Submitting an Individual Permit Application (Utility)

Individual Permit Application

Applicant Information
Select your Utility
If your Utility is not listed refer to the Non-Utility Instructions.

To submit a Utility application, you must be pre-authorized by the utility. If you receive an authorization error, contact your Utility for access.

Applicant
Click Select from Account and select your name from the Contact list.
You can add you 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 from the Address section. Ignore the other sections.
If you make a mistake entering the address, you must click the Clear before another attempt

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

Individual Permit Application

| 1 Contact Information | 2 Contractor | 3 Application Information | 4 Location Information | 5 Road Cut Information | 6 | 7 | 8 | 9 |

Step 3: Application Information > Application Information

* indicates a required field.

Use the map to select street segments

2662 RIVA RD, ANNAPOL

Map Information

Road Information

* Selected Road Names: RIVA RD

Proposed Work

Proposed Work Information

* Description of Work:
Description of Work

Job Number:
1234567890

* Duration of Work:
5   Days

* Anticipated Start Date:
02/10/2025

Additional Job Number:
0987654321

* Purpose:
AACO Utility Operations

Type of Work

Type of Work

Electric: ☐
CATV: ☐
Fiber Optic: ☑
Sewer: ☐
Other: ☐

Gas: ☐
Copper: ☐
Water: ☐
Stormwater: ☐

Save and resume later   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.
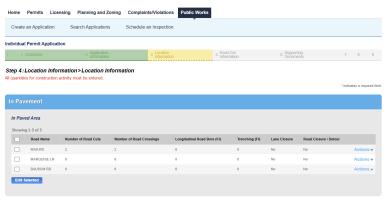
Duration of Work
Enter the Anticipated duration of work.

Proposed Work
Select the best option form the dropdown.

Type of Work
Click the check box best associated with your proposed work.

Click Continue Application.

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

Create an Application | Search Applications | Schedule an Inspection

Individual Permit Application

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Step 4 : Location Information > Location Information
All quantities for construction activity must be entered.

* indicates a required field.

In Pavement

In Paved Area

Showing 1-3 of 3

	Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (Ft)	Trenching (Ft)	Lane Closure	Road Closure / Detour	
☐	RIVA RD	2	2	0	0	No	No	Actions ▾
☐	MARQUISE LN	0	0	0	0	No	No	Actions ▾
☐	BAUSUM RD	0	0	0	0	No	No	Actions ▾

Edit Selected

Outside Paved Area

Outside Paved Area

Showing 1-3 of 3

	Road Name	Grass Bore Footage	Grass Trench Footage (Ft)	Sidewalk Cut	Driveway Cut	Driveway Bore	Aerial Footage (Ft)	
☐	RIVA RD	306	10	No	No	Yes	0	Actions ▾
☐	MARQUISE LN	30	0	No	No	No	0	Actions ▾
☐	BAUSUM RD	89	0	No	No	No	0	Actions ▾

Edit Selected

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

Click Continue Application.

Accela Submitting an Individual Permit Application (Utility)

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.

Click Continue Application.

Accela Submitting an Individual Permit Application (Utility)

Create an Application   Search Applications   Schedule an Inspection

Individual Permit Application

| 1 | 2 | 3 Application Information | 4 Location Information | 5 Road Cut Information | 6 Supporting Documents | 7 Review | 8 | 9 |

Step 5 : Road Cut Information > Road Cut Information

* indicates a required field.

Road Cut Information

Road Cut Information

Showing 1-2 of 2

	Street Name	Patch Length (Number in Feet)	Patch Width (Number in Feet)	
☐	RIVA RD	1	1	Actions ▾
☐	RIVA RD	1	1	Actions ▾

Edit Selected

Save and resume later   Continue Application »

Please select which utility company: Verizon

Applicant   Edit

Individual
Scott Blizzard
Mobile Phone(443)822-2356
Personal Phone(410)222-7344
E-mail:pwbliz01@_aacounty.org

Application Delegates   Edit

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Patrice Walker	AACo RoWP	Application Delegate			pwwalk06@aacounty.org	Edit

Job Site Address   Edit

2662 RIVA RD
ANNAPOLIS 21401

Map Information

Road Information   Edit
Selected Road Names: BAUSUM RD,RIVA RD,MARQUISE LN,RIVA RD

Proposed Work

Proposed Work Information   Edit
Description of Work: Description of Work   **Anticipated Start Date:** 02/10/2025
Job Number: 1234567890   **Additional Job Number:**
Duration of Work: 5   **Purpose:** AACO Utility Operations

Type of Work

Type of Work   Edit
Electric: No   Gas: No
CATV: No   Copper: No
Fiber Optic: Yes   Water: No
Sewer: No   Stormwater: No
Other: No

In Pavement

| In Paved Area | | | | | |
Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (Ft)	T	Road Closure / Detour
BAUSUM RD	2	0	0	0	No
RIVA RD	0	0	0	0	No
MARQUISE LN	0	0	0	0	No

File Upload   ✕

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msi;
are disallowed file types to upload.

Backup Documents.pdf	100%
Site Specific Traffic Control Plan.pdf	100%
SHA Typicals.pdf	100%
Construction Plan.pdf	100%

Continue   Add   Remove All

Outside Paved Area

Outside Paved Area   Edit

Road Name	Grass Bore Footage	Grass Trench Footage (Ft)	Sidewalk Cut	Driveway Cut	Driveway Bore	Aerial Footage (Ft)
BAUSUM RD	0	0	No	No	No	0
RIVA RD	0	0	No	No	No	0
MARQUISE LN	0	0	No	No	No	0

Road Cut Information

Road Cut Information   Edit

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

Attachments   Edit

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh 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 Typicals.pdf	SHA Typicals	134.20 KB	02/02/2025	Actions ▾
Construction Plan.pdf	Construction Plans	134.19 KB	02/02/2025	Actions ▾

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.