Emergency Work Location Entry





ontinue Application

Start with the Maintenance Permit Location Entry form.

Applicant

Make sure your account is set up correctly before entering a maintenance location.

Click Select From Account and select the Applicant from the list.

Contractor

Click Select From Account and select the Contractor from the list.

The contractor's name must be spelled and formatted identically as the Organization Name submitted by the Utility during registration.

Work Information

Select the Utility from the dropdown

Select the Work Date from the Calendar. The Work Date is limited to the current date and the next six calendar days.

Enter the Job Number provided by the Utility.

Select Emergency = Yes.

Describe the Emergency

Enter a Description of the emergency

Enter the Miss Utility ticket number. Enter the Utility Inspector Name. Enter the Utility Inspector Phone Number.

Location Address

Enter a house number (Street No.) and the first couple of letters in the Street Name field. Click Search.

Select an Address in the popup window. Then click Select.

The address should be located somewhere in the proposed work area.

Only enter the house number and the first couple of letters of the road name. You must click Clear between entry attempts.

In the popup only select an option form the Address section. Ignore the other sections.

Click Continue Application.

Submitting an Maintenace Location (Utility)



Save and resume late

Select From Map

Start typing the house number and street name in the map search field.

Click on the roads for the proposed work

Clicking on a road will toggle it on or off. The map only displays Anne Arundel County maintained roads. Red – Arterial Green – Collector Blue – Local

Map Information

Displays the roads selected on the map. Do not alter the information in this field.

Location Information In Pavement Edit the listed road(s). **Number of Road Cuts** Enter the number of proposed road cuts. Number of Road Crossings Enter the number of proposed road crossings. Longitudinal Road Bore Enter the bore footage. (Longitudinal road bores) are not road crossings. Trenching Enter the trench footage in the roadway. Lane Closure Select Yes or No. Road Closure Select Yes or No.

Outside Paved Area

Edit the listed road(s). **Grass Bore Footage** Enter the bore footage **Grass Trench Footage** Enter the bore footage. **Sidewalk Cut** Select Yes or No **Driveway Cut** Select Yes or No **Driveway Bore** Select Yes or No **Aerial Footage** Enter the Aerial footage.

Click Continue Application.

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Attachments

Attachments are optional.

Select Add to upload your required documents.

Once the documents have been selected, click Continue.

Label the Attachments.

Attachment Labels

Backup Documents Construction Plans Select Add to upload your required documents.

Once the documents have been selected, click Continue.

Label the Attachments.

Attachment Labels Backup Documents Construction Plans Detour Plan Paved Trench Justification Right of Way Agreement Road Closure Form Road Closure Justification Road Closure Outreach Materials Road Closure Outreach Plan SHA Typicals Site Photos Site Specific Traffic Control Plans Supporting Documents

The app will let you know if you are missing a required attachment.

Click Save.

Review the Attachments and Labels.

Click Continue Application.

Accela Submitting an Individual Permit Application (Utility)

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Application Review

Click the Certification.

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The confirmation number will be displayed on the next page.