



Mapping (Address Not On Map)

Address Not On Map

When the dig site address or street does not show on the mapping system, you must use the search tools to identify the general area.

State:	GA	County:	GWINNETT	City:	DULUTH
Address:	Num	PreDir	SUMMIT RIDGE	PKWY	SufDir
Cross Street:	PEACHTREE INDUSTRIAL BLVD				

1. Address:

- Enter the address number.
- Next, enter the street name.
- Then, enter the street type. (I.e. Road, Lane, Street, Drive, etc.)

2. Cross Street:

- Enter the name of the cross street along with the street type.

3. Locate Instructions:

- Enter the Locate Instructions for a single street not to exceed one mile.
 - Describe the area where work will take place with Sufficient Particularity using concise locate instructions.
- Note:** Include all information pertaining to locating into this field, i.e. Boring information, lot numbers, multiple addresses, etc.

Note: The locate instructions must be in sync with the Work Type and Work Information Questions.

Example: If the work type is to install a water service line, the locate instructions should be to locate from the street to the building, not just the right of way.

4. Remarks:

- Provide driving directions to the dig site.



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- Add additional information given to describe the location of property. (I.e. Coordinates, name of subdivision or community, name of mall, name of office park, street alias information, name of business, etc.)

5. Map/Search Results:

- Use the *Search for a street name* box and type in the nearest known intersecting street found on the map - and press Enter.
 - The Search Results will list options for the Exact Street, Bing Results, Street Begins With and Similar Streets.
- Select one of the below options to find the nearest intersecting street near the area you need to map:
 - Exact Street
 - Street begins With
 - Similar Streets.

Note: When you select an option from Exact Street, Street Begins With or Similar Streets, the map will highlight the selected road.

- Using the *Pan* tool, find move the map to find the correct dig site area that the work will be on.
- Use the Mark Radius, Mark Point, Mark Line, Mark Area or Use Selection tools to select the dig site.
 - Mark Radius – Draws a circle, at the selected point, according to the entered radius.
 - Mark Point – Draws a point on the map with a 200ft buffer.
 - Mark Line – Draws a line on the map with a 200ft buffer.
 - Mark Area – Draws a shape on the map without a buffer.
 - Use Selection – Draws a circle, at the selected point, using a 200ft radius.

Note: You must double click at the end point to release the tool and complete the drawing.