatory Questions:

How deep will the digging be? (i.e. 1 foot, 5 feet, etc) 3 FEET
Will you be using any explosives or blasting material? NO
What type of work is being completed? (i.e. install fence, repair electric, etc) INSTALLING WATER

Site Information:

Place: KY, MCCREARY, WHITLEY CITY, Community
Street: 95 SCOTT BOLIN RD
Near Street: / KY RT 927 /

Footprint: 200 FT
Locate: ENTIRE LOT
Subdivision:
Lot:

Additional Information:

Priority: Regular
Start Date Time: 08/06/2015 03:00 PM - ET

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".

Please note the Expire Date and Due By date and time appears in Step 7.

The Expire Date shows how long your ticket is valid for (21 calendar days). If your work will not be completed by the Expire Date, please call KY 811 (at least 2 full working days prior to that date) to request a Remark.

The Due By 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 KY 811 to request a 2nd Notice to the utilities.

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Finish

Cancel

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 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.

[Create Another Ticket](#) [Go to Home Page](#) [Printer Friendly Version](#)

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

• **YOUR TICKET NUMBER IS 1508041287.**

NORMAL NOTICE

Ticket : 1508041287 Date: 08/04/2015 Time: 14:45 Oper: KUPIANONYMOUS Chan:000

State: KY Cnty: MCCREARY City: WHITLEY CITY
Subdivision:

Address : 95
Street : SCOTT BOLIN RD
Cross 1 : KY RT 927
Location: ENTIRE LOT
:
Boundary: n 36.840318 s 36.837336 w -84.520522 e -84.518093

Work type : INSTALLING WATER
Done for : JANE DOE
Start date: 08/06/2015 Time: 15:15 Hours notice: 48/48 Priority: NORM
Ug/Oh/Both: U Blasting: NO Emergency: N
Duration : N/A Depth: 3 FEET

Company : KUPI CONTRACTING Type: HOME
Co addr : 123 MAIN ST
City : LOUISVILLE State: KY Zip: 40222
Caller : JANE DOE Phone: (502)555-1234
Contact : JOE SMITH Phone:
Mobile : (502)123-0000
Email : JANEDOE@KENTUCKY811.ORG

Submitted date: 08/04/2015 Time: 14:45

Member Name	Facility Types
AT&T DISTRIBUTION	COMMUNICATIONS
AT&T TRANSMISSION	COMMUNICATIONS
INSIGHT COMMUNICATIONS	CABLE TV
LEVEL 3 COMMUNICATIONS	COMMUNICATION - FIBER
LOUISVILLE GAS & ELECTRIC	GAS & ELECTRIC
LOUISVILLE WATER CO	WATER
MSD	SEWER
TEXAS GAS TRANSMISSION	GAS TRANSMISSION
TW TELECOM	COMMUNICATION - FIBER
ZAYO BANDWIDTH	COMMUNICATION - FIBER