

Emergency Work Location Entry

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Maintenance Permit Location Entry

1 Application Information 2 Location Information 3 Outside Paved Area 4 Road Cuts 5 Lane Closure 6 7 8 9

Step 1: Application Information > Application Information * Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

Scott Blizard
pw1211@_scsociety.org
Home phone: (410)222-5359
Mobile Phone:
Work Phone: (410)222-7344
Fax:
Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link. Required contact address type(s): Mailing Address

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	2862 Riva Road, Suite 310	Actions ▼

Contractor

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

CUI CABLE
cui@cui.com
Home phone: (123)456-7890
Work Phone:
Fax:
Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	8949 BALTIMORE NATIONAL PIKE	Actions ▼

Select Contact from Account

Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-1 of 3

Category	Type	Name	
<input type="radio"/>	Associated Contact	Organization	CUI CABLE
<input type="radio"/>	Associated Contact	Organization	LAMBERTS CABLE
<input type="radio"/>	Associated Contact	Individual	Scott Blizard

Continue Discard Changes

Work Information

Work Information

* Name of Utility:
Version: ▼

* Work Date:
02/02/2025

Job Number:
1234567890

Is this an emergency?:
 Yes No

* Describe the emergency:
Description of the emergency:

Miss Utility Ticket Number:
Ticket 1234

* Utility Inspector Name:
Scott Blizard

* Utility Inspector Phone Number:
4102227344

Location Address

* Street No.: 891 * Street Name: WOODS Street Type: RD

City: PASADENA State: Zip: 21122

Search Clear

Address Search Result List

Addresses

Showing 1-1 of 1

Address	City	State	Zip
891 WOODS RD, PASADENA 21122, 891 WOODS RD, 21122, 3000242990	PASADENA		21122

Associated Parcels

Showing 1-1 of 1

Associated Owners

Showing 1-1 of 2

< Prev 1 2 Next >

Select Cancel

Save and resume later Continue 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 from the **Address** section. Ignore the other sections.

Click **Continue Application**.

Continue Application »

Submitting a Maintenance Location (Utility)

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](#).

Accla Submitting an Individual Permit Application (Utility)

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

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Maintenance Permit Location Entry

1 2 3 4 Road Cuts 5 Lane Closure 6 **Supporting Documents** 7 Review 8 Pay Fees 9

Step 6: Supporting Documents > Supporting Documents

Attachments

The maximum file size allowed is 100 MB.
File only but other content items will save the file type per the file type and other items are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application >](#)

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 Typical](#)

[Site Photos](#)

[Site Specific Traffic Control Plans](#)

[Supporting Documents](#)

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Individual Permit Application

1 2 3 4 Road Cuts 5 Lane Closure 6 **Supporting Documents** 7 Review 8 Pay Fees 9

Step 6: Supporting Documents > Supporting Documents

Attachments

Documents can be batch uploaded then individually labeled or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

1. **Construction Plans** - You are required to upload a copy of the Construction Plan for this application. Include all dimensions, square footage and distance (setbacks) from all property lines, if applicable.
2. The following information must be provided when applicable:
a. **Site Specific Traffic Control Plans** will be required if you have a lane closure on an arterial road.
b. **SHA Typical** will be required if you have a lane closure on a collector road.
c. **Detour Plan** will be required if you have a road closure.

The maximum file size allowed is 100 MB.
File only but other content items will save the file type per the file type and other items are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Construction Plans

Name	Type	Size	Latest Update	Action
No records found.				

Type: Backup Documents | **Description:** Optional notes | [Remove](#)

File: Backup Documents.pdf | 100%

Type: Site Specific Traffic Control Plans | **Description:** Optional notes | [Remove](#)

File: Site Specific Traffic Control Plan.pdf | 100%

Type: SHA Typical | **Description:** Optional notes | [Remove](#)

File: SHA Typical.pdf | 100%

Type: Construction Plans | **Description:** Optional notes | [Remove](#)

File: Construction Plan.pdf | 100%

[Save](#) [Add](#) [Remove All](#)

[Save and resume later](#) [Continue Application >](#)

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

Click [Save](#).

Review [the Attachments](#) and [Labels](#).

Click [Continue Application](#).

Accele Submitting an Individual Permit Application (Utility)

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Maintenance Permit Location Entry

1 2 3 4 5 Lane Closure 6 Supporting Documents 7 **Review** 8 Pay Fees 9 Record Issuance

Step 7: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Maintenance Permit Location Entry

Applicant

Individual
Scott Blizzard
Mobile Phone(413)822-2358
Personal Phone(410)222-7344
E-mail:scbliz21@_aascourty.org

Contractor

Organization
CUI GABLE
Mobile Phone(123)456-7890
E-mail:scbliz21@_aascourty.org

Work Information

Work Information
Name of Utility: Verizon
Work Date: 02/02/2025
Job Number: 1234567890
Is this an emergency?: Yes
Describe the emergency: Description of the emergency.
Miss Utility Ticket Number: Ticket 1234
Utility Inspector Name: Scott Blizzard
Utility Inspector Phone Number: 4102227344

Location Address

891 WOODS RD
PASADENA 21122

Map Information

Road Information
Selected Road Names:WOODS RD

In Paved Area

Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (Ft)	Trenching (Ft)	Lane Closure	Road Closure / Detour
WOODS RD	1	1	0	0	Yes	No

Outside Paved Area

Road Name	Grass Bore Footage	Grass Trench Footage (Ft)	Slowalk Cut	Driveway Cut	Driveway Bore	Aerial Footage (Ft)
WOODS RD	345	83	No	No	Yes	0

Road Cut Information

Street Name	Patch Length (Number in Feet)	Patch Width (Number in Feet)
WOODS RD	1	1

Lane Closure Information

Street Name	Lane Closure From	Lane Closure To	Estimated Start Time	Estimated End Time	Traffic Manager Name	Traffic Manager Phone
WOODS RD						

Attachments

The maximum file size allowed is 100 MB.
sfx,adp,bat,bin,com,dms,exe,hta,htm,htmz,jar,jls,jvb,lnk,mde,mxc,mzap,mst,php,pif,scr,act,shb,sys,vbe,vbs,vxd,wsc,wf,wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Save and resume later Continue Application »

Application Review

Click the [Certification](#).

Click [Continue Application](#).

The confirmation number will be displayed on the next page.