City of Chicago

Joint Meet Tickets

User Guide [Ver. 1.2]

City of Chicago
12/14/2017
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Creating a Joint Meet

When you select 811 Chicago from your Dashboard the following page is displayed.

Select Create a Joint Meet.
Joint Meet Type

Select the type of Joint Meet you want to create.

Joint Meets can be created for Private Property, Public Right-of-Way (permitted work) or an excavation that will impact Both.

If your excavation is in the Public Right-of-Way or Both, you will need a valid permit number for the location where the excavation will occur. It can be a permit for your company or that has been provided to you by a utility.

To create a Joint Meet for the Public Right-of-Way or Both you must be the primary applicant on the permit and the permit start date must be no more than 14 days in the future.

If your Joint Meet is for the Public Right-of-Way or Both, enter your CDOT Permit Number.

Select Private Property and click Next.
Joint Meet Schedule

The Request New Joint Meet form will be displayed.

All the details for your Joint Meet will be entered on this page.
Select the Meet Time of your Joint Meet.

If there are other Joint Meets for your selected date, the Hour and Number of Meets Scheduled will be shown in Other Scheduled Joint Meets.
**Joint Meet Details**

Enter the Street Number, Direction, Street, Street Type, City, State and ZIP of the address of your Joint Meet.

This is the place where your company and any utilities that have facilities at this location will physically meet.

If there are comments about your Joint Meet, enter them into Location/Contact Notes.
Joint Meet Location

The Dig Address section provides the rules for adding a dig address.

When entering a dig address:

- For a single point address, leave the “To” and “Dir” on the right empty.
- Dig location ranges must be from odd to odd or even to even. (The same side of the street)
- Dig location range length cannot span more than one (100) block.
- Intersections can be added to the range by extending the range by two in the direction of the intersection.

You can add all the Addresses that are under discussion. Click Add New Address to enter the excavation addresses being discussed.
For a Private Property Joint Meet, fill in the Dig Address From, From Direction (Dir), Street Name and Type. If the address is a range, fill in the To and To Direction (Dir).

Click Save.

If your Joint Meet is for Permitted Work, you can add any Address from your permit or enter a different address and select the Placement.

You can add an Address to your Joint Meet by clicking the Add button.
811 Chicago will compare your address against existing city records and suggest an address if it cannot find a match. Click Confirm.

You can click the map icon to see the address location on a map.

This is the location of your dig address.
If the dig location is at an intersection, you can enter the Cross Streets, Distance to and Direction from the intersection. If you have comments about the dig location, enter them in Location of Dig.

Click Next to continue.
Contact Information

Onsite Contact Information

Onsite Contact Name: Judy Robinson
Onsite Phone: 617-555-7777
Additional Email Addresses: (will be CC'd on all communications)

Enter the Onsite Contact Name and Onsite Phone. If you have additional contacts that should be notified when there are changes to your ticket’s service status, enter their emails in Additional Email Addresses.

Excavation Details

Dig Date/Time: 
Depth of Excavation: ft.
Duration: 
Work will use: 
- Explosives
- Boring Equipment
- Hydraulic Equipment
- Overhead Equipment 14+ Feet High

Marking instructions/Comments: 

Please enter email addresses separated with ‘,’.
Excavation Details

Select the Dig Date and Depth of the excavation. If you know how long the excavation will be you can enter the Duration and select the Duration Type.

If you have additional details about the excavation, you can check one or more of the items in the Work will use section. Enter any comments in Marking Instructions / Comments.
Check one or more Work Types from the list. If your work type is not one of the listed options, check Other Work Type and enter it in the Other Work Type box.
**Review and Submit**

When the information on this Joint Meet has been confirmed to be accurate and you click Create Joint Meet, a list of Notification Recipients is generated based on the Dig Address that was provided. Once your Joint Meet is approved, each of the listed Recipients will be sent a notification describing your excavation. You will be able to track the status of actions taken by each of these recipients by viewing your Joint Meet details.

<table>
<thead>
<tr>
<th>Work Type</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Install Electric</td>
<td>Install Gas</td>
<td>Install Telephone</td>
<td></td>
</tr>
<tr>
<td>Landscaping</td>
<td>Main Maintenance</td>
<td>Maintenance Work</td>
<td></td>
</tr>
<tr>
<td>Moving Poles</td>
<td>New Home Construction</td>
<td>New Road Construction</td>
<td></td>
</tr>
<tr>
<td>Perc Test-Boring</td>
<td>Planting Trees</td>
<td>Relocate Utility Lines</td>
<td></td>
</tr>
<tr>
<td>Remove Trees</td>
<td>Repair Gas Leak</td>
<td>Repair Septic Line</td>
<td></td>
</tr>
<tr>
<td>Repair Septic System</td>
<td>Repair Sewer Line</td>
<td>Replace Curb and Gutter</td>
<td></td>
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<tr>
<td>Replace Curb</td>
<td>Replace Electric Pole</td>
<td>Replace Electric Primary</td>
<td></td>
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<tr>
<td>Replace Gutter</td>
<td>Replace PED</td>
<td>Service Maintenance</td>
<td></td>
</tr>
<tr>
<td>Setting Anchors</td>
<td>Setting Poles and Anchors</td>
<td>Setting Poles</td>
<td></td>
</tr>
<tr>
<td>Sidewalk Replacement</td>
<td>Soil Borings</td>
<td>Utility Construction</td>
<td></td>
</tr>
<tr>
<td>Other Work Type</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- I have premarked the excavation.
- I have not premarked the excavation.

I certify that information contained in this Joint Meet request is true and accurate to the best of my knowledge.

Select either “I have pre-marked the excavation” or “I have not pre-marked the excavation.” Check the certification box to certify that all the provided information in the request is accurate.

Review your Joint Meet information and click Create Joint Meet.