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Application Delegates

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

Select from Account

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No records found.

Job Site Addres	S											
For best results, enter ju	ust the	Street Number a	nd the first few	characters of the Street N	lame, t	hen hit Search. A lis	st of matching ac	ldresses will ap	pear, and you r	nust select the co	rrect address from	n tł
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Save and resume later

Continue Application

Individual Permit Application

Applicant Information

Select General/RoW Agreement/Government If you're a Utility, refer to the Utility Instructions.

If you select Government, you must provide a County Project Number in one of the Job Number fields.

Applicant

Click Select from Account and select your name form the Contact list. You can add your information in the Account Management section.

Application Delegate

Click Select from Account and select your Delegate form the Contact list. Select Application Delegate in the popup window.

A Delegate entered in this section will only have access to this permit.

You can add enter a Delegate directly or select from your Contact list.

Job Site 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 select an option form the Address section. Ignore the other sections.

If you make a mistake entering the address, you must click the Clear before another attempt.



Continue Application »

Contractor

Enter the Contractor's information or select from your Account.

Click Continue Application.

Map Tool

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.

Proposed Work Description of Work Enter a brief description of the proposed work. Anticipated Start Date The date must be 7 to 30 days from the current date.

Job Numbers Enter up to two job numbers.

Duration of Work *Enter the Anticipated duration of work.*

Proposed Work Select the best option form the dropdown.

Type of Work

Click the check box best associated with your proposed work.

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	BAUSUM RD	89	0	No	No	No	0	Actions 🔻
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Save and resume later

Continue Application >

In Pavement

Edit each road listed. Every field is required. Use a zero in any unused field.

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 each road listed. Every field is required. Use a zero in any unused field.

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 Select Yes or No

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Road Cut Information

This section will only display if a number was entered in the Number of Road Cuts Field.

Edit each road listed. Every field is required. Use a zero in any unused field.

Enter the Length and Width of the proposed road cuts.

Attachments

Select Add to upload you 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.

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Application Review

Click the Certification.

Click Continue Application.

Complete the Payment Process.

Payment is due for RoW Agreement and General RoW Work applications

Payment is collected in three stages during the permit process.

The nonrefundable application fee is due before submitting an application.

The permit fee is due when the application review is complete before the permit is issued.

Any additional fees accrued during construction will be collected when the work is complete.

Click Continue Application.

The confirmation number will be displayed on the next page.

Once the application is submitted, fees are submitted by selecting Home/My Records/Pay Feed Due under the Record Number in the list.