

Maintenance Location Entry

Maintenance Permit Location Entry



Step 1: Application Information > Application Information

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 Blizzard
person@ui.com | scott@ui.com
Home phone: (443)622-2356
Mobile phone: (410)222-7344
Fax: (410)222-7344
[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
Mailing Address	2982 Nova Road, Suite 310

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 1

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

[Continue](#) [Discard Changes](#)

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.

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.

GUI CABLE
person@ui.com | email.com
Home phone: (123)456-7890
Mobile phone:
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	6540 BALTIMORE NATIONAL PIKE	Action ▼

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](#) = 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](#).

Work Information

Work Information

*Name of Utility:

*Work Date:

Job Number:

*Is this an emergency?:
 Yes No

Miss Utility Ticket Number:
Ticket:

*Utility Inspector Name:

*Utility Inspector Phone Number:

Address Search Result List

Addresses

Showing 1-1 of 1

Address	City	State	Zip
691 WOODS RD, PASADENA 21122, 691 WOODS RD, 21122, PASADENA	PASADENA	21122	

Associated Parcels

Showing 1-1 of 1

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Associated Owners

Showing 1-1 of 2

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[Select](#) [Cancel](#)

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 section, select an option from the [Address](#) section. Ignore the other sections.

[Save and resume later](#)

[Continue Application >](#)

Click [Continue Application](#).

Submitting a Maintenance Location (Utility)

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


Create an Application Search Applications Schedule an Inspection

Maintenance Permit Location Entry

Application Information Location Information **Outside Paved Area** Road Cuts Lane Closure 6 7 8 9

Step 2: Location Information > Select From Map

Use the map to select street segment *indicates a required field



Map Information

Road Information

* Selected Road Name:

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

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.

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

Create an Application Search Applications Schedule an Inspection

Maintenance Permit Location Entry

Application Information Location Information **Outside Paved Area** Road Cuts Lane Closure 6 7 8 9

Step 3: Outside Paved Area > Paved and UnPaved Areas

All quantities for construction activity must be entered. *indicates a required field

In Paved Area

In Paved Area

Showing 1-1 of 1

<input type="checkbox"/>	Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (Ft)	Trenching (Ft)	Lane Closure	Road Closure / Detour	Actions
<input type="checkbox"/>	WOODS RD					No		Actions

[Edit Selected](#)

Outside Paved Area

Showing 1-1 of 1

<input type="checkbox"/>	Road Name	Grass Bore Footage	Grass Trench Footage (Ft)	Sidewalk Cut	Driveway Cut	Driveway Bore	Aerial Footage (Ft)	Actions
<input type="checkbox"/>	WOODS RD	200	50	No	No	No	0	Actions

[Edit Selected](#)

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

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](#).

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 Road Cuts 5 Lane Closure 6 **Supporting Documents** 7 Review 8 Pay Fees 9

Step 6: Supporting Documents > Supporting Documents *Indicates a required field

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 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 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 *Indicates a required field

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](#).

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
Backup Documents.pdf	Backup Documents	134.21 KB	02/02/2025	Actions
Site Specific Traffic Control Plan.pdf	Site Specific Traffic Control Plans	134.20 KB	02/02/2025	Actions
SHA Typical.pdf	SHA Typical	134.20 KB	02/02/2025	Actions
Construction Plan.pdf	Construction Plans	134.19 KB	02/02/2025	Actions

[Add](#)

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

Accele Submitting an Individual Permit Application (Utility)

Create an Application Search Applications Schedule an Inspection

Maintenance Permit Location Entry

1 2 3 4 Lane Closure 5 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 [Edit](#)

Individual:
Scott Blizzard
Mobile Phone: (443) 822-2356
Personal Phone: (410) 222-7344
E-mail: public01@_acounty.org

Contractor [Edit](#)

Organization:
LAMBERTS CABLE
Mobile Phone: (123) 456-7890
E-mail: testvenzon2@gmail.com

Work Information [Edit](#)

Work Information:
Name of Utility: Verizon
Work Date: 02/02/2025
Job Number:
Is this an emergency?: No
Miss Utility Ticket Number:
Ticket Number:
Utility Inspector Name:
Inspector Name:
Utility Inspector Phone Number: 4102227344

Location Address [Edit](#)

891 WOODS RD
PASADENA 21122

Map Information [Edit](#)

Road Information:
Selected Road Names: WOODS RD

In Paved Area [Edit](#)

Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (FT)	Trenching (FT)	Lane Closure	Road Closure / Detour
WOODS RD					No	

Outside Paved Area [Edit](#)

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

Attachments [Edit](#)

The maximum file size allowed is 100 MB. File types: pdf, doc, docx, xls, xlsx, ppt, pptx, jpeg, gif, png, mp3, wav, mp4, mov, avi, flv, h264, h265, mpeg, mpeg4, mpeg8, mpeg9, mpeg10, mpeg11, mpeg12, mpeg13, mpeg14, mpeg15, mpeg16, mpeg17, mpeg18, mpeg19, mpeg20, mpeg21, mpeg22, mpeg23, mpeg24, mpeg25, mpeg26, mpeg27, mpeg28, mpeg29, mpeg30, mpeg31, mpeg32, mpeg33, mpeg34, mpeg35, mpeg36, mpeg37, mpeg38, mpeg39, mpeg40, mpeg41, mpeg42, mpeg43, mpeg44, mpeg45, mpeg46, mpeg47, mpeg48, mpeg49, mpeg50, mpeg51, mpeg52, mpeg53, mpeg54, mpeg55, mpeg56, mpeg57, mpeg58, mpeg59, mpeg60, mpeg61, mpeg62, mpeg63, mpeg64, mpeg65, mpeg66, mpeg67, mpeg68, mpeg69, mpeg70, mpeg71, mpeg72, mpeg73, mpeg74, mpeg75, mpeg76, mpeg77, mpeg78, mpeg79, mpeg80, mpeg81, mpeg82, mpeg83, mpeg84, mpeg85, mpeg86, mpeg87, mpeg88, mpeg89, mpeg90, mpeg91, mpeg92, mpeg93, mpeg94, mpeg95, mpeg96, mpeg97, mpeg98, mpeg99, mpeg100 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.