



TICKET SCOPE OF WORK GUIDELINES

Ticket Types

Design

- Up to 2 sq. miles

Normal 21-Day

- Urban: up to 1,320 linear feet in any direction, with a maximum of 20,000 sq. ft.
- Rural: up to 2,640 linear feet in any direction, with a maximum area of 50,000 sq. ft.

Normal 180-Day

- Urban: up to 1,320 linear feet in any direction, with a maximum of 20,000 sq. ft.
- Rural: up to 2,640 linear feet in any direction, with a maximum area of 50,000 sq. ft.

Project 180-Day

- Urban: Minimum 20,000 sq. ft. up to 1,742,400 sq. ft. with a maximum of 1,320 linear feet in any direction.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 1320 linear ft.
 - Up to 5 buildings within 1320 linear ft.
- Rural: Minimum 50,001 sq. ft. up to 6,969,600 sq. ft. with a maximum of 2,640 linear ft in any direction.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 2640 linear ft.
 - Up to 5 buildings within 2640 linear ft.



TICKET SCOPE OF WORK GUIDELINES

Short Notice

- Urban: Up to 1,320 linear feet in any direction, with a maximum of 20,000 sq. ft.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 1320 linear ft.
 - Up to 5 buildings within 1320 linear ft.

- Rural: Up to 2,640 linear feet in any direction, with a maximum area of 50,000 sq. ft.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 2640 linear ft.
 - Up to 5 buildings within 2640 linear ft.

Emergency

- Urban: Minimum 20,0001 sq. ft. up to 1,742,400 sq. ft. with a maximum of 1,320 linear feet in any direction.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 1320 linear ft.
 - Up to 5 buildings within 1320 linear ft.

- Rural: Minimum 50,001 sq. ft. up to 6,969,600 sq. ft. with a maximum of 2,640 linear ft in any direction.
 - One street per ticket
 - Divided roads: traffic bound in each direction on a separate ticket
 - Up to 200ft radius of intersections
 - Up to 10 addresses per ticket within 2640 linear ft.
 - Up to 5 buildings within 2640 linear ft.

Concerned Caller

- Urban: Up to 1,320 linear feet in any direction, with a maximum area of 1,742,400 sq. ft.
- Rural: up to 2,640 linear feet, with a maximum of 6,969,600 sq. ft.

Damage

- Urban: Up to 1,320 linear feet in any direction, with a maximum area of 1,742,400 sq. ft.
- Rural: up to 2,640 linear feet, with a maximum of 6,969,600 sq. ft.



TICKET SCOPE OF WORK GUIDELINES

Scope of Work Equivalents

- One mile is 5,280 ft.
- ½ mile is 2,640 ft.
- ¼ mile is 1,320 ft.

Scope of Work Written Guidelines for all Dig Ticket Types

Up to 1,320 linear feet in urban areas

Up to 2,640 linear feet in rural areas

Normal Ticket Polygon Equivalents

Urban – Up to 20,000 sq. ft.	Rural - 50,000 sq. ft.
1,320 ft. x 15.15 ft.	2,640 ft. x 19.93 ft.
1,000 ft. x 20 ft.	2,000 ft. x 25 ft.
500 ft. x 40 ft.	1,320 ft. x 37.87 ft.
100 ft. x 200 ft.	1,000 ft. x 50 ft.
90 ft. x 222 ft.	500 ft. x 100 ft.
80 ft. x 250 ft.	100 ft. x 500 ft.
70 ft. x 285 ft.	90 ft. x 555 ft.
60 ft. x 332 ft.	80 ft. x 625 ft.
50 ft. x 400 ft.	70 ft. x 714 ft.
40 ft. x 500 ft.	60 ft. x 833 ft.
30 ft. x 665 ft.	50 ft. x 1,000 ft.
	40 ft. x 1,250 ft.
	30 ft. x 1,666 ft.



TICKET SCOPE OF WORK GUIDELINES

Signage Scope of Work

Sign locations must be marked prior to submitting a locate request. Signs may be identified with white or brown paint, an existing sign or stake with ribbon, or other identifiable marking. Do not use utility or survey colors.

Single Location

**If the polygon is precise and is an accurate depiction of the sign location, enter SEE POLYGON in the Remarks field.

**If the polygon is overdrawn, the ticket must include the following information:

- A polygon that accurately depicts the precise dig location. GPS coordinates of the sign location may be used to pinpoint its precise location on the map.
- A description of the location. This may be a wooden stake, existing sign, paint, or other identifiable marks. This information may be entered in the "Is the area pre-marked?" field or written in the Remarks field. This is not necessary if the polygon accurately describes the dig location (not oversized).
- The approximate distance the sign is from the nearest intersecting roads, address, AND which side of the road it is located on. This is not necessary if the polygon accurately describes the dig location (not oversized).
- Up to a 20ft radius may be requested of the sign location using the polygon or a written description if the polygon is oversized.

Multiple Locations

Jobs that include multiple sign locations would be best represented with multiple polygons. The map allows users to create up to 15 polygons on a single ticket. Creating multiple polygons instead of one large polygon will cause less confusion and work for the locators receiving the ticket because the multiple polygons will depict the precise location of each work location of the project.

**If the polygons are precise and are an accurate depiction of the sign locations, enter SEE POLYGONS in the Remarks field.

**If the polygon(s) are overdrawn, the ticket must include the following information:

- Polygon(s) that cover all sign locations are included on the ticket.
- A description of each location. This may be a wooden stake, existing sign, paint, or other identifiable marks. This information may be entered in the "Is the area pre-marked?" field or written in the Remarks field.
- The number of locations (not an approximate number) on each side of the road is required.
- The approximate distance of each sign location from the nearest intersection roads, address, or from a previously noted location AND which side of the road it is located on.
- Up to a 20ft radius may be requested around each location.

ACCEPTABLE WRITTEN INSTRUCTIONS

LOCATE 10FT RADIUS OF 3 WOODEN STKS LOC 1) 500FT N OF MAIN ST ON E SD OF PARK AVE LOC 2)
700FT N OF MAIN ST ON W SD OF PARK AVE LOC 3) 500FT N OF LOC 2



TICKET SCOPE OF WORK GUIDELINES

LOCATE 10FT RADIUS OF 5 WOOD STKS LOC ON E SD OF RD FIRST STK IS LOC APX 550FT S OF MAIN ST. REMAINING 4 STKS CONTINUE SOUTH APX EVERY 50FT.

NOT ACCEPTABLE

LOCATE 10FT RADIUS OF WOOD STK LOC BET 500FT & 600FT S OF MAIN ST ON E SD OF PARK AVE
(MISSING PRECISE LOCATION OF WOOD STK)

LOCATE 10FT RADIUS OF STAKES, SIGNPOSTS AND PAVEMENT PAINTED WHITE ON BTH SDS OF PARK AVE BET MAIN ST & ELM ST *(MISSING PRECISE LOCATION OF EACH STK, SIGNPOST OR PAINT MARKING, THE NUMBER OF LOCATIONS, AND SIDE OF ROAD)*

LOCATE BTH SDS OF PARK AVE BET MAIN ST & ELM ST *(MISSING PRECISE LOCATION(S))*

Sign locations must be marked prior to submitting a locate request. Signs may be identified with white or brown paint, an existing sign or stake with ribbon, or other identifiable marking. Do not use utility or survey colors.

If a map of the work location is available, indicate that in the Remarks field.

**The Remarks field is limited to 400 characters. The remarks field is used for the original ticket and any subsequent retransmits. Do not exceed 300 characters on the original ticket. **