Utility Permit Application

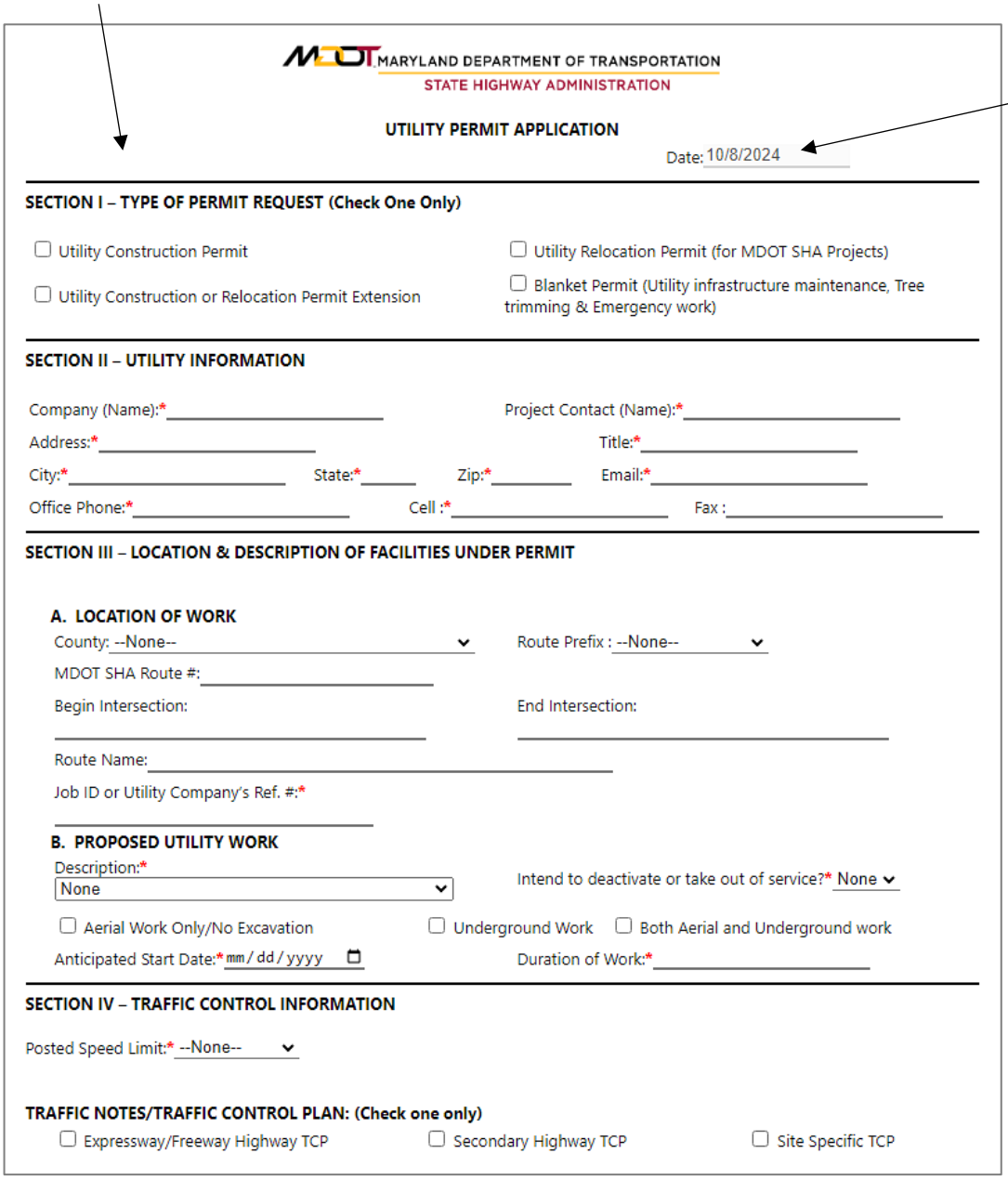
Quick Reference Guide for External Users

PERMIT APPLICATION OVERVIEW

Regulated utility agencies (such as Verizon, Comcast, etc.) must apply for a permit prior to starting work on roads maintained by the State Highway Administration (SHA). When completing the Utility Permit Application (UPA) form, agency representatives fill out all sections of the form and identify the work site location by entering accurate intersection or segment data. Once the form is completely and accurately filled, agency reps sign and accept the signature, attach needed documents, and submit the application.

NOTE: The link to the on-line form can be found on the MDOT SHA Utility Permit Documents & Information web page. The URL is https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=870.

Sample Utility Permit Application (UPA) Form



MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

UTILITY PERMIT APPLICATION

Date: 10/8/2024

SECTION I – TYPE OF PERMIT REQUEST (Check One Only)

- ☐ Utility Construction Permit
- ☐ Utility Relocation Permit (for MDOT SHA Projects)
- ☐ Utility Construction or Relocation Permit Extension
- ☐ Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)

SECTION II – UTILITY INFORMATION

Company (Name):* _____ Project Contact (Name):* _____

Address:* _____ Title:* _____

City:* _____ State:* _____ Zip:* _____ Email:* _____

Office Phone:* _____ Cell :* _____ Fax : _____

SECTION III – LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT

A. LOCATION OF WORK

County: --None-- Route Prefix : --None--

MDOT SHA Route #: _____

Begin Intersection: _____ End Intersection: _____

Route Name: _____

Job ID or Utility Company's Ref. #:* _____

B. PROPOSED UTILITY WORK

Description:* None

Intend to deactivate or take out of service?* None

- ☐ Aerial Work Only/No Excavation
- ☐ Underground Work
- ☐ Both Aerial and Underground work

Anticipated Start Date:* mm/dd/yyyy Duration of Work:* _____

SECTION IV – TRAFFIC CONTROL INFORMATION

Posted Speed Limit:* --None--

TRAFFIC NOTES/TRAFFIC CONTROL PLAN: (Check one only)

- ☐ Expressway/Freeway Highway TCP
- ☐ Secondary Highway TCP
- ☐ Site Specific TCP

Hint: The current date automatically appears when the form opens.

Important Note:
A red asterisk indicates a required* field. All required* fields must be completed. If not, the system generates an error message and form errors, and the data will not be saved.

© Copyright 2024 State Highway Administration. All rights reserved.

Each section of the form is listed below and discussed in more detail on the pages that follow.

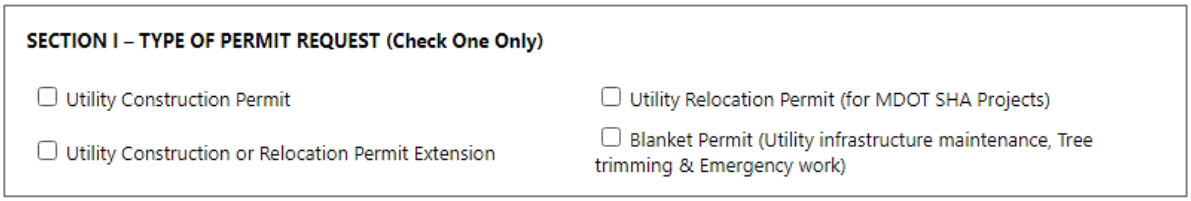
Important Note: If users do not enter application data within 30 minutes of accessing the form, the Utility Permit app will timeout. If the app times out, users must access the UPA form again and re-enter data.

- **Section I** - **Type of Permit Request** (Check One Only)
- **Section II** - **Utility Information**
- **Section III** - **Location & Description of Facilities Under Permit**
  - **A. Location of Work**
  - **B. Proposed Utility Work**
- **Section IV** - **Traffic Control Information**
- **Section V** - **Questions** (To be completed for Utility Construction and Relocations Permits only)
- **Section VI** - **Certification**

SECTION I - TYPE OF PERMIT REQUEST (Check One Only)

In Section I of the form, agency representatives select the desired type of permit and enter the requested data in the form fields.

Type of Permit Request Options



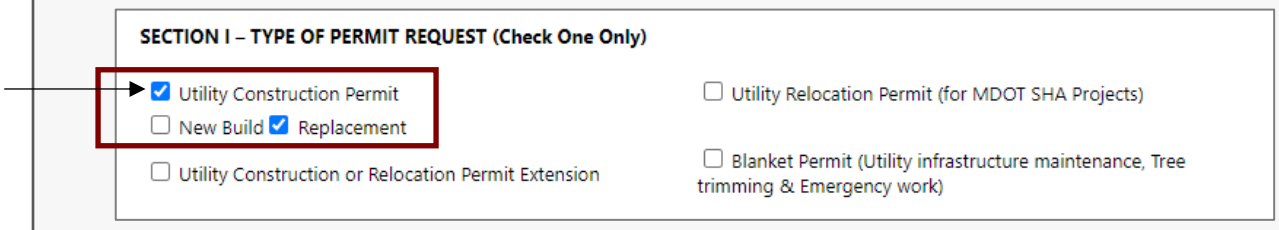
Perform these steps to select a specific type of permit.

1. Request <u>one</u> **type of permit** from the four choices listed below.

Important Note:
Be sure to only ☑ check one type of permit, except for the available Utility Construction Permit that requires users to select a second option. Be sure to complete all applicable fields and text boxes.

☐ **<u>Utility Construction Permit</u>**

Perform these steps to select a Utility Construction Permit.



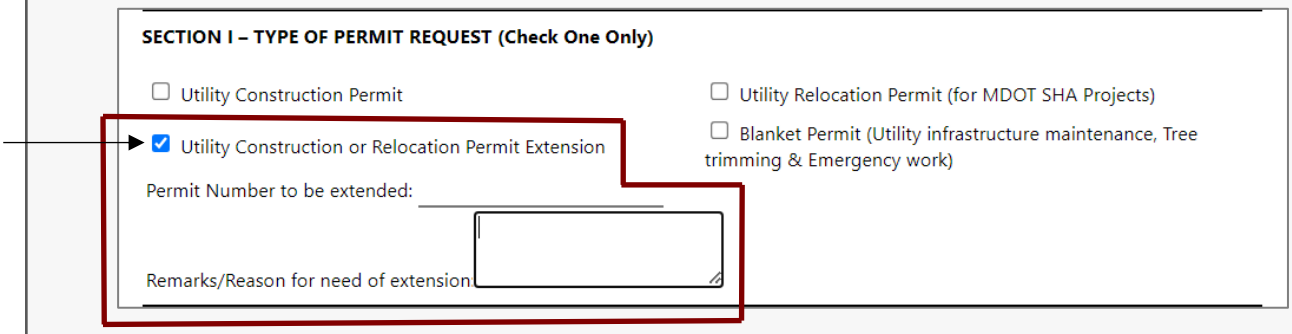
a. Select the **Utility Construction Permit** option for utility constructions.
b. Select **<u>one</u>** of the two options below.

☐ **New Build** permit option - select for newly built utility constructions.
or
☐ **Replacement** permit option - select for replacement utility constructions.

© Copyright 2024 State Highway Administration. All rights reserved.

☐ **Utility Construction or Relocation Permit Extension**

Perform these steps to select a Utility Construction or Relocation Permit Extension.



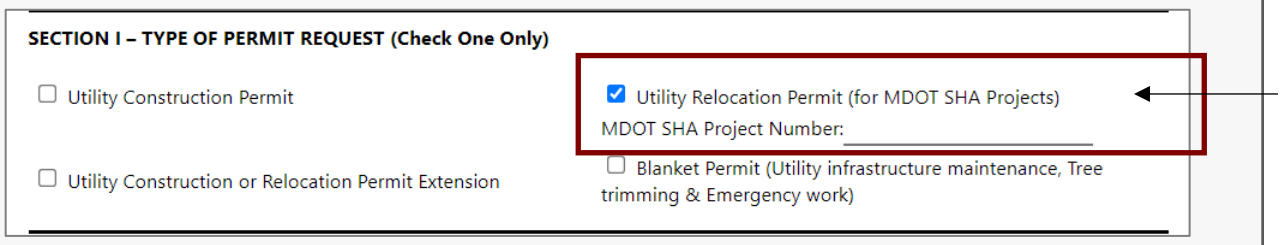
a. Select **Utility Construction or Relocation Permit Extension** option to extend the permit.

b. Enter the **permit number** in the Permit Number to be extended field.

c. Describe **reason for the extension** in the Remarks/Reason for need of extension text box.

☐ **Utility Relocation Permit** (for MDOT SHA Projects)

Perform these steps to select a Utility Relocation Permit.

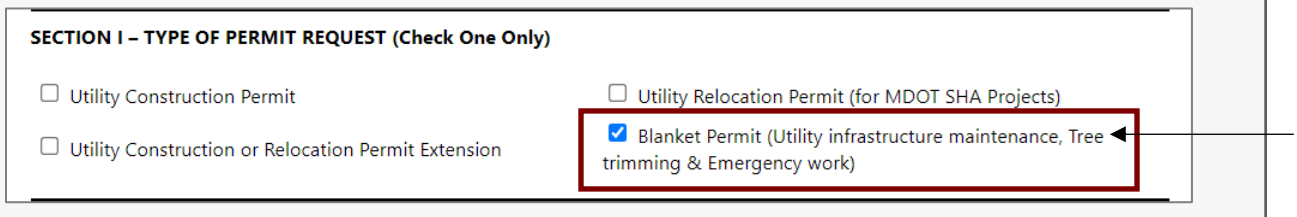


a. Select the **Utility Relocation Permit** option for MDOT SHA-specific projects.

b. Enter the **project number** in the MDOT SHA Project Number field.

☐ **Blanket Permit**

Select the Blanket Permit that is used for Utility Infrastructure maintenance, Tree trimming, and Emergency work.



2 Next, go to **Section II - Utility Information** to enter utility-specific information.

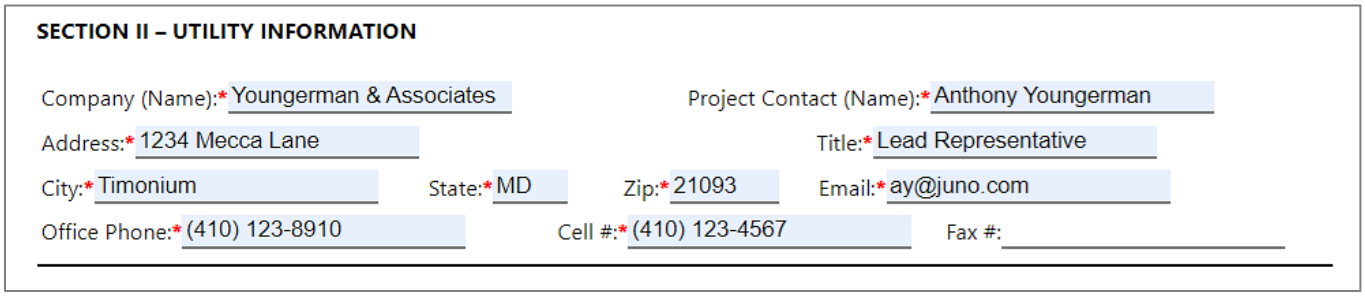
© Copyright 2024 State Highway Administration. All rights reserved.

SECTION II - UTILITY INFORMATION

In Section II, representatives enter utility company and project contact data.

Important Note: An * asterisk indicates a required field. Users must complete all required fields. Otherwise, the system generates an error message, a list of form errors, and data will not be saved.

1. Enter the **requested information** in the fields, as needed.



- **Company (Name):*** - Enter the name of the company.
- **Project Contact (Name):*** - Enter the first and last name of project contact/company representative.
- **Title:*** - Enter the position/job title of project contact/company representative.
- **Address:*** - Enter the street address of the company.
- **City*, State*, Zip:*** - Enter the city, state, and zip code of the company.
- **Email:*** - Enter the project contact/company representative's office email address.
- **Office Phone:*** - Enter the project contact/company representative's office phone number.
- **Cell #:*** - Enter the project contact/company representative's cell phone number.
- **Fax #:** - Enter the project contact/company representative's fax number.

2. Next, go to **Section III - Location & Description of Facilities Under Permit** to enter location and facilities information.

© Copyright 2024 State Highway Administration. All rights reserved.

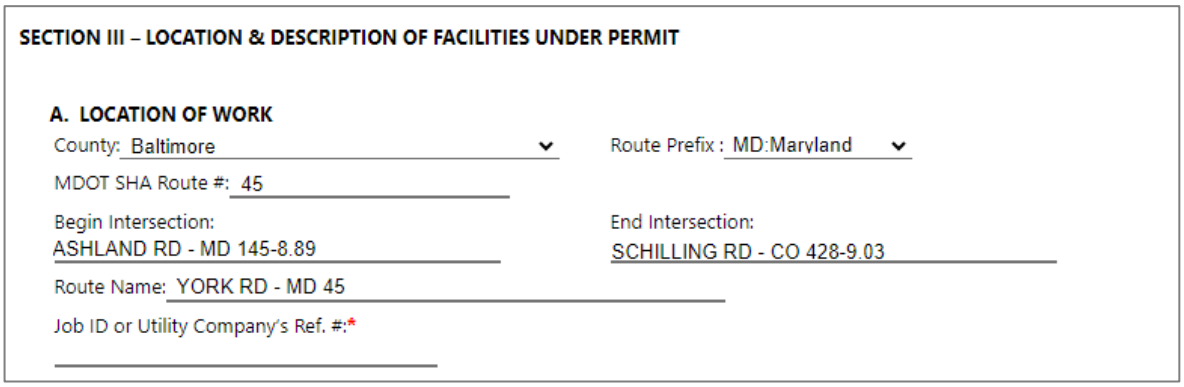
SECTION III - LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT

In Section III, representatives select menu options and enter data in fields to specify a utility work location and provide a description of the proposed work.

A. LOCATION OF WORK

Perform these steps to enter the Location of Work data.

1. Click the ▼ **arrow**, select an **option from the list,** and enter **data in the fields** below.



- **County:** Select a county name from the list for the proposed work.
- **Route Prefix:** Select a route prefix from list to set the route type. The route prefixes include Interstate # Route (IS), Maryland # Route (MD), United States # Route (US), and Ramp (RP).
- **MDOT SHA Route #:** Enter a few digits of the route number in the MDOT SHA Route # field. Then, select an option from the list. Hint: Since this is a Type Ahead Search field, the Route Name may populate automatically based on the MDOT SHA Route #.
- **Begin and End Intersections:** Enter the intersection or segment by typing a few characters and selecting a list option. Hint: The Intersection text boxes function like the MDOT SHA Route # text box. Each text box has Type Ahead Search fields.
- **Route Name:** Enter the alternate route name in the field, if necessary, to specify the intersection location. Hint: The Route Name field may populate automatically depending on your previous selections.
- **Job ID or Utility Company's Ref. #:*** - Enter the Job ID or Reference # of the utility company in the Job ID or Utility Company's Ref field. Hint: This is a required * field.

Important Note:
If any route or intersection data is incorrect or missing, the representative can manually type the required location information.

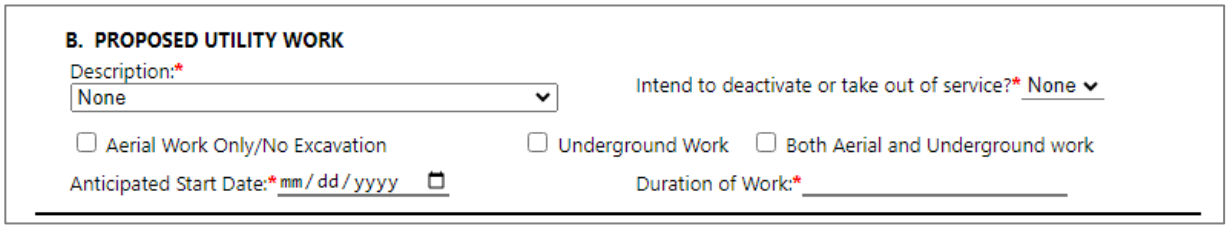
2. Go to **Section III - B. Proposed Utility Work** topic below.

© Copyright 2024 State Highway Administration. All rights reserved.

B. PROPOSED UTILITY WORK

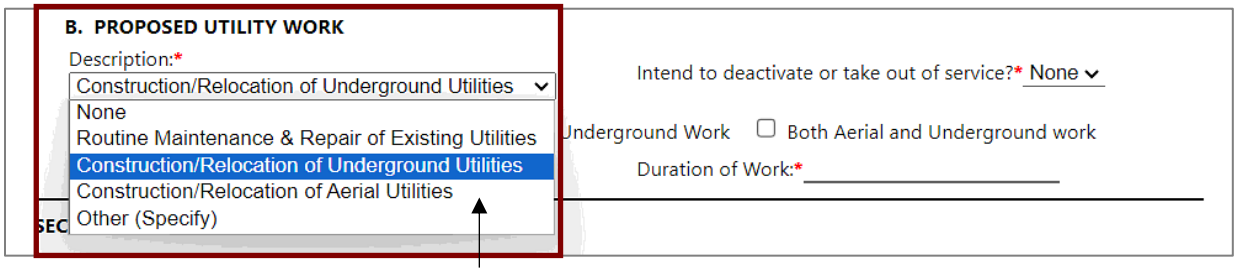
Representatives select options to enter a description of the planned work.

Proposed Utility Work Options



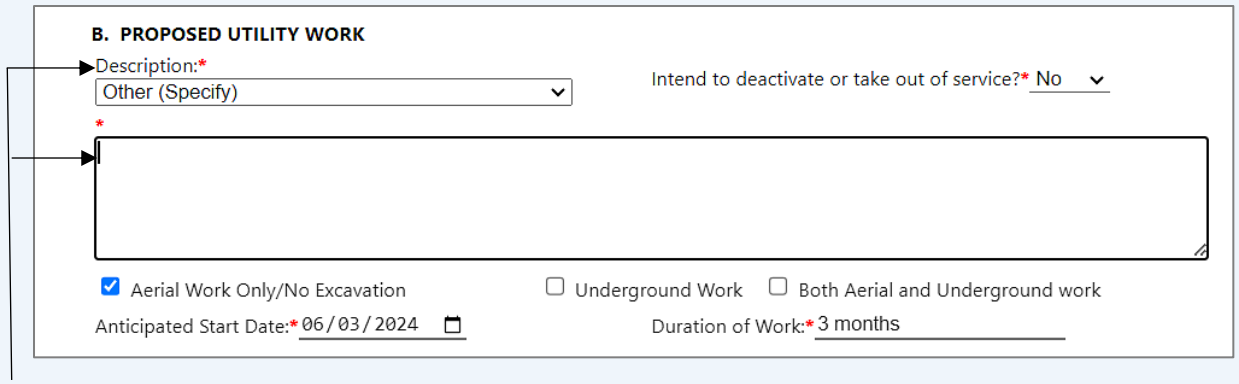
Perform these steps.

1. Select an option from the **Description:*** drop-down menu.
Hint: The online form options will vary depending on the description selected.



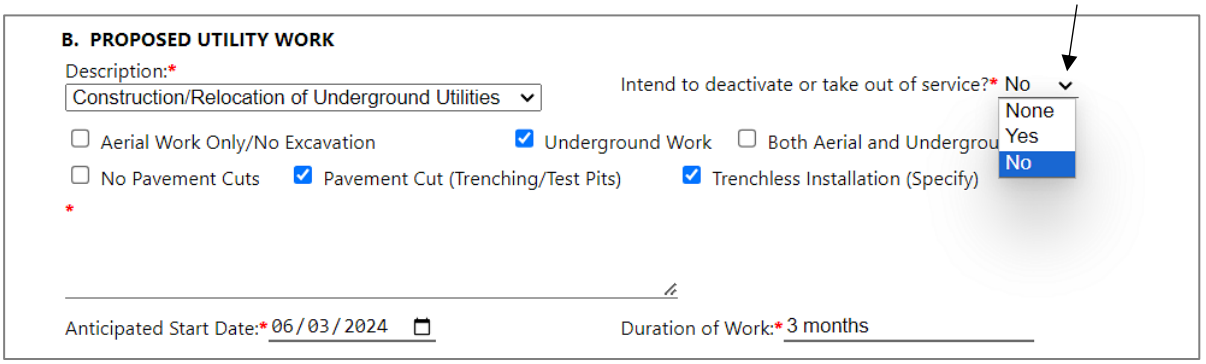
Proposed Utility Work - Description Menu Options

Important Note: When users select the **Description:* Other (Specify)** option, they must also enter notes about proposed work in the * text box (a required field).



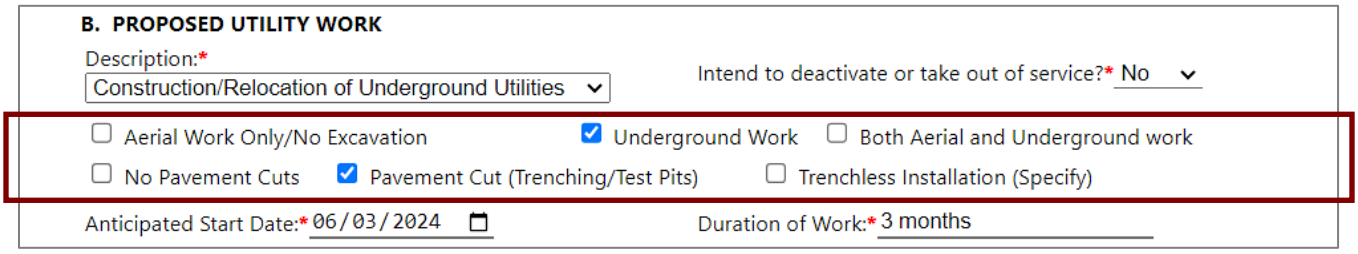
Description:* Other (Specify) menu option & * text box

2. Respond to the **Intend to deactivate or take out of service?*** question by selecting **Yes** or **No**.



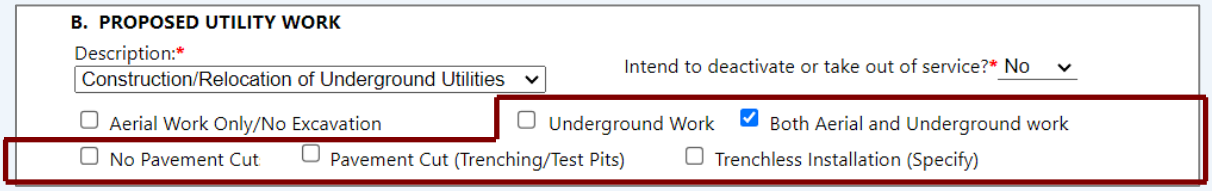
© Copyright 2024 State Highway Administration. All rights reserved.

3 Select ☑ checkbox(es) that **best indicate** whether the work is aerial, underground, or both.

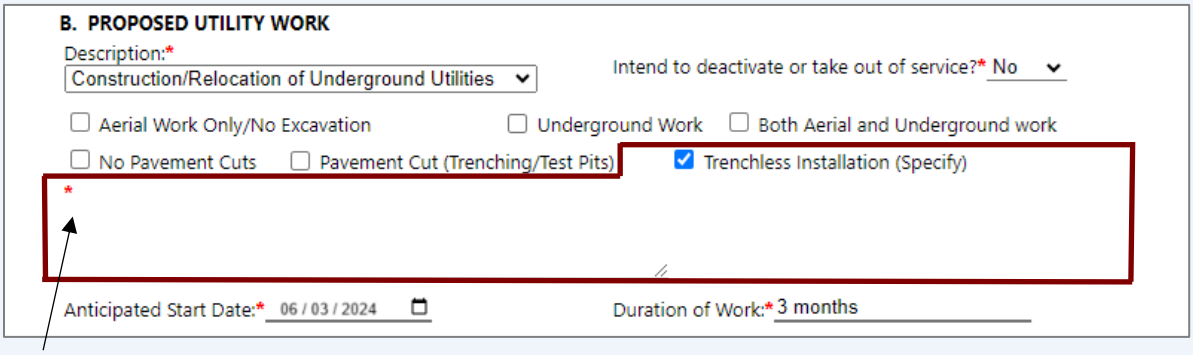


- ☐ **Aerial Work Only/No** Excavation
- ☐ **Underground Work**
- ☐ **Both Aerial and Underground Work**
  - ☐ **No Pavement Cuts**
  - ☐ **Pavement Cut (Trenching/Test Pits)**
  - ☐ **Trenchless Installation (Specify)**

Important Note: When users select **Underground Work** or **Both Aerial and Underground Work** options, the No Pavement Cuts, Pavement Cut (Trenching/Test Pits), & Trenchless Installation (Specify) options become available.



Important Note: When users select the **Trenchless Installation (Specify)** option, they must also enter notes in the * text box which is a required field.



Trenchless Installation (Specify) option & * text box

4 Enter the projected start date in **Anticipated Start Date:*** field or select a date from 🗓 calendar.

5 Enter a brief description of the extent of work and time frame in the **Duration of Work:*** field.

6 Next, go to the **Section IV - Traffic Control Information** to enter traffic-related information.

© Copyright 2024 State Highway Administration. All rights reserved.

SECTION IV - TRAFFIC CONTROL INFORMATION

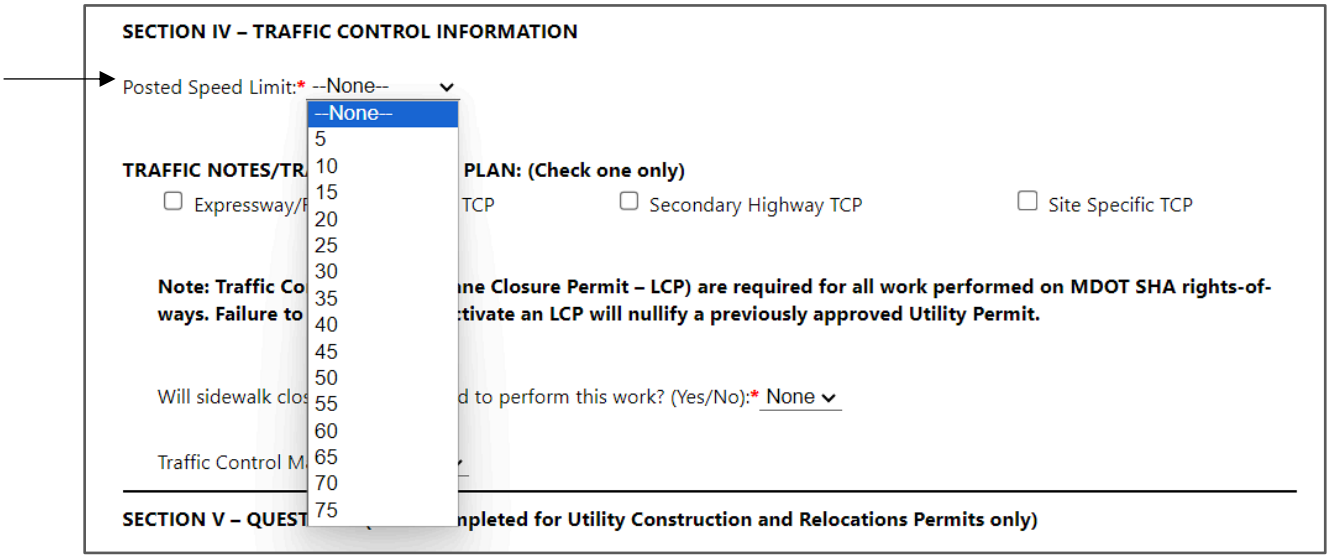
In Section IV of the form, representatives perform these steps to enter traffic control information.

Important Note: All required * fields must be completed. Otherwise, users will receive an error message, a list of form errors, and data will not be saved.

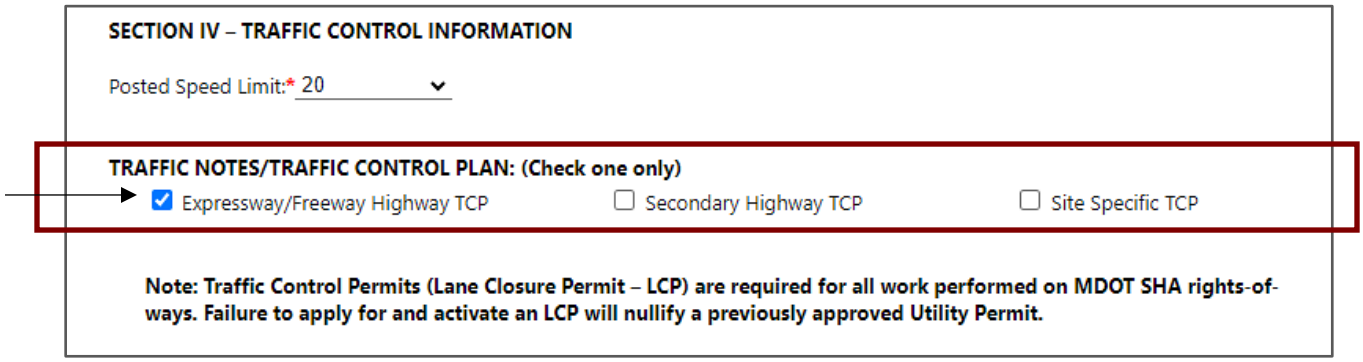
POSTED SPEED LIMIT & TRAFFIC NOTES/TRAFFIC CONTROL PLAN

Indicate the posted speed limit and identify the traffic notes/traffic control plan.

1. Select the **Posted Speed Limit**:* ▼ down arrow and select a speed limit (miles per hour) option.



2. Select the ☑ checkbox that **best identifies** the Traffic Notes/Traffic Control Plan.



Hint: Check only <u>one</u> option.

- ☐ **Expressway/Freeway Highway TCP**
- ☐ **Secondary Highway TCP**
- ☐ **Site Specific TCP**

Important Note: Be aware that the Traffic Control Permits (Lane Closure Permit - LCP) are required for all work performed on MDOT SHA rights-of-ways. Failure to apply for and activate the LCP will nullify a previously approved Utility Permit.

3. Next, go to the **Sidewalk Closure & Traffic Control Manager Information** topic below.

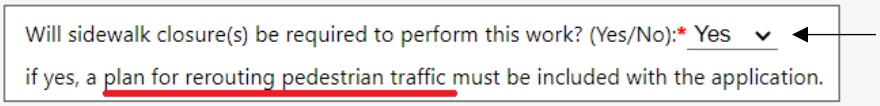
© Copyright 2024 State Highway Administration. All rights reserved.

SIDEWALK CLOSURE & TRAFFIC CONTROL MANAGER INFORMATION

Answer the sidewalk closure question and enter the requested Traffic Control Manager information.

1. Respond to the **Will sidewalk closure(s) be required to perform this week?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

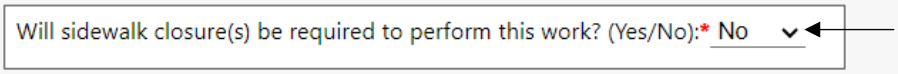
- If your response is * **Yes** to the question, then perform these steps.



a. Go to 2 **Traffic Control Manager** topic below.
b. Enter the requested information.

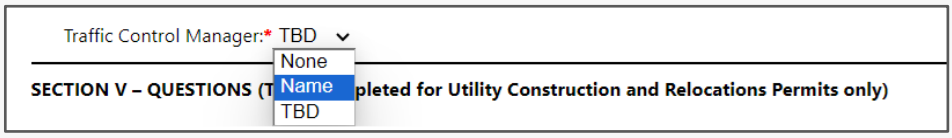
or

- If your response is * **No** to the question, then perform these steps.



a. Go to 2 **Traffic Control Manager** topic below.
b. Enter the requested information.

2. Click the **Traffic Control Manager:*** ▼ down arrow and select either the **Name** or **TBD** option.



- If you selected **TBD, go** to 3 of this section (below) and complete either **Section V** or **VI**.

or

- If you selected **Name**, enter the requested **Traffic Control Manager** information.

a. Enter the **name**, **email address**, and **contact phone number** in the form fields.
b. Go to 3 of this section (below) and complete either **Section V** or **VI**.

3. Go to **Section V - QUESTIONS** and answer the series of questions if you **are only** completing Utility Construction & Relocations Permits.

or

Otherwise, go to **Section VI - Certification**, include plan for rerouting pedestrian traffic, and finish the remaining tasks if you **are not** completing Utility Construction & Relocations Permits exclusively.

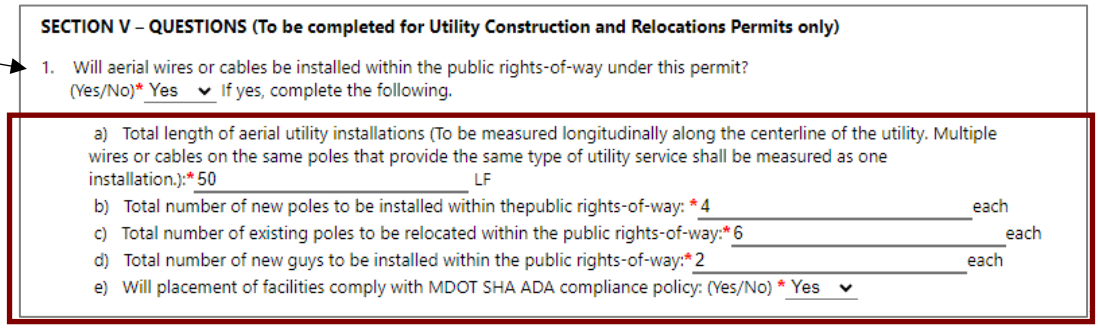
© Copyright 2024 State Highway Administration. All rights reserved.

SECTION V - QUESTIONS (To be completed for Utility Construction and Relocation Permits only)

In Section V, only answer questions if you are completing Utility Construction & Relocation permits exclusively.

1. Respond to the **#1 Will aerial wires or cables be installed within the public rights-of-way under this permit?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

- If your response is * **Yes to question #1**, answer questions **1a** - **1e** in the form fields below.



Only answer questions 1a-1e if your response is **Yes** to **#1**.

or

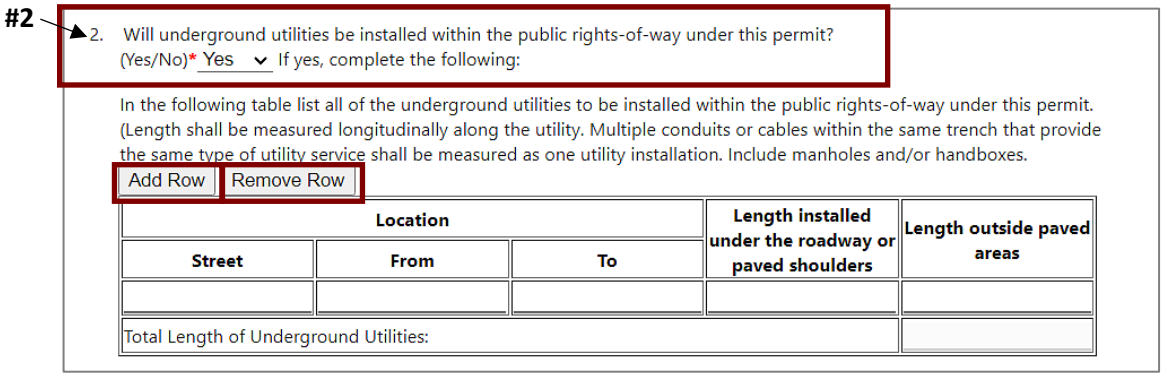
- If your response is * **No to question #1**, go to 2 (below) and answer **question #2** of this section.

2. Respond to the **#2 Will underground utilities be installed within the public rights-of-way under this permit?** question by clicking the ▼ down arrow and selecting either the **Yes** or **No** option.

- If your response is * **No to question #2**, go to 3 (below) and answer **question #3** of this section.

or

- If your response is * **Yes to question #2**, then enter information in the table fields described below.



Hint: Table fields & buttons are displayed when a user selects **Yes** to **#2**.

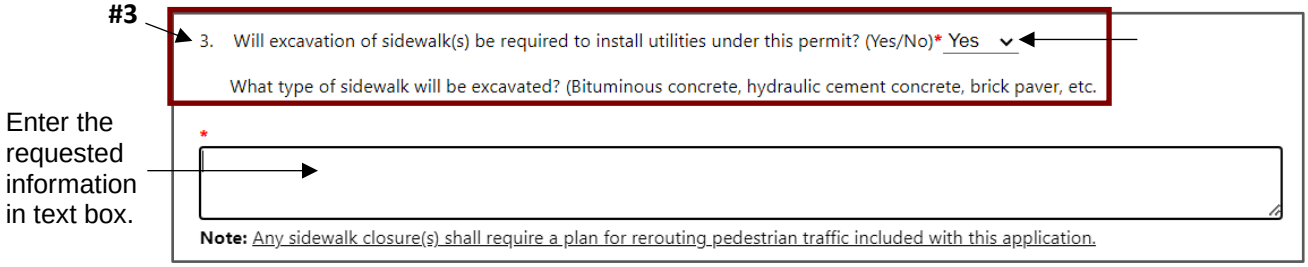
- **Location:** Enter the street name and from/to location details.
- **Length installed under the roadway or paved shoulders:** Enter the length installed (as digits) under the roadway or paved shoulders.
- **Length outside paved areas:** Enter the length installed (as digits) outside of the paved areas.
- **Total Length of Underground Utilities:** Hint: The Total Length of Underground Utilities is an auto-calculated field.

Add Row - Click **Add Row** button to **insert a new row** above Total Length of Underground Utilities: row. Hint: When users add the maximum number of rows, a "**Maximum Row Count Reached !!**" message appears at the top of the form.

Remove Row - Click **Remove Row** button to **delete a row** above the Total Length of Underground Utilities: row. Hint: When users remove the minimum number of rows, a "**Minimum Row Count Reached !!"** message appears at the top of the form.

© Copyright 2024 State Highway Administration. All rights reserved.

3 Respond to the **#3 Will excavation of sidewalk(s) be required to install utilities under this permit?** question by clicking the ▼ down arrow and selecting either the ***Yes** or ***No** option.



- If your response is * **Yes** to question **#3**, perform these steps.
  a. Specify the **type of sidewalk to be excavated** (bituminous concrete, hydraulic cement concrete, brick paver, etc.) in the * text box.
  b. Go to **Section VI - Certification.** Be sure to include the **plan for rerouting pedestrian traffic** and finish the remaining tasks.

or

- If your response is * **No** to question **#3**, go to **Section VI - Certification** and finish the remaining tasks.

SECTION VI - CERTIFICATION

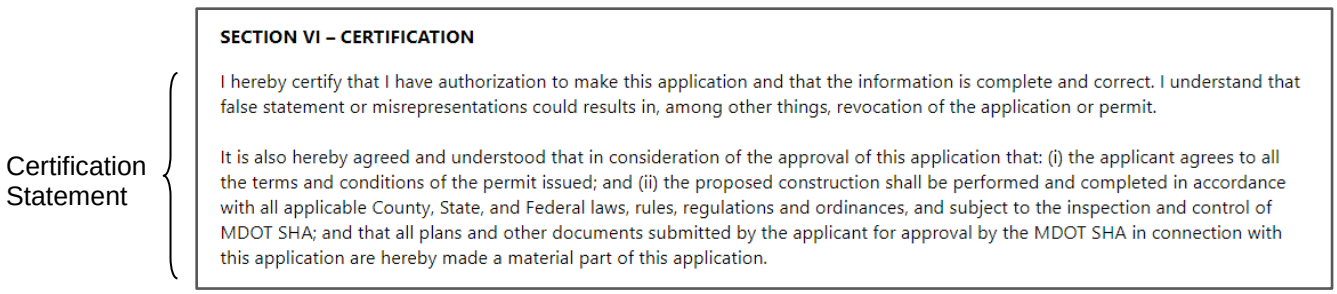
In Section VI of the form, representatives perform several tasks including reading the Certification Statement, completing Notes area tasks, entering form field data and capturing their signature, uploading requested files, and submitting the application form for processing.

Important Note: All required * fields must be completed. Otherwise, users will receive an error message, a list of form errors, and data will not be saved.

COMPLETE APPLICATION CERTIFICATION & DOCUMENT TASKS

Certify the application and submit the documents listed in the Notes area per the District's request.

1 Read the entire **Certification Statement**.

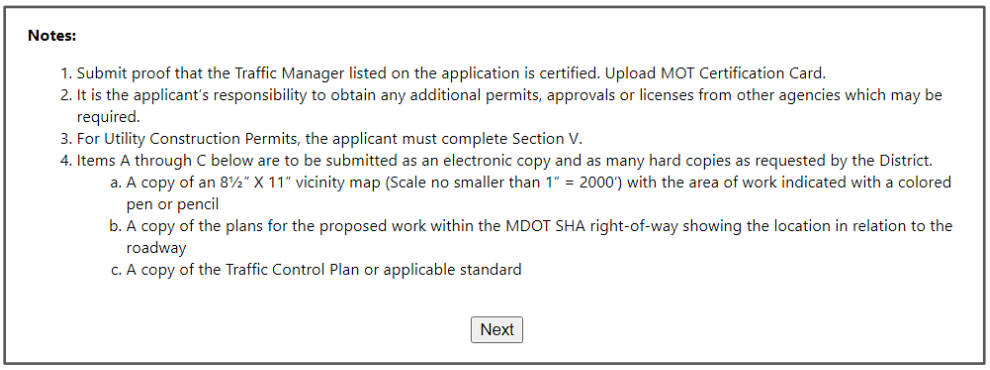


© Copyright 2024 State Highway Administration. All rights reserved.

2 Scroll down the form, if necessary. Perform all the **Notes area tasks** (#1 to #4a-c) described below. Hint: Refer to the Upload & Submit File Attachments topic in this guide for more information.

Important Note: When required, include the plan for rerouting pedestrian traffic with this application.

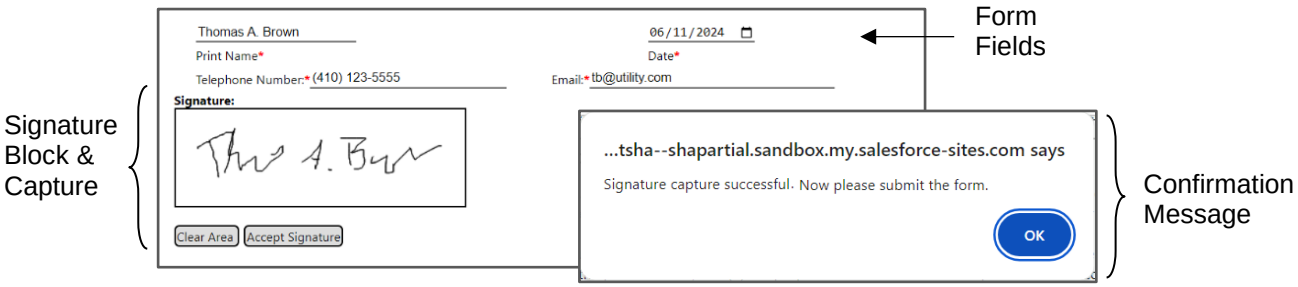
Notes tasks (#1 to #4a-c)



- ☐ Upload and submit a copy of the **MOT Certification Card** (that belongs to the Traffic Manager listed on the application) as **proof of certification**.
- ☐ Obtain any **additional permits**, **approvals**, or **licenses** that are required by other agencies.
- ☐ Answer the series of **questions in Section V** (for Utility Construction Permits).
- ☐ Submit an **electronic file** and as **many hard copies** as requested by District for items below:
  - ☐ a copy of **an 8½" X 11" vicinity map** (scale no smaller than 1" = 2000) with the area of work indicated using a colored pen or pencil,
  - ☐ a copy of the **plans for proposed work** within the MDOT SHA right-of-way showing the location in relation to the roadway, and
  - ☐ a copy of the **Traffic Control Plan** or an applicable standard.

ENTER FORM FIELD DATA & CAPTURE THE SIGNATURE

After reading the Certification Statement and performing the tasks from the Notes area, representatives may enter Certification form field data and capture a signature in the Signature Block.



Perform these steps to enter form field data and capture a signature in the Signature Block.

1 Fill out information in the **form fields**. Hint: Complete all required* fields.

- **Print Name*** - Enter your name (First Name, Middle Name or Initial, & Last Name).
- **Date*** - Enter the date or select a date from the calendar (format: mm/dd/yyyy).
- **Telephone Number*** - Enter your telephone number (format: (XXX) XXX-XXXX).
- **Email:*** - Enter your email address.

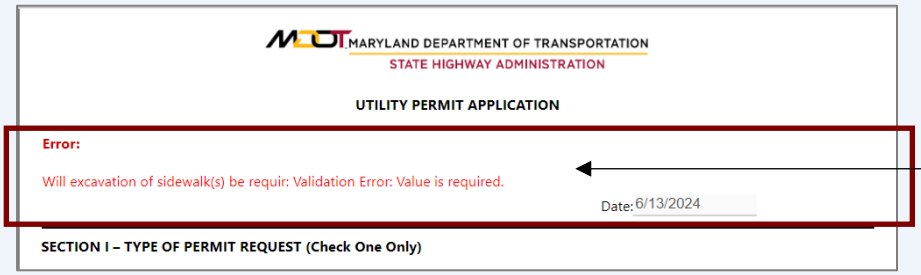
© Copyright 2024 State Highway Administration. All rights reserved.

2 Capture and accept your signature in the **Signature Block** area.

- **Signature**
  Sign your name using the mouse (or your finger or stylus for touch screens).
- **Accept Signature**
  Click the **Accept Signature** button to capture and accept your signature.
  Hint: Once you accept the signature, a "capture successful" message appears.
  or
  Clear Signature
  Click the **Clear Area** button to delete the signature from field and rewrite your signature.

3 Click OK to exit the "capture successful" message. Unless the system generates errors, perform steps 4 and then 5 below.

Important Note: If users have not entered data in all the required* fields, the system generates error messages and form errors, and application form information will not be saved.



Perform the steps below to resolve any errors, re-enter form field data, and re-capture your signature.

a. **Complete all the required* fields** for which system errors were generated.
b. **Write your signature** and click the **Accept Signature** button to capture.
   Hint: Once you accept the signature, a "capture successful" message appears.
c. Click OK to exit the "capture successful" message.
d. Perform steps 4 and 5 below.

4 Click **Next** to submit the Utility Permit Application.
An **Upload File as Attachment** screen appears.

5 Go to the **Upload & Submit File Attachments** section of this guide.

© Copyright 2024 State Highway Administration. All rights reserved.

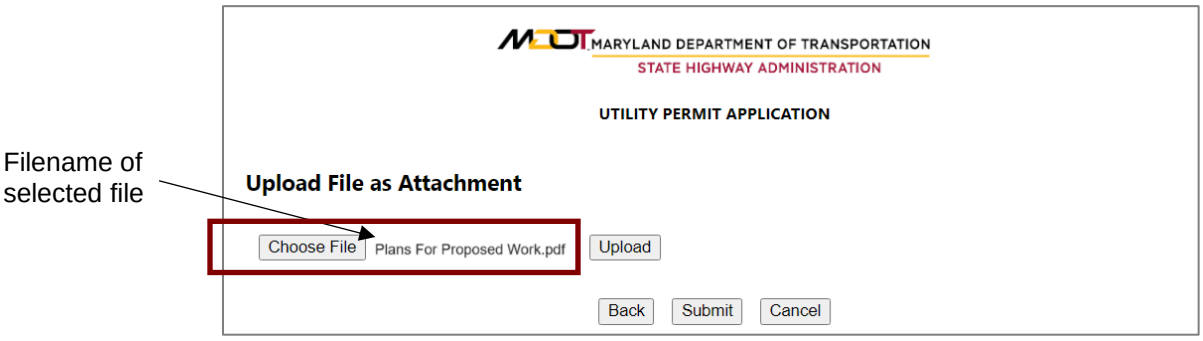
UPLOAD & SUBMIT FILE ATTACHMENTS

Perform these steps to upload and submit files.

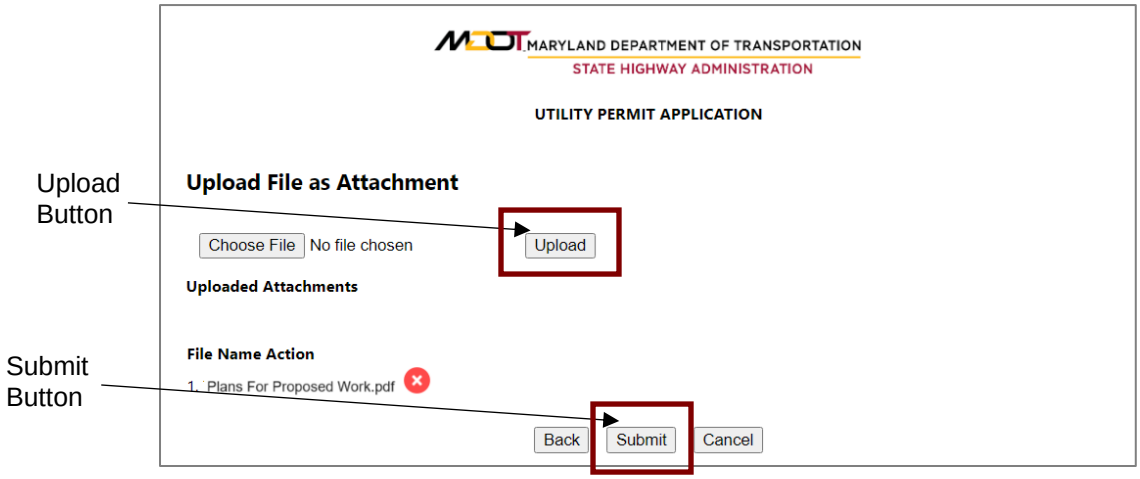
1. **Select** and **upload** the requested files.

   a. Click the **Choose File** button, **select the file** to be uploaded, and click **Open**.

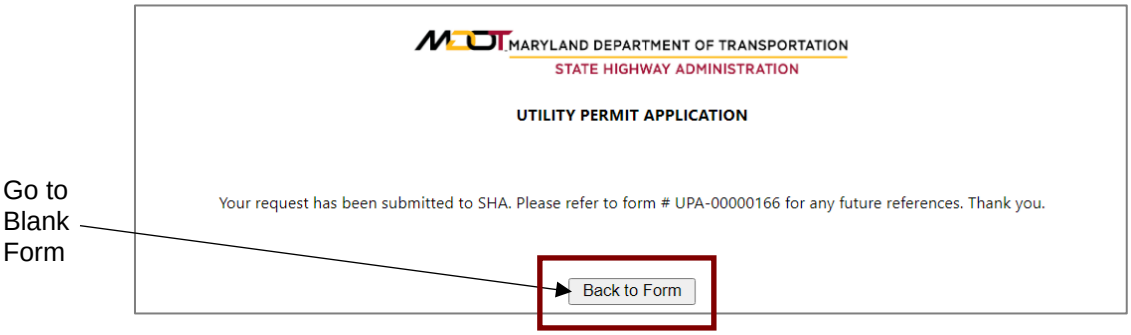
   The filename appears on the form.



   b. Click **Upload** to attach the file > click **Submit** to submit the form.



2. Click the **X tab** of the window to exit the Utility Permit Application
   or
   click the **Back to Form** button to fill out a blank application form.



© Copyright 2024 State Highway Administration. All rights reserved.