

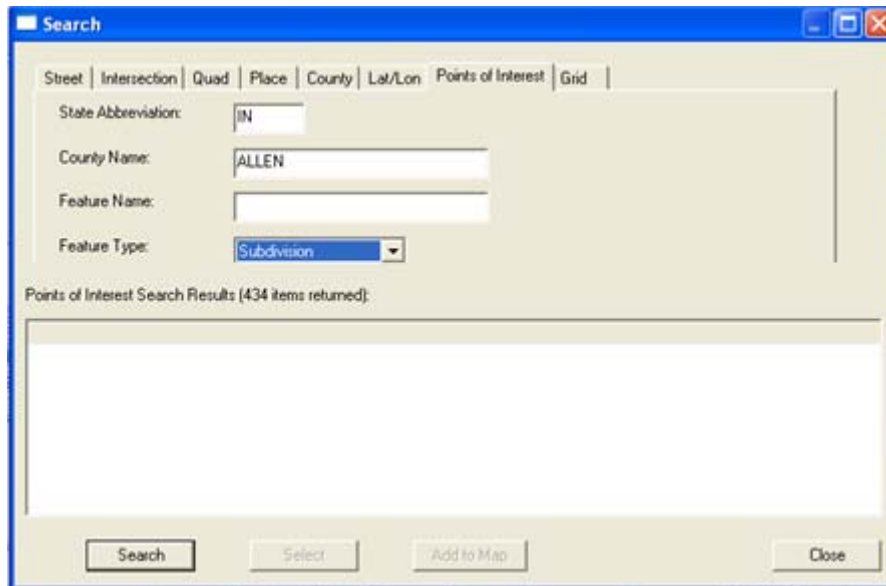
Finding and Mapping Subdivisions

Currently we have added over 4,000 subdivisions to the map across the State of Indiana and will continue to do so as accurate information is obtained. The following explains how to search for and map a subdivision:

- If you cannot locate a dig site that you know is located within a subdivision, go to the map and select the Search Tool.



- Click on the Points of Interest Tab.



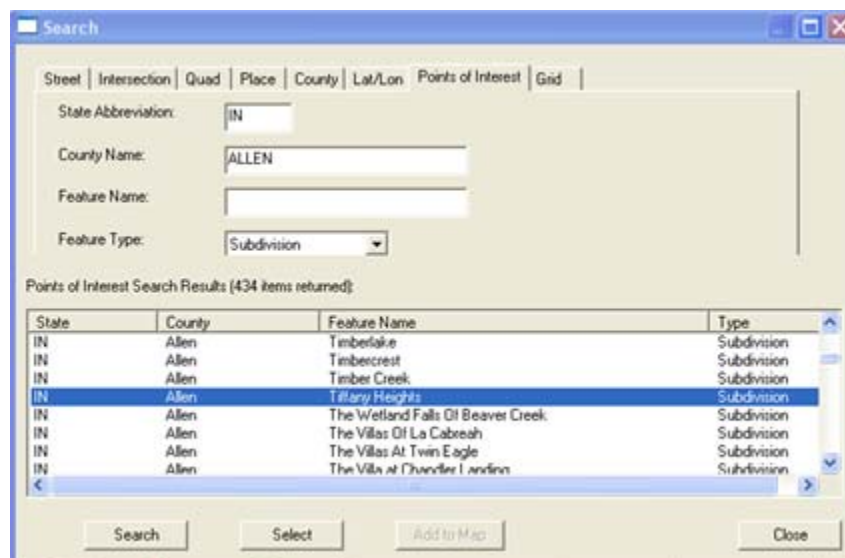
The screenshot shows a 'Search' dialog box with the following fields and options:

- Street | Intersection | Quad | Place | County | Lat/Lon | Points of Interest | Grid
- State Abbreviation: IN
- County Name: ALLEN
- Feature Name: (empty)
- Feature Type: Subdivision (selected in a dropdown menu)

Points of Interest Search Results (434 items returned):

Buttons at the bottom: Search, Select, Add to Map, Close

- Select the Feature Type called “Subdivision” and click on the “Search” button. A list of all subdivisions that we have created in that county will be listed.
- If you see the subdivision you are looking for, left click on the name to highlight it in blue. Click on “Select” and “Add to Map”.

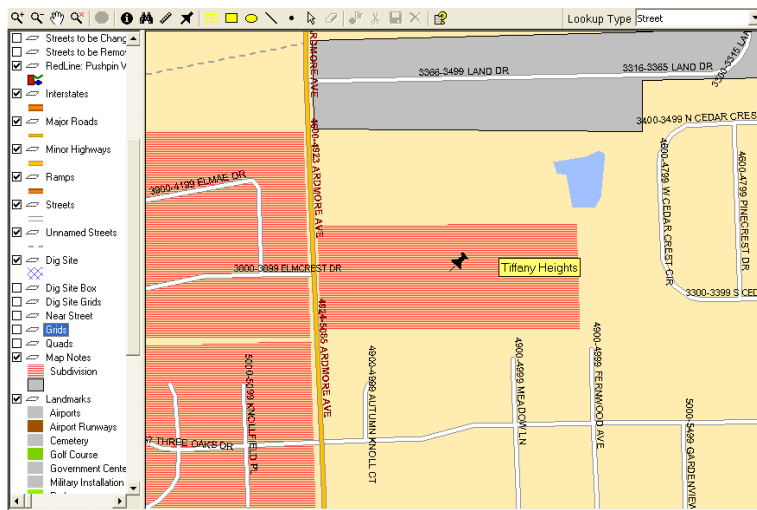


The screenshot shows the same 'Search' dialog box, but now with a list of search results displayed in a table:

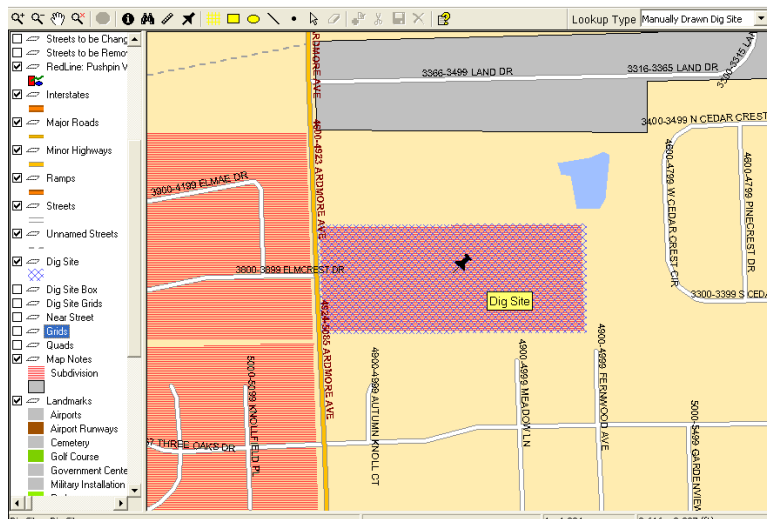
State	County	Feature Name	Type
IN	Allen	Timberlake	Subdivision
IN	Allen	Timbercrest	Subdivision
IN	Allen	Timber Creek	Subdivision
IN	Allen	Tillary Heights	Subdivision
IN	Allen	The Wetland Falls Of Beaver Creek	Subdivision
IN	Allen	The Villas Of La Cabresh	Subdivision
IN	Allen	The Villas At Twin Eagle	Subdivision
IN	Allen	The Villas at Thundering Landings	Subdivision

Buttons at the bottom: Search, Select, Add to Map, Close

- The subdivision will appear on the screen in a pink/red color and will have a push pin in the middle. If your Grids have been turned off and you move your cursor over the subdivision, the name will appear.



- Once you have confirmed that the system has selected the correct area (look at surrounding streets, check the township, etc) then utilize the Drawing Tools to draw your dig site.



NOTE: Whenever your dig site is located within a subdivision and we do not have the internal roads listed on our map, please draw the dig site overly large and extend it to cover the as much of the subdivision as possible and out to the main road it sets on. If you try and narrow down a smaller area, you are putting yourself at a greater risk of missing utilities. In any given situation, it is better to map an area larger than necessary than map it too small and risk missing a utility.

- **Helpful Hints:**

- In counties with subdivisions (like Brown County) you can leave the **Feature Name** blank and do a search for all subdivisions in the county.
- In counties with a great deal of information (like Marion County) the search results are too great to list. The computer will ask you to refine your search. In Marion/Hamilton/Hendricks counties, you will need to type in 3 letters of the name.
- Be careful of your spelling. If you misspell a name, or omit any characters in the name, the subdivision will not be found.
- Always remember to check the ‘Ts’ for subdivisions that may begin with the word ‘The’.
- Never forget to verify the mapping. This search is for the entire county, and our system may have more than 1 subdivision sharing the same name.