

**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"/> Propane               | <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)**

*\*If a 3<sup>rd</sup> party is managing the membership, we must also have a direct contact with the registered company. The direct company contact can complete and sign this first application page, and/or be added on the Receiving Information page of this application.*

**Applicant hereby acknowledges that once the Applicant is accepted for membership it shall have all 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 (CO811), 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 facilities in the State of Colorado be a registered member. If an underground facility is acquired by another organization membership with CO811 is non-transferable.**

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

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

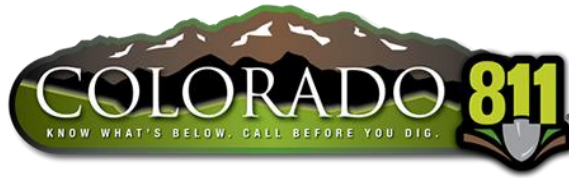
Date: \_\_\_\_\_

Please send completed application via e-mail to: CO811 Member Relations [member-services@co811.org](mailto:member-services@co811.org)  
Please send application fee via US Mail to: UNCC, Attn: Member Relations, 16361 Table Mountain Parkway, Golden, Co, 80403  
ACH/EFT payments are accepted, please contact CO811 Accounting Department directly at [accounting@uncc.org](mailto:accounting@uncc.org)

**FOR OFFICE USE ONLY**

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

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



**UTILITY NOTIFICATION CENTER OF COLORADO**  
**Fee Schedule**  
**Effective January 1, 2023**

**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 10th day of the month following the billing cycle. Example: Billing for January is due by February 10th.

**Message Fees:**

Messages transmitted via electronic messaging (e-mail)	\$ 1.29
Identical messages transmitted to a second location	\$ 1.29
Positive Response Re-Notifications (known as Late Notices)	\$ 1.29
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: \_\_\_\_\_

**Is the email destination above a ticket management system?**

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

**If yes, please select format for email delivery:**

Plain Text \_\_\_\_\_ HTML \_\_\_\_\_ XML \_\_\_\_\_

**Contact Person for receiving station:**

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

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

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

**If 3<sup>rd</sup> Party managing membership, please list contact with registered company:**

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

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

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

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

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

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

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

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

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

**For Daytime Damages: (CO811 gives courtesy calls to affected Member facilities for damages during business hours.)**

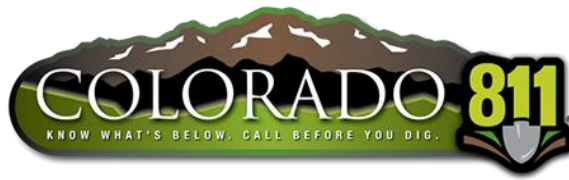
Telephone: \_\_\_\_\_

**Alternate Contact Information:**

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

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

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



### **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:

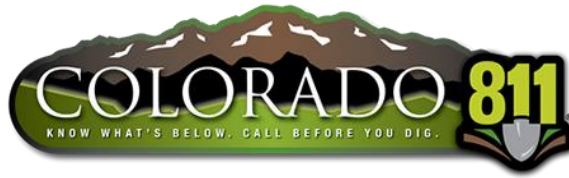
\_\_\_\_\_

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 only. Please complete the following billing information:

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

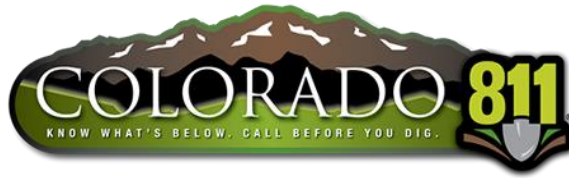
Contact Person: \_\_\_\_\_

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

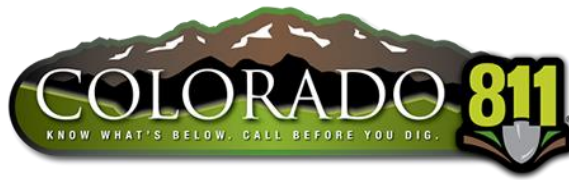
**Date:** \_\_\_\_\_

**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**

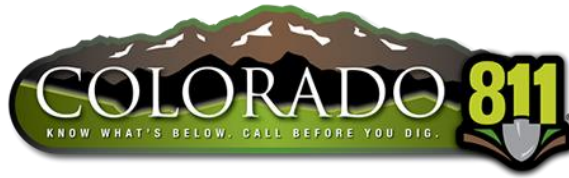
The use of polygons is intended to redefine the member notification area database to a smaller notification quadrant. When a locate ticket is processed there is a 150ft buffer applied to the excavation site creating a polygon. If the excavation site polygon intersects with the members notification area 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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company



**Member Notification Area - Township/Range/Section/Quarter Section Database Form**

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

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

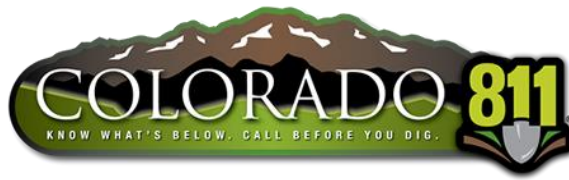
**Date:** \_\_\_\_\_

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

**County:** \_\_\_\_\_

<u>Township:</u>	<u>Range:</u>	<u>Section:</u>	<u>Quarter Sections:</u>			
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__
			NE__	NW__	SE__	SW__





## Requirements for Importing ESRI 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 shapefile being 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 shapefiles. 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)**

### IMPORTANT NOTES AND LIMITATIONS:

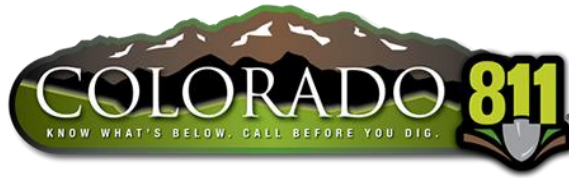
(1) When shapefiles are imported into the mapping database, they are automatically clipped to the county or counties they intersect.

(2) Polygons are limited to 4 square miles in area. Polygons that are larger than 4 square miles will be partitioned into smaller polygons that cover the same area.

(3) Polygons which are made up of more than 9 points will be simplified.

(4) There is a maximum density limit of 16 polygons per quarter minute grid.

**(5) In processing the importation of data, small gaps/holes less than 300ft in extent (width or height) will automatically be filled in due to the minimum buffer of 150ft of the dig site to limit complexity of the output.**



**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           \_\_\_
- Juneteenth               \_\_\_
- Indigenous Peoples' 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               \_\_\_
- Day after Thanksgiving \_\_\_
- New Year's Eve           \_\_\_
- Christmas Eve           \_\_\_
- Colorado Day           \_\_\_
- Cabrini Day           \_\_\_

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.



## Member Positive Response

Positive Response is an application designed to provide better communication between the member facility owners/operators and the excavating community through Colorado 811.

Colorado One Call Law Title 9 Safety-Industrial and Commercial, Article 1.5 Excavation Requirements mandates member facility owners/operators to provide Positive Response to the excavator through Colorado 811. In addition to the markings, the owner/operator shall provide for each of its underground facilities:

(A) Documentation listing the owner's or operator's name, the size and type of each marked underground facility.

AND

(B) Documentation of the location of the underground facilities in the form of a digital sketch, a hand-drawn sketch, or a photograph that includes a readily identifiable landmark, where practicable. If Positive Response is not provided by the member facility owner/operator by the "Locate By" date, Colorado 811 will send an Automatic Positive Response Re-notification (delivered as a LATE ticket type) to that member facility owner/operator. Colorado 811 will continue to send re-notifications daily until Colorado 811 receives the Positive Response or 30 days after the locate by date, whichever occurs first.

Colorado 811 Facility Owner/Operator Members must post responses AND upload additional documentation as described in the Colorado One Call law to the CO811 Positive Response System by using one of the methods listed below.

- Positive Response website at [www.co811.org](http://www.co811.org)
- Clicking on the Positive Response link at the bottom of the locate ticket
- Automated posting via TCP/IP connection
- Rest API

Member facility owners/operators have twenty-two (22) Positive Response selections to choose from. The responses will remain within the preset selections to accommodate the various types of reasons to communicate the outcome of a locate request.

All excavators providing an e-mail address, or a fax number will automatically receive the Positive Responses from those members utilizing the Positive Response system the day after the "Locate By" date. If neither the email nor fax is listed the excavator can also access the Positive Response website to check responses at [www.co811.org](http://www.co811.org).

Should a member not respond to the CO811 Positive Response system, code "999" will appear on the locate request stating "MEMBER FACILITY HAS NOT RESPONDED TO COLORADO 811" to note that no response was made. The members utilizing Web Ticket Management System (WebTMS) product are automatically connected to the Positive Response system.

The Positive Response codes available are listed below. Contact Member Relations at [member-services@co811.org](mailto:member-services@co811.org) to begin using the Positive Response system and begin posting responses to locate tickets.

**Starting January 1, 2021, all member facility owners/operators must include additional documentation through Colorado 811 along with the Positive Response code or the response will be considered incomplete.**

Please sign to acknowledge requirement to post Positive Responses and provide supporting documentation through Colorado 811

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company