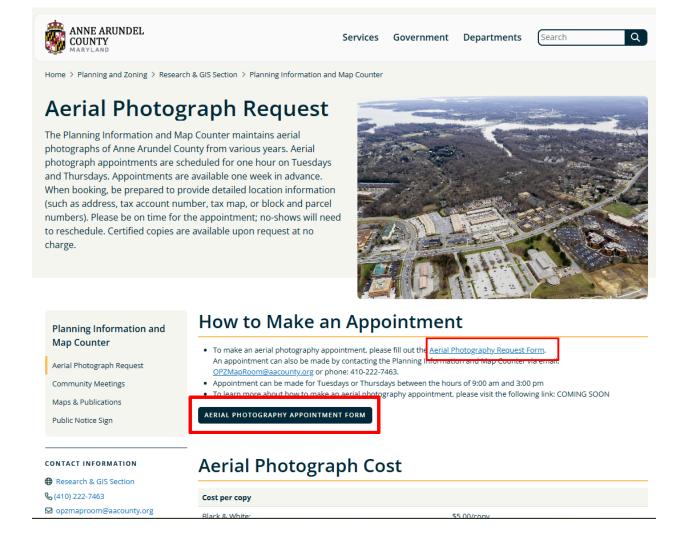


This document describes the steps to complete the Aerial Photograph Request Form and book an aerial photograph appointment using the Aerial Photography Appointment Booking Page. An appointment can also be made by contacting the Planning Information and Map Counter via email: OPZMapRoom@aacounty.org or phone: 410-222-7463.

How to make an appointment

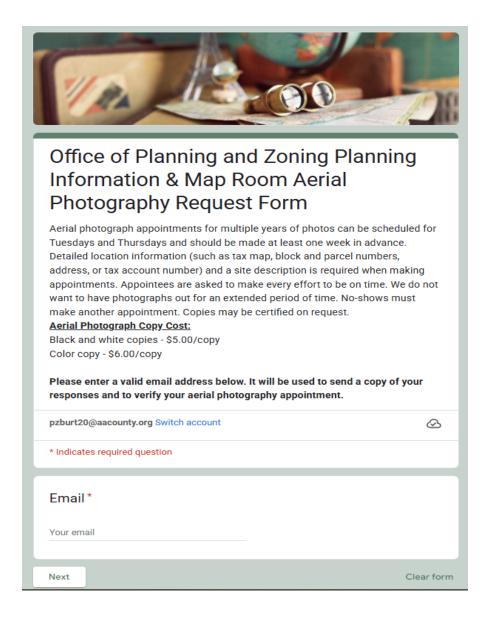
 Access the form via the Aerial Photography Request Form links under the How to Make an Appointment section of the Aerial Photography Request webpage.
 Clicking on the link will take you to the Aerial Photography Request Form.



Aerial Photograph Request Form

1. Starting the form:

 Once the form opens, enter your email address on the "Your Email" line then click the Next button. This will take you to the Aerial Photography Appointment & Booking Page section.



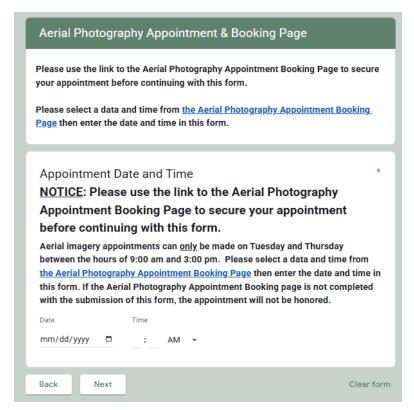
2a. Aerial Photography Appointment & Booking Page

There are two steps that need to be completed in this section:

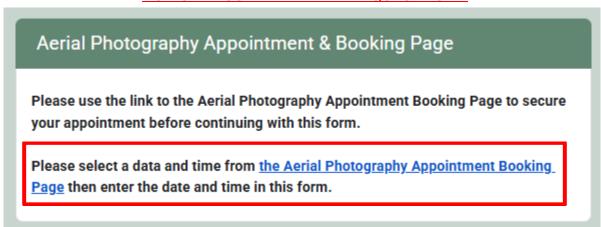
 Secure an appointment via the Aerial Photography Appointment Booking Page

AND

2. Enter the appointment date and time into the form.

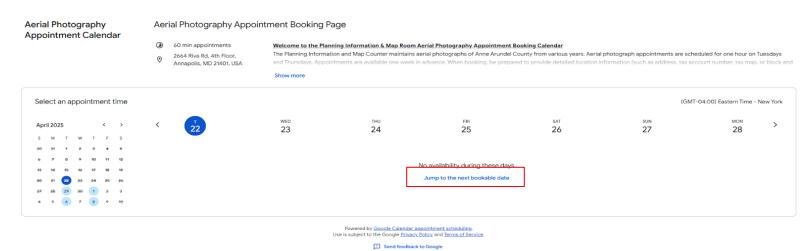


- Securing an appointment via the Aerial Photography Appointment Booking Page
 - Click on the Aerial Photography Appointment Booking Page link in the top dialog box, this will open the Aerial Photography Appointment Booking Page in a new window. DO NOT CLOSE THE AERIAL REQUEST FORM

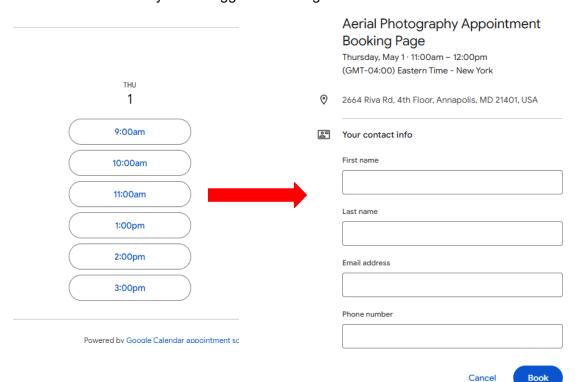


2b. Aerial Photography Appointment Booking Page

When the Aerial Photography Appointment Booking Page opens, navigate to the bottom of the booking page and locate the Jump to the next bookable date linked text and click the text. This will jump to the calendar to the next available appointment time.



 To select an appointment time, click on an appointment time. This will open the dialog box where you enter your information that will be used to send you confirmation of your appointment. The form may be prepopulated with your information since you are logged into Google.



 Enter your first and last name, email address, and phone number (optional) to the form. Click the Book button when the form is complete. This will open the Booking Confirmed dialog box. Review the information with the citizen.

 The confirmation dialog box will open and you will receive a confirmation email. Click Close to close the dialog box and return to the

Aerial Photography Request Form.

NOTE: The appointment time will be used again, so either keep the booking page open or write down the appointment date and time.

Aerial Photography Appointment Booking Page

Thursday, May 1 · 11:00am – 12:00pm (GMT-04:00) Eastern Time - New York

2664 Riva Rd, 4th Floor, Annapolis, MD 21401, USA

Your contact info

First name

Bark

Last name

Murt

Email address

pzburt20@aacounty.org

Phone number

410-222-6994

Cancel



Booking confirmed

Email sent to pzburt20@aacounty.org

1 Aerial Photography Appointment Booking
MAY Page

Thursday · 11:00am – 12:00pm (GMT-04:00) Eastern Time - New York

2664 Riva Rd, 4th Floor, Annapolis, MD 21401, USA

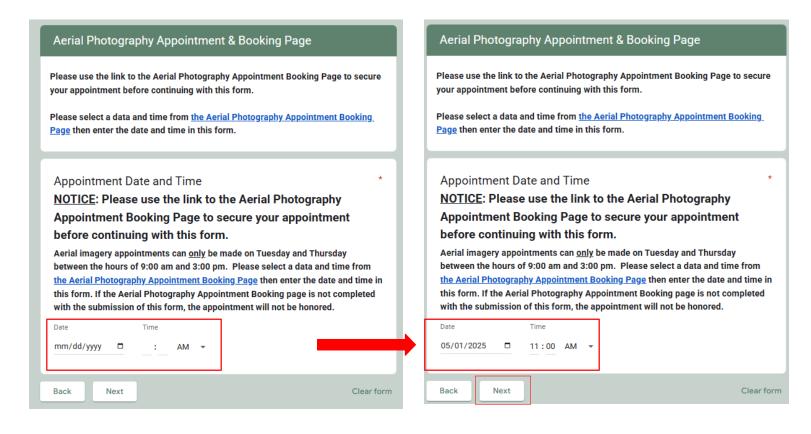
Need to change?

Cancel your appointment

Close

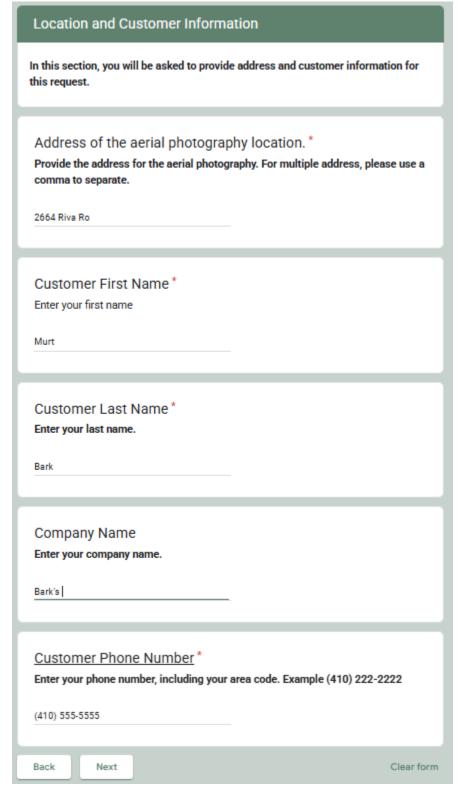
2c. Entering appointment details

Once returned to the Aerial Photography Request Form, locate the Date and Time questions. Enter the date and the time of the appointment in the Date and Time fields. Then click the Next button.



3. Location and Customer Information

In this section, enter your information and the site address information for this aerial imagery request in the appropriate fields. Any field with a red asterisk is required. Once all of the required fields have been completed, click the next button.



4. Aerial Photographs Available by Year

Select the year(s) of aerial imagery you would like to have copied for the requested site.

Once the aerial photograph year(s) are selected, click the Submit button. This will submit the form and open it to the confirmation page. A copy of the responses will be emailed to you.

