



# FAX-A-LOCATE REQUEST

VOICE: 811 or 278.3121

FAX: 907.278.0696 or 907.726.5028

CONTRACTOR ID# \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

YOUR NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SITE CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**\*\*\* DO NOT FAX AN EMERGENCY, STOP NOW AND CALL IT IN \*\*\***

BOROUGH \_\_\_\_\_ WORK ORDER # \_\_\_\_\_

DIG LOCATION CITY \_\_\_\_\_ CLIENT NAME \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ (Use for Single Addresses or Multiple Addresses in the SAME Subdivision)

STREET ADDRESS	LOT	BLK	STREET ADDRESS	LOT	BLK
1.) _____	_____	_____	5.) _____	_____	_____
2.) _____	_____	_____	6.) _____	_____	_____
3.) _____	_____	_____	7.) _____	_____	_____
4.) _____	_____	_____	8.) _____	_____	_____

NEAREST X STREETS 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

GRID PAGE \_\_\_\_\_ TWN \_\_\_\_\_ RNG \_\_\_\_\_ SEC \_\_\_\_\_ 1/4 \_\_\_\_\_

*(SPECIFIC DESCRIPTION: Fence, Septic Repair, Electric Service Line, New Foundation etc.)*

TYPE OF WORK \_\_\_\_\_

YOU WILL BE DIGGING: *Check the appropriate boxes that apply – unchecked boxes indicate a "no" response*

<input type="checkbox"/> In/Near a Road Rights of Way	<input type="checkbox"/> Dig 4 feet or more deep	<input type="checkbox"/> Front of Lot
<input type="checkbox"/> In/Near a Railroad Right of Way	<input type="checkbox"/> Dig 10 feet or more deep	<input type="checkbox"/> Back of Lot
<input type="checkbox"/> In/Near an Easement	<input type="checkbox"/> Dig Area is Premarked	<input type="checkbox"/> Open Access to Property

EXCAVATION AREA: *(excavation Scope of Work – REQUIRED information for ALL Requests)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

METER # \_\_\_\_\_ POLE # \_\_\_\_\_

AN ON SITE MEETING IS REQUESTED DUE TO LARGE OR COMPLEX EXCAVATION PROJECT

CONTACT \_\_\_\_\_ PHONE # \_\_\_\_\_

I am aware of the Locate Policies as stated on the back of this form. \_\_\_\_\_  
*Initials*

## LOCATE POLICY:

- You are authorized by the owner and/or project owner of the property(s) contained in this order to request utility markings prior to excavation.
- Requests for underground locates must be submitted 2-15 working days prior to excavation; 10-20 working days in remote locations per AS 42.30.400. Submit a "re-locate" if your project has not started within the allotted time frame.
- Underground facilities will only be marked within the excavation area documented on this order.
- The 811 Alaska Digline member facility owners notified will be listed on your locate request confirmation. It is the requestor's responsibility to proof read the confirmation for accuracy. Contact Alaska Digline ASAP with errors or if you do not receive your locate confirmation within 24 hours.
- You must HAND DIG within two (2) feet of the outside dimensions of a buried facility; if digging deeper than ten (10) feet hand dig within thirty (30) horizontal inches of the outside dimensions of a buried facility. *See diagram 1*
- Depth of underground facilities is not provided nor guaranteed.
- Private or consumer owned underground facilities are not marked through 811 Alaska Digline.
- Public water and sewer lines are only located up to the public rights of way or public easement; Electric lines are only located up to the utility owned electric meter.

## FAX-A-LOCATE Form FAQ:

What is ....?

Contractor ID#:	The contractor file number assigned in the 811 Alaska Digline Contractor Database.
Site Contact:	A person with knowledge/access of the excavation project able to answer specific questions that locate personnel may have when they arrive on site. <i>(Site contact does not have to be on site to answer questions).</i>
Work Order #:	Your Company's in-house job tracking number, for your personal use.
Client Name:	The project owner or property owner.
Nearest X Streets:	The closest intersecting street to the project/dig location – not necessarily the main roads you take to get to the project location.
Grid:	Either the common "taxi map" page identifier or your in-house (utility) facility page number.
Open Access:	There are no locked gates or loose animals etc. that would prevent access to utility equipment at the site.
Front of Lot/Back of Lot	<i>see Diagram 2 below</i>
Dig Area is Premarked	Your excavation area has been marked in white paint (or black paint if snow is present).
Excavation Area:	Description of where the dig will take place at the site. You will be digging from Point A to Point B <b>or</b> request a radius of an object checked <b>or</b> from a fixed point out a certain amount of feet. Use directional's when possible (north, south, east & west etc.).
Q: I'm not working on a specific address – how do I enter it in the form?	Insert the name of the road the work will take place on in the 1.) Street Address space and the starting and stopping streets in the Nearest X Street spaces. <b>Or</b> place the starting address or lot/blk in 1.) and the stopping address or lot/blk in 2.) - Clarify the project scope in the Excavation Area.
Q: Why wasn't my short notice locate done by the time I asked for it.	Short Notices are simply a request for expedited locate service. Locate staff will <u>try</u> to work your project into their existing schedule – it is not always possible for each facility owner to meet your expedited needs.
More information is available at <a href="http://www.akonecall.com">www.akonecall.com</a> or contact a Damage Prevention Agent at 811 Statewide or 278-3121 in the Anchorage Bowl.	

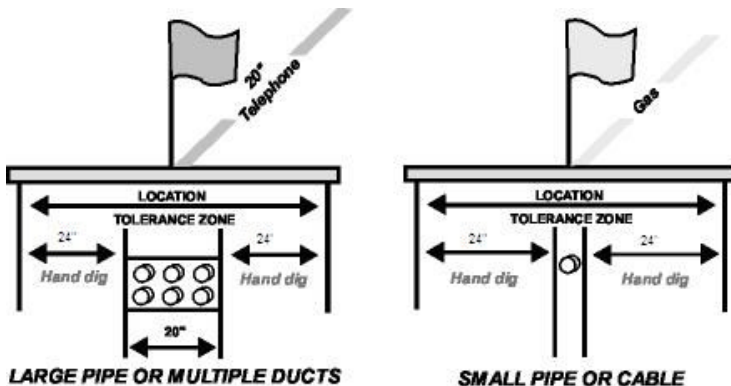


Diagram 1

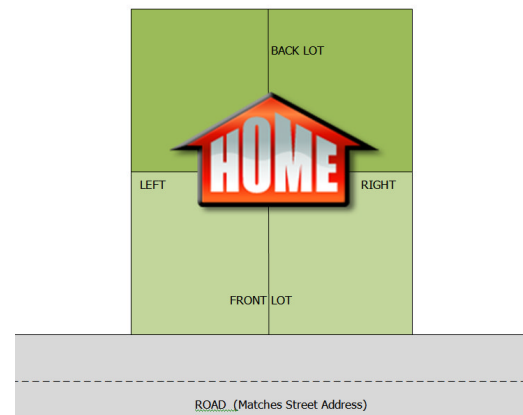


Diagram 2