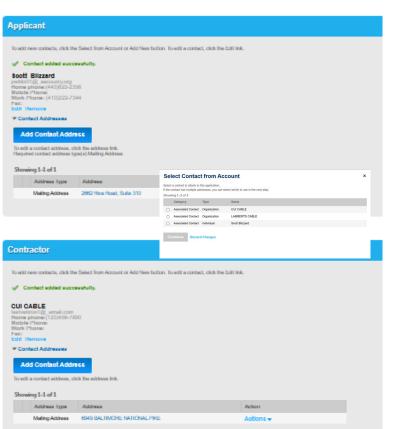
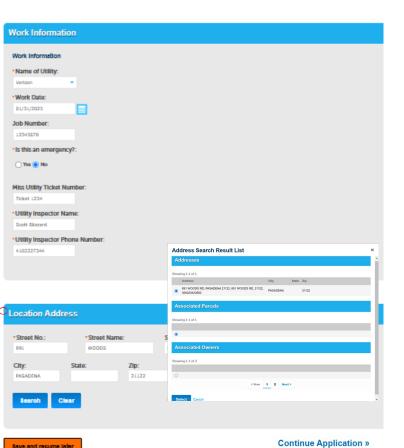
Maintenance Location Entry

Maintenance Permit Location Entry

Step 1 : Application Information > Application Information





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 Calander. 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 = No. Emergency locations are covered in the Emergency Location guide.

Enter the Miss Utility ticket number.

Enter the Utility Inspector Name. Enter the Utility Inspector Phone Number.

Location Address

Enter a House Humber (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.

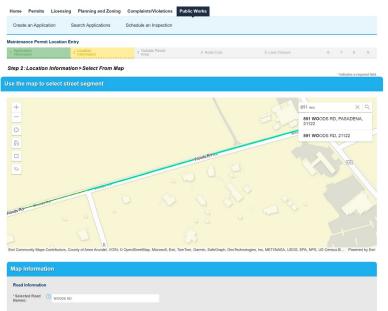
The address should be located somewhere in the proposed work area.

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 section, select an option from the Address section. Ignore the other sections.

Click Continue Application.

Submitting an Maintenace Location (Utility)





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|---------------|---------|------------|---------------------|--------------------------|-----------------------------|----------------|--------------|-----------------------|-------------------------|
| In Paved Area | | | | | | | | | |
| | In Pave | d Area | | | | | | | |
| | Showing | g 1-1 of 1 | | | | | | | |
| | | Road Name | Number of Road Cuts | Number of Road Crossings | Longitudinal Road Bore (Ft) | Trenching (Ft) | Lane Closure | Road Closure / Detour | |
| | | WOODS RD | | | | | No | | Actions 🔻 |
| | Edit S | elected | | | | | | | |
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| Dutside Paved Area | | | | | | | | |
|--------------------|-----------|--------------------|---------------------------|--------------|--------------|---------------|---------------------|---------|
| Showing 1-1 of 1 | | | | | | | | |
| | Road Name | Grass Bore Footage | Grass Trench Footage (Ft) | Sidewalk Cut | Driveway Cut | Driveway Bore | Aerial Footage (Ft) | |
| | WOODS RD | 200 | 50 | No | No | No | 0 | Actions |

Select From Map

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

Click on the road 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. Lane Closure is only available option. Maintenance Location Lane Closures are only permitted on Local roads. An Individual Permit is required for lane closures on Collector and Arterial roads.

Outside Paved Area

Edit each road listed.

Every field is required. Use a zero in any unused field. The total footage entered can not exceed 300 feet.

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.

Accela Submitting an Individual Permit Application (Utility)

| Iome Permits Licensing Create an Application Sea | Planning and Zoning arch Applications | Complaints/Violations Schedule an Inspection | Public Works | | ai | There |
|--|---|---|--|---|---|------------------------------|
| aintenance Permit Location Entry | | e Closure | - Supportion | 7 Review | 8 Pay Fees | |
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| Name Type No records found. | ns;isp;jar;js;jse;lib;lnk;mde Size | (mac;map;mat;php;pif;acr;act;at | | welfweh are disallowed file types to upload. | | |
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| ep 6: Supporting Documen | ts>Supporting Do | cuments | | | * indic | stes a required field |
| 1. Construction Plan: You are requir 2. The following information must be p | ed to upload a copy of the Co rovided when applicable: | | Include all dimensions, squar | cate the document type, provide a description, and e footage and distance (setbacks) from all property | | et to your |
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| ocuments can be hatch oploaded then indi- pplication. <u>Construction Plan:</u> You are reput | vidually labeled or uploaded o ed to upload a copy of the Co | ne at a time and then labeled. For intruction Plan for this application. | each document uploaded, ind Include al dimensions, square | cate the document type, provide a description, and r footage and distance (setbacks) from all property | click the "Save " button to attact | it to your |
| 2. The following information must be p a. <u>Site Specific Traffic Cont</u> b. <u>Site Typicals</u> will be require c. <u>Debour Plan</u> will be require | rovided when applicable: rod Plans wil be required if y red if you have a lane dosure of if you have a road closure. | tu have a lane closure on an arteri an a collector read. | ai road. | | | |

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Attachments

Attachments are optional.

Select Add to upload you 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)

| 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 o Supporting 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 | Edit | | | | | | | | |
| ndvidual Social Bizzard Visional Phone(43)(22-2356 Visional Phone(40)(22-734 email publick)(social_routy org | | | | | | | | | |
| Contractor | Edit | | | | | | | | |
| Organization Organization Moller France (13346-F380 Email throtherosci)@cmail.com | | | | | | | | | |
| Work Information | | | | | | | | | |
| Mark Information | Edit | | | | | | | | |
| Name of Ulley Vertion Nork Date: 02/02/2025 So Number: National Society Societ | | | | | | | | | |
| Proce Number: | Edit | | | | | | | | |
| | 2.001 | | | | | | | | |
| 141 WOODS RD ASSADENA 21122 | | | | | | | | | |
| Map Information | | | | | | | | | |
| Raal Information Selected Road Names:WOODS RD | Edit | | | | | | | | |
| In Paved Area | | | | | | | | | |
| Read Number of Road Cels Number of Road Crossings Longitudinal Road Bore (Pt) Terching (Pt) Lane Closure W0000 RD No No No No No No | Edit Road Closure / Detour | | | | | | | | |
| Outside Paved Area | | | | | | | | | |
| Dubade Fared Area | Edit | | | | | | | | |
| Road Name Grass Bore Footage Grass Trench Footage (Ff) Sidewalk Cut Driveway Cut Driveway Bore WOODS RD 200 50 No No No No | Aerial Footage (Ft) | | | | | | | | |
| | | | | | | | | | |
| Attachments | Edit | | | | | | | | |
| The maximum file size allowed is 100 MB. depadpbat;chm;cmdpcom;pl;paxe;htsims;ap;jar;ja;jae;lib;ink;mde;msc;msp;mst;php;pl;pac;sct;shb;sys;vb;vbs;vbs;vbs;vbs;vbs;vbs;vbs;vbs;vbs | | | | | | | | | |
| 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 ling this application. | | | | | | | | | |
| By checking this box, I agree to the above certification. | Date: | | | | | | | | |
| Save and resume later | Continue Application » | | | | | | | | |

С

Application Review

Click the Certification.

Click Continue Application.

The confirmation number will be displayed on the next page.