

**UTILITY NOTIFICATION CENTER OF COLORADO**  
**Application for Owner/Operator Membership**

Name of Applicant/Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Type of Facility/Utility**

- |  |  |
|--|--|
| <input type="checkbox"/> Cable Television              | <input type="checkbox"/> Telephone           |
| <input type="checkbox"/> Fiber Optics                  | <input type="checkbox"/> Electric            |
| <input type="checkbox"/> Gas Pipeline                  | <input type="checkbox"/> Liquid Gas Pipeline |
| <input type="checkbox"/> Water                         | <input type="checkbox"/> Sewer               |
| <input type="checkbox"/> Storm Sewer                   | <input type="checkbox"/> Irrigation          |
| <input type="checkbox"/> Traffic/Street Lights         | <input type="checkbox"/> Steam               |
| <input type="checkbox"/> Oil                           | <input type="checkbox"/> Ditch               |
| <input type="checkbox"/> All Type of Facility Possible |  |
| <input type="checkbox"/> Unknown                       |  |

**Classification of Membership**

- |   |  |
|---|--|
| <input type="checkbox"/> Cable Television               | <input type="checkbox"/> Liquid Gas Pipeline |
| <input type="checkbox"/> Electric Cooperative           | <input type="checkbox"/> Government          |
| <input type="checkbox"/> Electric Distribution          | <input type="checkbox"/> Communications      |
| <input type="checkbox"/> Gas Distribution               | <input type="checkbox"/> Water/Sewer         |
| <input type="checkbox"/> Gas Transmission/Gas Gathering |  |

**Non-Refundable Application Fee: \$25.00 (to be sent with completed application)**

**Applicant hereby acknowledges that once the Applicant is accepted for membership it shall have all of the rights and privileges, and is bound by the provisions relating to members as provided for in the articles, by-laws, and rules and regulations of the Utility Notification Center of Colorado (UNCC) DBA Colorado 811, as the same exist now or may be amended from time to time. Applicant acknowledges that Colorado State Law 9-1.5-101 and the sections that follow require all owners and operators of underground utilities within the State of Colorado to be a Tier 1 member. If a utility is acquired by another organization membership with UNCC is non-transferable.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Signature

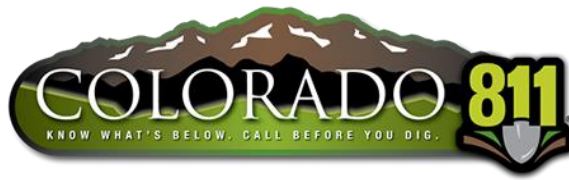
Date: \_\_\_\_\_

Please Return To: UNCC, Attn: Member Relations, 16361 Table Mountain Parkway, Golden, Co, 80403

**FOR OFFICE USE ONLY**

**Amount Paid:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Member Code Assigned:** \_\_\_\_\_ **Classification of Membership:** \_\_\_\_\_



**UTILITY NOTIFICATION CENTER OF COLORADO**  
**Fee Schedule**  
**Effective January 1, 2021**

**Owner/Operator Membership Application Fee:** \$ 25.00

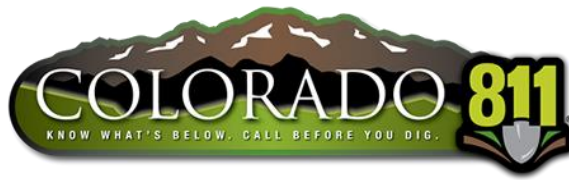
Underground Facility Owner/Operator Members receive notices of requests to locate their underground facilities and are billed monthly for these notices, per the following schedule. Payment is due upon receipt and considered past due after the 10<sup>th</sup> day of the month following the billing cycle. Example: Billing for January is due by February 10<sup>th</sup>.

**Message Fees:**

Messages transmitted via electronic messaging (e-mail)	\$ 1.32
Identical messages transmitted to a second location	\$ 1.32
Positive Response Re-Notifications (known as Late Notices)	\$ 1.32
Cancellations	\$ 0.00

**Payments can be made via check, money order, cashier's check, ACH or EFT. Please contact UNCC (CO811) Accounting Department at [accounting@uncc.org](mailto:accounting@uncc.org) for more information.**

**UNCC (CO811) accepts pre-payments for monthly invoices and will send a monthly statement showing the credit balance on the account.**



**Receiving Information**

**Hours of Operation for Normal Business Days:**

\_\_\_\_\_ To \_\_\_\_\_ (Ex. 7:00am To 5:00pm Mountain)

**Destination to Receive Locate Requests:**

E-mail address to receive notification: \_\_\_\_\_

Contact Person for receiving station:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

***(Phone Number for Registered Company - Given to Caller to call during Business Hours for Damages and Locate Info)***

**\*\*Main Company Telephone:** \_\_\_\_\_

**\*\*For Damages *(if different from Main Company telephone)***

Telephone: \_\_\_\_\_

**\*\*For Locates *(only if Contract Locator is being used)***

Telephone: \_\_\_\_\_

Telephone number for CO811 Specialist to call for daytime damages:

***(Colorado 811 gives courtesy calls to affected Member facilities for damages during business hours.)***

\_\_\_\_\_

**Alternate Contact Information:**

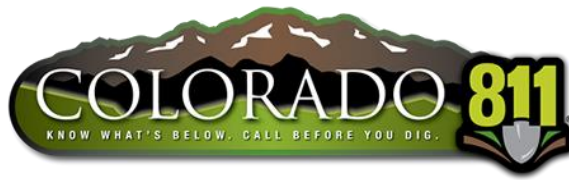
Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**\*\*Tier One members are also offered the use of the Web Ticket Management System (WebTMS) to use as a receiving option. Would you like to be contacted with additional information regarding WebTMS?**

Yes \_\_\_\_\_ No \_\_\_\_\_



### **Afterhours Courtesy Call Participation**

Colorado 811 gives courtesy calls to Member Facilities for all emergencies and damages during afterhours, federal holidays, and weekends. Afterhours courtesy calls are not mandatory.

Does your organization want to participate? Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name: \_\_\_\_\_

Person Providing Information: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Member Code: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Afterhours Contact for Courtesy Calls:**

Telephone number for CO811 Specialist to call afterhours:

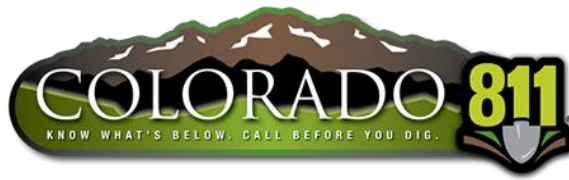
\_\_\_\_\_

Is this telephone number a:

cell phone                       24-hour dispatch

answering service               pager

Other, please specify: \_\_\_\_\_  
(Example: police/sheriff dept., home #, etc.)



**Electronic Billing Form for CO811 Members**

UNCC dba Colorado 811 sends all invoices via e-mail. Please complete the following billing information:

Company Name: \_\_\_\_\_

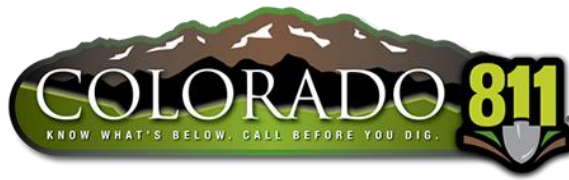
Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail for Invoice: \_\_\_\_\_

PO Number or Routing number if necessary \_\_\_\_\_



## **Member Notification Area Coverage Database**

Member notification area database is the coverage area of where the member will be notified based off underground assets being registered and is the member facilities responsibility to maintain up to date. All changes to the notification area database must be submitted in writing, to include mail, fax, or e-mail to notify Colorado 811 Member Relations of the requested change. All change requests will be processed in the order they were submitted, by date.

**Company Name:** \_\_\_\_\_

**Name of Submitter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please mark with an "X" next to the type of "Notification Area" mapping you would like to submit.**

**Township/Range/Section/Quarter Section -** \_\_\_\_\_

**Or**

**GIS Digital Mapping Data -** \_\_\_\_\_



## **Member Polygon General Information**

The use of polygons is intended to redefine the member notification area database to a smaller notification quadrant. When a locate ticket is processed there is a 150ft buffer applied to the excavation site creating a polygon. If the excavation site polygon intersects with the members notification area polygon your company will be notified of the locate request. The following explanation will assist CO811 members understand the receipt of a locate request that may be outside of the notification area quadrant.

- The use of a one hundred fifty-foot (150') buffer is standard with the polygon system for the excavation site. With the buffer zone on the excavating site and the buffer zone for the member notification area polygon, it may result in a notification sent to the member.
- If a locate request is being processed in an area that has street information we have not implemented yet; it will most generally need to be processed according to the directions that the caller provided. "Guessing" the location of a new street and attempting to select an excavation area without directions would not be an accurate way to process the locate request.
- If an excavator is requesting an extended area for locates or is not providing the best descriptive information for the locate request, the agent is expected to ensure an adequate locate area, to prevent possible damage. The agent will then overcover the excavation area.
- An excavator can still provide the township, range, and quarter section(s) information in addition to the descriptive information to be used for the request of a utility locate. CO811 agents are trained, due to procedure, to use that information to find the excavation site on our maps.
- As of the above date, approximately sixty percent (60%) of CO811 ticket volume is currently being processed by Web Ticket Entry (WTE) users. CO811 will continue to educate and provide mapping products to WTE users to improve their notification capability.
- All the above situations will result in the member receiving notification. Please be reminded that CO811 is dedicated to providing the highest quality of notification information. The primary focus of damage prevention is to prevent injury and damage to underground facilities.

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Name

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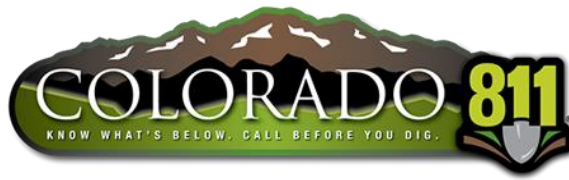
Date

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Company







## **Requirements for Importing Shapefiles for Member Notification Area Polygons**

The shapefile types supported are POINT, LINE and POLYGON. For POINT and LINE shapefiles, you must specify a buffer distance to apply to the file to create a polygon shapefile. A buffer is a radius of a point and/or a line. **Minimum buffer that can be applied to linear and radian polygons is 30ft and the maximum is 1000ft.**

Each shapefile submission should be packaged in a ZIP file, with the following four (4) files at a minimum and sent in an email:

- (1) ESRI Shapefile (.SHP)
- (2) ESRI Shape (.SHX) Index File
- (3) ESRI Shape (.DBF) Attributes File
- (4) ESRI Shape (.PRJ) Coordinate System File

**\*\*Shapefiles submitted must be in the coordinate system of NAD 83 LAT/LONG decimal degrees\*\***

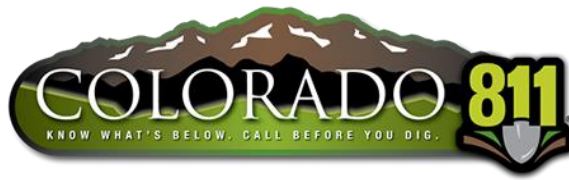
Along with the data please include the following information about the data.

- A. Sender Information - Who is supplying the shapefile(s):
  - a. Name and contact information
- B. Member Code - The member code for which the notification areas will be applied to.
- C. Addition, Partial Replacement or Complete Replacement - The person sending the shapefile update must specify if the files submitted are an addition, a partial replacement, or a complete replacement of the existing notification area.

NOTE: For a partial replacement, the files submitted must contain the data for the entire county. If multiple counties are being replaced a complete replacement of the database is highly recommended.

- D. Effective Date - The date at which the notification areas will become "effective". You may specify that the notification areas be effective immediately or at some date in the future.
- E. Expiration Date - The date at which the notification areas will expire. You may specify that the notification areas expire NEVER or at some specific date in the future.
- F. Counties Covered - Which counties are covered by the submitted shapefile. This can be a list of one or more counties, or you can specify the entire state (i.e., any counties the shapes fall into.)
- G. Buffer Distance (in FEET) - If the data submitted contains point or line features, they will be buffered and converted into polygons. You must specify the buffer distance in feet for these types of features. Shapefiles containing polygons are assumed to already include the necessary buffers.

E-mail shapefiles to the Member Relations Department at [member-services@co811.org](mailto:member-services@co811.org)



**MEMBER HOLIDAY CLOSURES**

Please complete and return this form to Colorado 811 via E-mail:  
[member-services@co811.org](mailto:member-services@co811.org)

Company Name: \_\_\_\_\_

Member Code(s): \_\_\_\_\_

**CO811 is CLOSED on the following Federal Holidays:**

All member facilities are listed as closed and will receive afterhours calls.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

**Mark an X next to the remaining Federal Holidays if your company is closed.**

CO811 is OPEN: No normal tickets will be due on these Federal Holidays

Martin Luther King Day     \_\_\_

President's Day             \_\_\_

Columbus Day             \_\_\_

Veteran's Day             \_\_\_

**Mark an X on the additional days below if your company is closed.** NOTE: Any dates selected below, and any additional dates listed by you on this form, CO811 is open and ALL dates are legal "Mark By" (Locate By) dates. Member facilities listed as closed will receive afterhours calls.

Good Friday               \_\_\_

Colorado Day     \_\_\_

Day after Thanksgiving   \_\_\_

Cabrini Day     \_\_\_

New Year's Eve           \_\_\_

Christmas Eve            \_\_\_

If your company is closed on any additional days not listed, please list them here:

\_\_\_ / \_\_\_           \_\_\_ / \_\_\_           \_\_\_ / \_\_\_           \_\_\_ / \_\_\_

- Mark by (Locate By) dates are NOT scheduled on any Federal Holiday.
- The phone number Colorado 811 calls during holiday closures is the same as the afterhours number.
- If your organization is a non-participant for afterhours, you WILL NOT be called on holidays.