

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

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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.
- 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: (502) 123 - 4567 x Fax Number: () -

* Address 1: 302 PRODUCTION CT

* City: LOUISVILLE * State: KY * Zip: 40229

* Email Address: JOHNDOE@KENTUCKY811.ORG

Person who can be contacted with questions regarding the project

Site Contact: JOHN DOE Mobile: (502) 555 - 0000 x

* required items

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Step 4 of 7:

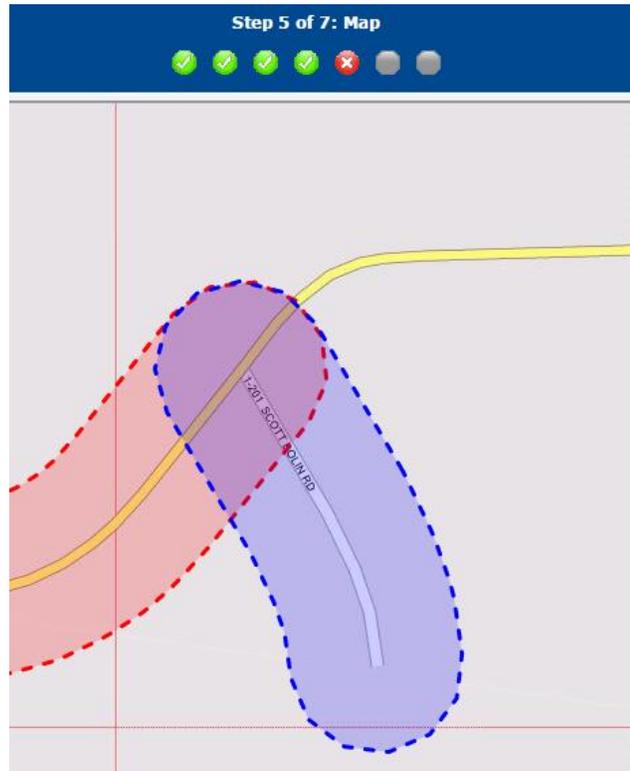
If the address you entered in Step 3 is the same as where you will be digging, then "Check the box", and the address will transfer over to Step 4. If the address is different, then you would not check the box.

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.
- 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
- 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 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 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 02:12 PM - ET
Expires On: 08/25/2015
Due By: 08/06/2015 02:30 PM - ET

Excavator Information:

Type: PROPERTY OWNER
Company Name: JOHN DOE
Caller Name: JOHN DOE
Address: 95 SCOTT BOLIN RD
WHITLEY CITY, KY 40000
Phone: (502) 123 - 4567
Fax:
Email Address: JOHNDOE@KENTUCKY811.ORG

Work Done For: JOHN DOE
Site Contact: JOHN DOE
Mobile: (502) 555 - 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 02:30 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 the 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.

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 1508041208.**

NORMAL NOTICE

Ticket : 1508041208 Date: 08/04/2015 Time: 14:12 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 : JOHN DOE
Start date: 08/06/2015 Time: 14:45 Hours notice: 48/48 Priority: NORM
Ug/Oh/Both: U Blasting: NO Emergency: N
Duration : N/A Depth: 3 FEET

Company : JOHN DOE Type: HOME
Co addr : 95 SCOTT BOLIN RD
City : WHITLEY CITY State: KY Zip: 40000
Caller : JOHN DOE Phone: (502)123-4567
Contact : JOHN DOE Phone:
Mobile : (502)555-0000
Email : JOHNDOE@KENTUCKY811.ORG

Submitted date: 08/04/2015 Time: 14:12

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