

NJ One Call Markout Processing Tips

Do *not* request "curb to building". Instead indicate which curb(s) and footage behind curb(s). Do *not* request front, rear, left, right side of property unless area is marked in white. Both Lot and Block *must* be posted when Lot and Block is used instead of an address. Use WHITE marking(s) whenever possible to designate location of proposed excavation.

WITH ADDRESS (25 Main St.) You may select one of the following:

- **EXTENT OF WORK:** entire property
- **EXTENT OF WORK:** area marked in white
Multiple marking should be numbered/coded.(1,2,3,4,5) (A,B,C) (A1,A2)
Specify number and where on site markings can be found.
Or
- **EXTENT OF WORK:** You can specify one of the following:
 - Curb to Curb
 - Curb to ___ feet behind curb.
 - ___Ft. behind both curbs.
 - ___Ft. perimeter of foundation of building/structure
 - ___Ft. behind far curb, curb to curb to ___ft. behind curb
 - Centerline of street to ___Ft. behind curb/both curbs
 - ___Ft. radius of _____ located _____ft. behind curb.

WITHOUT ADDRESS ("0" MAIN ST.)

You must provide distance and direction from centerline of nearest intersection to the dig site.

- Always indicate distance behind *which* curb in EXTENT OF WORK:
- Never request entire property without providing posted lot & block number(s).
 - EXTENT OF WORK: Curb to curb and 25 ft behind east curb.
M/O begins at intersection, extends N 125 ft.
 - Or
 - EXTENT OF WORK: 3ft behind W curb.
M/O begins at 100 ft. S of intersection, extends S 55 ft

YOU CANNOT EXTEND BEYOND PROPERTY LINES WITH AN ADDRESS.

Example: You are working at 25 Main Street and want curb to house and also 125 feet in both directions of property line marked.

There are 3 ways you can process this ticket.

1. AREA MARKED IN WHITE
 - EXTENT OF WORK: Area(s) marked in white
3 areas marked, 1,2,3 - front, left, side of property.
2. 24-26 MAIN ST (includes addresses on either side of #25)
 - EXTENT OF WORK: Curb to 75 ft. behind curb
Side by side
3. 0 ADDRESS (If you *cannot* provide addresses on either side of #25)
 - EXTENT OF WORK: Curb to 75 ft. behind N. curb
M/O begins 29ft W. of center/line of the intersection and extends 250 ft.W.

Our Customer Service Representatives must follow these guidelines for all markout requests (2-05)

0 ADDRESS PROCESSING TIPS

2-05

A "0" address is processed differently because, unlike a known address, the property is undefined.

It is for this reason that you can *never* use ENTIRE PROPERTY with a "0" address.

You do not know where or on which side of the street the property is located so you must get additional information from the caller.

*The first thing you always need to ask is distance and direction from the centerline of the intersection to the dig site. NJ has a standardized way of presenting this information. DO NOT ENTER DRIVING DIRECTIONS, RE-ENTER THE STREET NAME, USE ADDITIONAL AND UNNECESSARY REFERENCES. Keep to the format and provide just the needed information.

In some cases the dig site starts at the intersection and extends beyond the intersection.

W/O BEGINS AT C/L OF INTER AND EXTENDS 25FT. N

In some cases the dig site takes place beyond the intersection.

W/O 25FT N. OF C/L OF INTER

In other cases the dig site starts beyond the intersection and extends.

W/O 25 FT N. OF C/L OF INTER AND EXTEND 25FT N.

NOTE: In all cases you *must* get distance and direction from the c/l.

*Next you must find out which curb and distance behind that curb is needed to cover the dig area. Remember, with a "0" address there is no way of telling which side of the street the dig site is on. The information must come from the caller. You *cannot* process a "0" address without it.

This information goes in EXTENT OF WORK

0 ADDRESS PROCESSING TIPS (page 2)

If the dig street runs N and S then there is an E or W curb.

If the dig street runs E and W then there is a N or S curb.

Again, there are different scenarios:

Sometimes the dig site is at a fixed point behind the curb.

25FT BEHIND N. CURB

Sometimes the dig site begins behind the curb and extends back.

CURB TO 25FT BEHIND N. CURB

Sometimes the site begins a distance behind the curb and extends back.

25FT BEHIND N.CURB AND EXTEND 200FT. N.

"RADIUS AND "0" ADDRESS:

When the radius of a pole, hydrant or pedestal is given, the radius information is entered in EXTENT OF WORK.

If this footage will bring you into the street you must select CURB TO CURB in addition to radius information. This also applies to PERIMETER of a structure or working on the SHOULDER or CENTERLINE of a road.

EXTENT OF WORK: 15FT RADIUS OF POLE :LOCATED 25FT N.
OF C/L OF INTER., 8FT BEHIND W.CURB

NOTE: NEVER select working at the intersection only if the sum of the radius and the distance behind the curb equals more that 50ft. You must select NO to the question "Are you working at the intersection only" and go to the map.

REMEMBER- KEEP IT SIMPLE, AND PROVIDE DISTANCE, DIRECTION AND DISTANCE BEHIND WHICH CURB. NEVER "ENTIRE PROPERTY" WITH A "0" ADDRESS.