



Anoka County
MINNESOTA
Respectful, Innovative, Fiscally Responsible

ANOKA COUNTY TRANSPORTATION DIVISION

1440 BUNKER LAKE BLVD NW
ANDOVER, MN 55304
763-324-3176
highwaypermits@co.anoka.mn.us

RIGHT OF WAY
PERMIT NUMBER

23-139

CSAH 78

CR

APPLICATION FOR PERMIT FOR INSTALLATION OF UTILITIES OR PLACING OBSTRUCTIONS ON THE COUNTY HIGHWAY SYSTEM
ALL APPLICANTS MUST BE REGISTERED PRIOR TO PERMIT APPROVAL

WORK TO START ON 04/17/2023

WORK TO BE COMPLETED ON 05/26/2023

DURATION OF JOB 6 Days

ARE YOU BEING ASKED TO RELOCATE DUE TO A COUNTY PROJECT? No

ANOKA COUNTY PROJECT NUMBER

APPLICANT NAME North Valley, Inc.

CONTACT PERSON Paula Carlson

ADDRESS 20015 Iguana St. NW Ste 100

CITY Nowthen

PHONE NUMBER (763) 274-2580

EMAIL paula@northvalleyinc.net

COMPANY OR INDIVIDUAL PERFORMING WORK North Valley, Inc.

CONTACT PERSON Matt Echols

PHONE NUMBER (612) 282-6270

EMAIL matt@northvalleyinc.net

ADDRESS OF WORK SITE Hanson Blvd & Robinson Dr.

CITY Coon Rapids

NATURE OF WORK Mill and Overlay Robinson Dr.

METHOD OF INSTALLATION/CONSTRUCTION Mill, Pave, Signing & Striping

SURFACE TO BE DISTURBED	SITE PLAN	WILL TRAFFIC BE OBSTRUCTED?	TRAFFIC CONTROL PLAN
DITCH		Yes	
GRAVEL			
X BITUMINOUS			
CONCRETE			
NONE			

DEPTH FROM SURFACE N/A

SIZE AND KIND OF PIPE/CABLE N/A

NUMBER OF EXCAVATIONS 0

SIZE OF EXCAVATIONS N/A

LOCATION OF EXCAVATIONS N/A



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GENERAL INFORMATION

ONE PERMIT MUST BE APPROVED FOR EACH COUNTY ROAD ON WHICH WORK WILL BE PERFORMED PRIOR TO ANY WORK WITHIN THE RIGHT OF WAY BY ANY UTILITY/CONTRACTOR. EMERGENCY CONDITIONS WHICH THREATEN THE SAFETY OF THE PUBLIC AND REQUIRE IMMEDIATE REPAIR ARE EXCEPTIONS TO THIS RULE. UNDER THOSE CIRCUMSTANCES, THE UTILITY/CONTRACTOR, IS PERMITTED TO BEGIN AND/OR COMPLETE THE NECESSARY REPAIRS. ACTD SHALL BE NOTIFIED OF EMERGENCY REPAIRS AS SOON AS FEASIBLE AND A WRITTEN PERMIT IS TO BE COMPLETED WITHIN TWO BUSINESS DAYS OF OCCURRENCE.

A LICENSE-PERMIT BOND IS GENERALLY REQUIRED OF THE CONTRACTOR AS PART OF THE REGISTRATION PROCESS. THE AMOUNT OF WHICH WILL BE DETERMINED BY THE NATURE OF THE UTILITY WORK.

A SKETCH OR DRAWING SHALL ACCOMPANY EACH PERMIT APPLICATION WHICH WILL SHOW THE LOCATION OF THE PROPOSED WORK/UTILITY WITH REFERENCE TO THE COUNTY HIGHWAY CENTER LINE AND RIGHT OF WAY LINE. A COMPLETE SET OF PLANS IS REQUIRED FOR ALL SEWER/WATER PROJECTS.

IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE WHICH OF THE SPECIAL CONDITIONS APPLY TO EACH PERMIT.

THE ANOKA COUNTY TRANSPORTATION DIVISION (ACTD) RESERVES THE RIGHT TO REVOKE ANY UTILITY PERMIT AND HALT WORK, IF, UPON INSPECTION OF ANY JOB SITE, THE SPECIAL CONDITIONS ARE NOT MET, AND/OR A HAZARD EXISTS FOR THE APPLICANT OR PUBLIC SAFETY IS THREATENED. **THE FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF ANY APPLICABLE FEDERAL, STATE, REGIONAL, AND LOCAL LAWS, RULES AND REGULATIONS, INCLUDING ANY PROVISION OF ANOKA COUNTY'S RIGHT-OF-WAY ORDINANCE SHALL BE CAUSE FOR IMMEDIATE REVOCATION OF A PERMIT.**

THE APPLICANT SHALL NOTIFY ACTD IMMEDIATELY UPON COMPLETION OF PROJECT SO THAT THE ACTD CAN INSPECT THE SITE TO DETERMINE WHETHER OR NOT RESTORATION HAS BEEN SATISFACTORILY COMPLETED.

THE UNDERSIGNED, HEREBY ACCEPTS THE TERMS AND CONDITIONS OF THIS PERMIT AND THE REGULATIONS OF ANOKA COUNTY, AND AGREES TO FULLY COMPLY THEREWITH TO THE SATISFACTION OF THE ACTD. THE COUNTY OF ANOKA, ITS OFFICIALS, EMPLOYEES, AND AGENTS, SHALL BE HELD HARMLESS, BY THE APPLICANT/PERMITTEE, FROM ANY DEMANDS, CLAIMS, LAWSUITS, OR DAMAGES RELATING TO THE WORK DESCRIBED IN THIS PERMIT.

APPLICANT'S SIGNATURE

DocuSigned by:

Leslie A. Bloom

DATE 4/4/2023

AUTHORIZATION OF PERMIT

IN CONSIDERATION OF THE APPLICANT'S AGREEMENT TO COMPLY IN ALL RESPECTS WITH THE REGULATIONS OF THE ACTD COVERING SUCH OPERATIONS, PERMISSION IS HEREBY GRANTED FOR THE WORK TO BE DONE AS DESCRIBED IN THE ABOVE APPLICATION. SAID WORK TO BE DONE IN ACCORDANCE WITH THE GENERAL CONDITIONS LISTED ABOVE AND THE SPECIAL CONDITIONS REQUIRED AS HEREBY STATED. IT IS EXPRESSLY UNDERSTOOD THAT THIS PERMIT IS CONDITIONED UPON REPLACEMENT OR RESTORATION OF THE COUNTY HIGHWAY AND ITS RIGHT OF WAY TO THEIR ORIGINAL OR TO A SATISFACTORY CONDITION. IT IS FURTHER UNDERSTOOD THAT THIS PERMIT IS ISSUED SUBJECT TO THE APPROVAL OF LOCAL CITY OR TOWNSHIP AUTHORITIES HAVING JOINT SUPERVISION OVER SAID STREET OR HIGHWAY.

APPROVED BY:

DocuSigned by:

Susan Burgmeier

Associate Traffic Technician

DATE

4/17/2023

TITLE:

C5E91FE15CD44EE...

THIS PERMIT COVERS THE RIGHT OF WAY IN ANOKA COUNTY ONLY
ACTD reserves the right to make changes to these special conditions.



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SPECIAL CONDITIONS

TRAFFIC CONTROL

- 1) DETOURS
 - a) DETAILED DETOUR LAYOUTS SHALL BE SUBMITTED TO THE TRAFFIC ENGINEER FOR APPROVAL.
 - b) NO DETOURS SHALL BE PERMITTED WITHOUT PRIOR APPROVAL OF THE ANOKA COUNTY TRAFFIC ENGINEER.
 - c) TEN DAYS NOTICE MUST BE GIVEN PRIOR TO THE INSTALLATION OF ANY DETOUR.
 - d) IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO NOTIFY ANOKA COUNTY CENTRAL COMMUNICATIONS, LOCAL GOVERNMENT BODIES, AND ANY AFFECTED BUS COMPANIES TEN DAYS PRIOR TO ANY ROAD CLOSURES/DETOURS.
 - e) IMMEDIATELY UPON COMPLETION OF WORK AND/OR DETOURS, ALL POSTS, BARRICADES, AND SIGNS SHALL BE REMOVED FROM THE RIGHT OF WAY.
- 2) TRAFFIC CONTROL DEVICES
 - a) ALL TRAFFIC CONTROL DEVICES, BARRICADES, FLASHERS, ETC., SHALL BE FURNISHED BY THE APPLICANT AND SHALL BE IN ACCORDANCE WITH THE MOST RECENT EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS – FIELD MANUAL OF THE SAME MANUAL.

CONSTRUCTION REQUIREMENTS

- 1) OPEN CUTTING OF BITUMINOUS OR CONCRETE SURFACED ROADS WILL BE ALLOWED ONLY AT THE DISCRETION OF THE COUNTY ENGINEER.
- 2) NEITHER SUPPLIES NOR EXCAVATION MATERIALS SHALL BE PLACED ON THE BITUMINOUS OR CONCRETE SURFACE AT ANY TIME.
- 3) NO TRENCHES WILL BE ALLOWED TO REMAIN OPEN OVERNIGHT.
- 4) MATERIALS REMOVED FROM THE TRENCH SHALL BE USED AS BACKFILL INSOFAR AS THEY ARE SUITABLE. ALL BACKFILL MATERIAL SHALL CONFORM TO MNDOT SPECIFICATIONS FOR COMPACTION. THE USE OF HEAVY EQUIPMENT ON TOP OF TRENCH, SLAPPING WITH BACKHOE BUCKET AND/OR BACKCASTING TO ACHIEVE COMPACTION IS PROHIBITED. ANY ADDITIONAL MATERIAL REQUIRED TO BACK FILL TO THE ORIGINAL GRADE SHALL BE FURNISHED BY THE APPLICANT AT NO EXPENSE TO THE ACTD. ALL THE BASE AND SURFACE COURSES DAMAGED DURING CONSTRUCTION OPERATIONS SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN BEFORE OPERATIONS BEGAN. THE APPLICANT SHALL BE RESPONSIBLE FOR AND RESTORE ANY SETTLEMENT.
- 5) ALL CULVERTS, DITCHES, SHOULDERS, AND BACKSLOPES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION UNLESS OTHERWISE DIRECTED BY THE ACTD. SHOULDERS WHICH HAVE BEEN PREVIOUSLY CONSTRUCTED OR RECONSTRUCTED WITH SPECIAL MATERIALS SHALL BE REPLACED IN KIND. RESTORATION OF SIGNS, GUARDRAILS, GUARDPOSTS, ETC., ARE THE SOLE RESPONSIBILITY OF THE APPLICANT AND SHALL BE RESTORED TO THEIR ORIGINAL CONDITION.
- 6) ALL ROADWAY MAINTENANCE REQUIRED WITHIN THE LIMITS OF THE UTILITY PROJECT THAT IS RELATED TO THE APPLICANT'S ACTIVITIES SHALL BE THE SOLE RESPONSIBILITY OF THE APPLICANT FOR ONE YEAR AFTER COMPLETION OF THE PROJECT. UPON COMPLETION OF THE RESTORATION WORK, THE APPLICANT SHALL REQUEST A FINAL INSPECTION BY THE ACTD. THE ACTD'S APPROVED COMPLETION DATE SHALL BE THE STARTING DATE OF THE APPLICANT'S ONE YEAR RESPONSIBILITY.

HORIZONTAL BORING AND JACKING

- 1) ALL HARD SURFACE ROADWAYS SHALL BE JACKED OR BORED.
- 2) ALL CROSSINGS OF ANOKA COUNTY MAINTAINED ROADBEDS SHALL BE MADE BY BORING INSIDE A CASING OR CARRIER PIPE, OR BY JACKING UNLESS OTHERWISE DIRECTED BY THE ANOKA COUNTY ENGINEER. THE AUGER SHALL LEAD THE CASING OR CARRIER PIPE BY AT LEAST SIX INCHES WHENEVER POSSIBLE AND NEVER LEAD THE CARRIER PIPE BY MORE THAN ONE INCH.
- 3) THE USE OF PNEUMATIC DEVICES TO FACILITATE THE ROADBED CROSSINGS WILL BE ALLOWED IN MOST CASES WITH PRIOR APPROVAL. IN THE EVENT APPROVAL IS NOT GRANTED AND APPLICANT USES A PNEUMATIC DEVICE TO CROSS A ROADBED AND ENCOUNTERS AN OBSTRUCTION AND/OR UNSTABLE SUBBASE MATERIAL WHICH MAKES FORWARD OR REVERSE MOTION OF PNEUMATIC DEVICE IMPOSSIBLE, SAID PNEUMATIC DEVICE THEN BECOMES PART OF THE ROADWAY SUBBASE AND PERMISSION TO EXCAVATE TO RETRIEVE DEVICE WILL NOT BE GRANTED.
- 4) IF A PNEUMATIC DEVICE IS USED FOR THE WORK PERMITTED HEREIN, THE INSTALLATION MUST BE KEPT TO A MINIMUM OF FOUR FEET BELOW THE SURFACE OF THE ROADWAY IF THE PNEUMATIC DEVICE IS LESS THAN TWO INCHES IN DIAMETER, AND A MINIMUM OF FIVE FEET BELOW THE SURFACE OF THE ROADWAY IF THE PNEUMATIC DEVICE IS TWO INCHES IN DIAMETER OR LARGER.

BITUMINOUS RESTORATION

- 1) THE LOCATIONS AND DIMENSIONS OF ALL OPENINGS TO BE MADE IN THE BITUMINOUS SURFACE SHALL BE APPROVED BY THE ACTD PRIOR TO ANY CUTTING OR ANY SURFACE OPENING OPERATIONS.
- 2) ALL OPENINGS IN BITUMINOUS SURFACES SHALL BE CUT IN A STRAIGHT LINE WITH THE SIDES SMOOTH AND VERTICAL. NO RAGGED EDGES WILL BE PERMITTED. CUTTING SHALL BE DONE WITH A CONCRETE SAW.
- 3) ALL NECESSARY DUST CONTROL OPERATIONS SHALL BE CARRIED OUT BY THE APPLICANT AT NO EXPENSE TO ANOKA COUNTY.
- 4) THE MINIMUM REQUIREMENT FOR SUBGRADE REPLACEMENT SHALL BE THE UPPER TWELVE INCHES OF MATERIAL AND SHALL MEET MNDOT SPECIFICATIONS FOR CLASS FIVE PLACED IN SIX INCH LAYERS COMPACTED TO ONE HUNDRED PERCENT OF OPTIMUM DENSITY.
- 5) ALL MANHOLE CASINGS, GATE VALVES, AND OTHER UTILITY STRUCTURES SHALL BE SET ONE QUARTER INCH BELOW THE TOP OF THE FINISHED SURFACE.
- 6) BITUMINOUS TACK COAT MATERIALS AND APPLICATION THEREOF SHALL CONFORM TO MNDOT SPECIFICATION 2357.
- 7) ALL BITUMINOUS SURFACING SHALL BE REPLACED AS SOON AS PRACTICAL AFTER THE BASE CONSTRUCTION. ALL BITUMINOUS SURFACING SHALL BE MACHINE LAID. ANY EXCEPTIONS MUST BE APPROVED BY THE ACTD. BITUMINOUS SURFACING SHALL BE REPLACED TO ORIGINAL PAVEMENT DEPTH OR TO A MINIMUM OF SIX INCHES OF BITUMINOUS MIXTURE (2360), WHICHEVER IS GREATER. BITUMINOUS MIXTURES MUST BE PLACED IN LIFTS NOT EXCEEDING THREE INCHES IN THICKNESS FOR BASE AND BINDER COURSES AND NOT EXCEEDING TWO INCHES FOR THE WEAR COURSE.
- 8) ALL SURFACE RESTORATION REGARDLESS OF SIZE SHALL CONFORM TO EXISTING GRADES.
- 9) ANY UNNECESSARY OR NEGLIGENT DAMAGE TO BITUMINOUS SURFACE IN CONJUNCTION WITH THE INSTALLATION AND/OR REPAIR OF A UTILITY SHALL BE CUT OUT AND REPLACED IN KIND AS DIRECTED BY THE ACTD.

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CONCRETE RESTORATION

- 1) CURB AND GUTTER, SIDEWALKS, AND DRIVEWAYS SHALL BE RESTORED IN ACCORDANCE WITH MNDOT SPECIFICATIONS 2531 AND 2521.

UTILITY LINES

- 1) THERE SHALL BE ONLY A SINGLE POLE LINE ON THE COUNTY RIGHT OF WAY ON EITHER SIDE OF THE CENTER LINE THEREOF.
- 2) EXACT LOCATIONS OF LONGITUDINAL INSTALLATIONS ON COUNTY HIGHWAYS SHALL BE LOCATED AS DIRECTED BY THE ACTD.

SECTION CORNER MONUMENTS

- 1) UTILITY LOCATIONS SHALL NOT INTERFERE WITH THE LOCATION OF ANY SECTION, QUARTER, WITNESS, OR RIGHT OF WAY MONUMENTS. FOR ASSISTANCE IN LOCATIONS, CONTACT THE ANOKA COUNTY SURVEYOR'S OFFICE.
- 2) THE APPLICANT SHALL BE RESPONSIBLE FOR REPLACEMENT OF ANY EXISTING PROPERTY IRONS DISTURBED DURING CONSTRUCTION.
- 3) THE APPLICANT SHALL NOTIFY THE ANOKA COUNTY SURVEYOR'S OFFICE THREE WORKING DAYS IN ADVANCE OF ANY ANTICIPATED DISTURBANCE OF ANY SECTION, QUARTER, WITNESS, OR RIGHT OF WAY MONUMENTS.
- 4) ANY MONUMENT DISTURBED DURING THE COURSE OF CONSTRUCTION SHALL BE RESET BY THE ANOKA COUNTY SURVEYOR'S OFFICE AT THE EXPENSE OF THE APPLICANT.

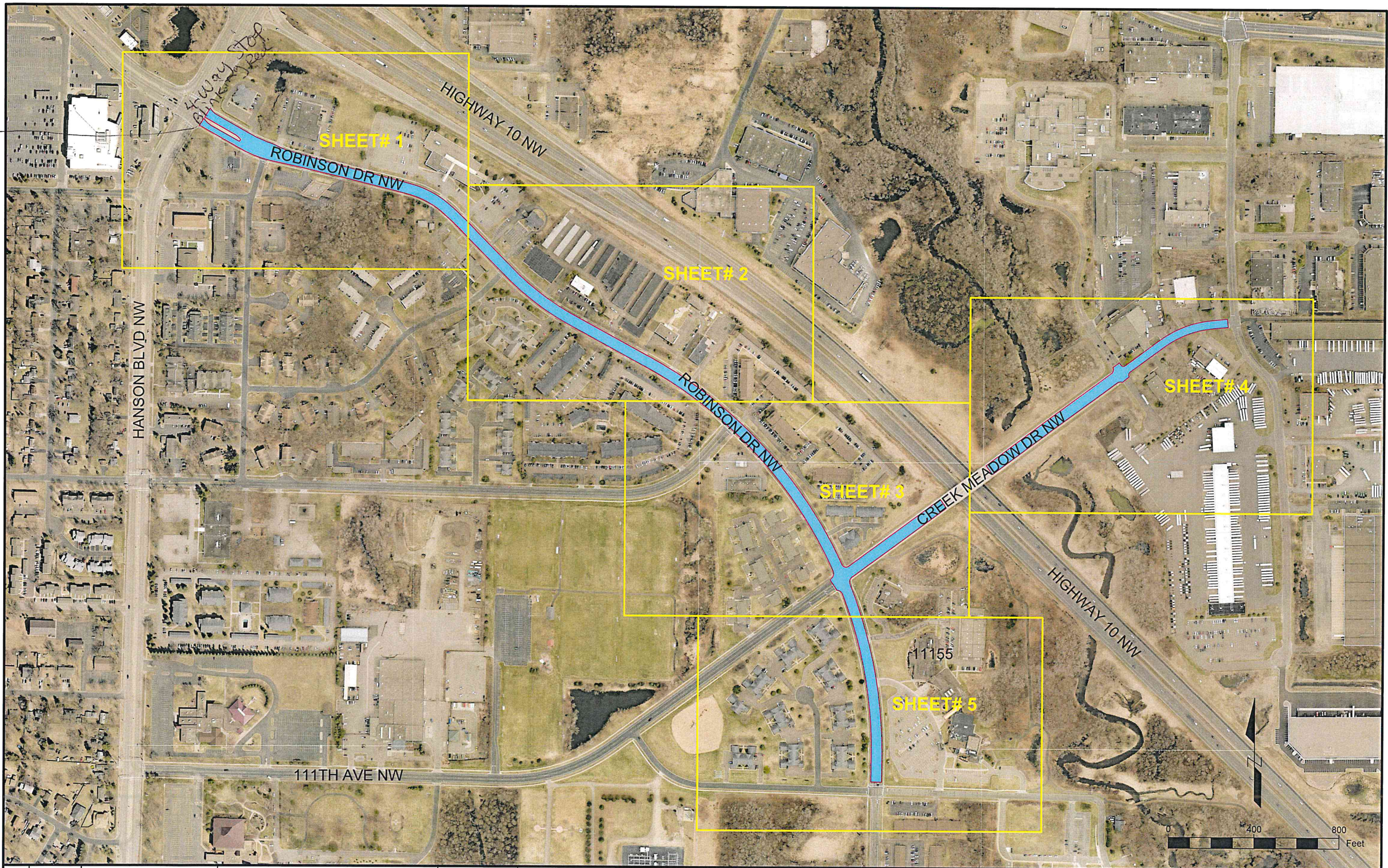
ATTACHING TO BRIDGES/STRUCTURES

- 1) NO UTILITY IS PERMITTED TO BE HUNG FROM, OR OTHERWISE ATTACHED TO ANY BRIDGE OR STRUCTURE WITHOUT HAVING DETAILED PLANS APPROVED BY THE ANOKA COUNTY ENGINEER. THESE PLANS ARE TO SHOW APPROACHES TO THE STRUCTURE, METHOD OF INSTALLATION, TYPE, AND DIMENSION OF HOUSING FOR THE UTILITY.

INITIAL DS
LB

*Turny on
Blinking Red on
off peak traffic
pendcs*

K:\2023 ENG DEPT PROJECTS\23-2 ROBINSON DR AND CREEK MEADOW DR MILL & OVERLAY\23-2 DESIGN DRAWINGS\23-2
December 14, 2022 1:09 PM



NO.	DATE	REVISIONS

COON RAPIDS
Minnesota

CITY OF COON RAPIDS
ENGINEERING DEPARTMENT
11155 ROBINSON DRIVE
COON RAPIDS, MN. 55433-3761
763-755-2880 FAX 163-767-6491

DESIGNED BY: H.H.
DRAWING BY: —
CHECKED BY: M.C.H.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE STATE OF MINNESOTA.
MARK C. HANSEN P.E.
LICENSE # 43920

M.C.H. DATE: 12/14/2022

**23-2 ROBINSON DR AND CREEK MEADOW DR
MILL & OVERLAY**

OVERVIEW MAP

**PRE-CONSTRUCTION MEETING AGENDA
PROJECT 23-2 :: 2-INCH MILL & OVERLAY OF
ROBINSON DRIVE/CREEK MEADOW DRIVE/114TH AVENUE
APRIL 4, 2023, 9:00 A.M.
CITY OF COON RAPIDS PUBLIC WORKS**

1. Introductions
 - a. Attendance Roster

2. Contract Status
 - a. 24-hour emergency contacts – Contacts provided at meeting.
 - b. Bonds/Insurance
 - c. Notice of Award / Notice to Proceed – Was issued to North Valley in March 2023.
 - d. Certified Labor Payroll - Provide to City via email if requested
 - e. Change Orders Process

3. Contractor Submittals/Admin
 - a. Subcontractors – List provided at meeting. PCI for milling and Safety Signs for traffic control and permanent signs/stripping.
 - b. Suppliers
 - c. Schedule/phasing plan – North Valley is planning for 6 days' total worth of work. 3 days to mill and 3 days to overlay. Schedule is weather dependent but plan to start first or second week of May. Permanent striping to take place shortly after overlay paving.

4. Private Utilities
 - a. Centerpoint Energy
 - b. CenturyLink/LUMEN
 - c. Comcast
 - d. Zayo
 - e. Connexus Energy

5. Other Agencies
 - a. Anoka County - Permit required to work within the Anoka County right of way (Coon Rapids Boulevard). – North Valley to obtain permit. Mark Lekson is the County contact for traffic signal at Hanson Blvd and Robinson Drive. It was discussed this signal could operate in all way flash mode outside of peak traffic periods.

6. Project Progress/Completion
 - a. Progress Payments - Once per month
 - b. Completion Dates - 5/26/23 (Final Completion)
 - c. Final Payment - Review specs for required items.

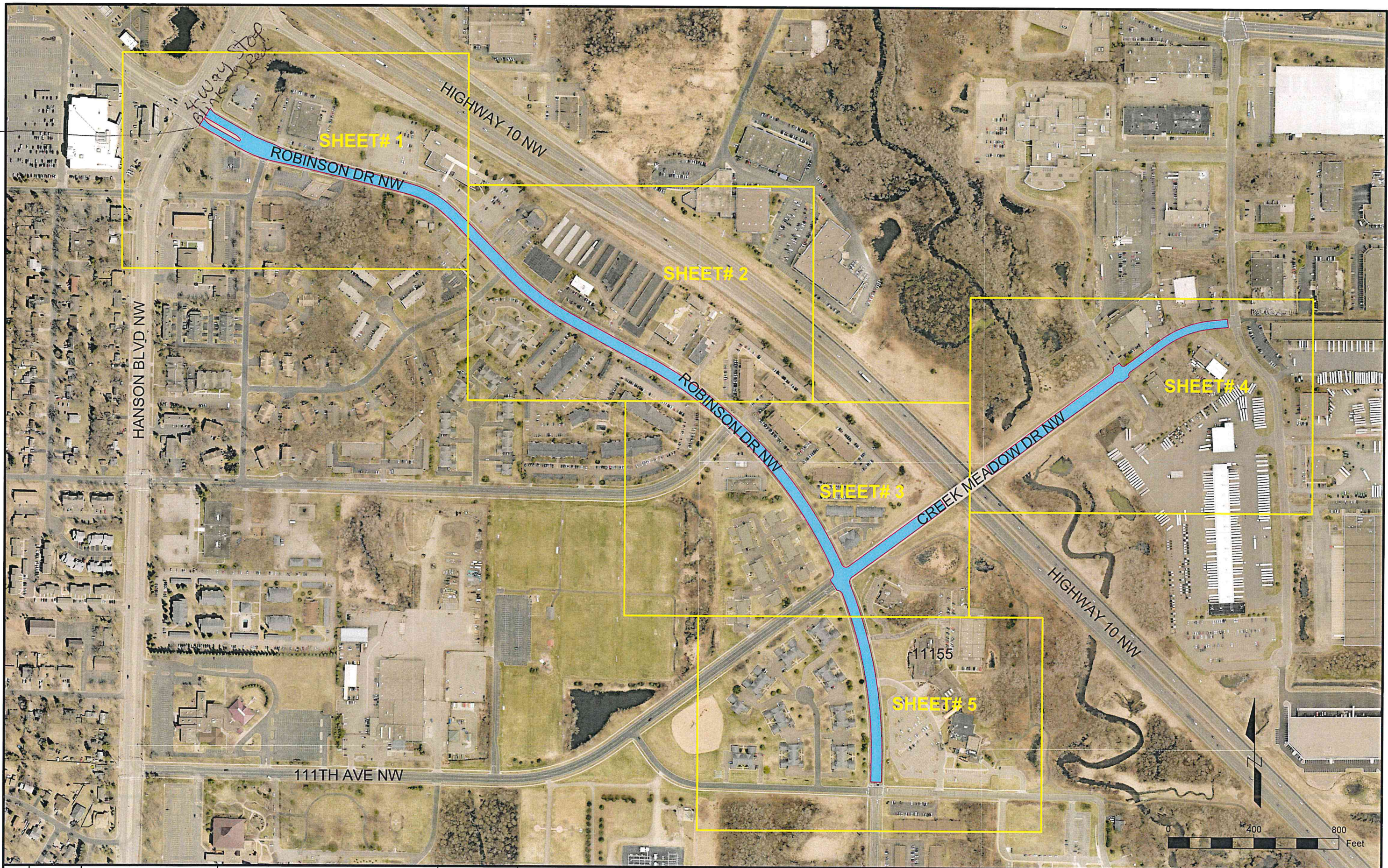
7. Safety
 - a. Review project specifications.

8. Coordination with Public
 - a. Temporary no parking signs. All streets should already restrict parking.

9. City concrete work
 - a. Schedule for replacement of City Hall driveway/sidewalk. Schedule is weather dependent. Plan to use high early strength concrete. Dave Perkins contracting will be performing several catch basin rebuilds/replacements along Robinson Drive. North Country will be performing concrete driveway replacement at City Hall. All work is outside mill & overlay contract – planning to have all work complete before the end of April.

Turn off
 Blinking Red on
 off peak traffic
 weekends

K:\2023 ENG DEPT PROJECTS\23-2 ROBINSON DR AND CREEK MEADOW DR MILL & OVERLAY\23-2 DESIGN DRAWINGS\23-2
 December 14, 2022 1:09 PM



NO.	DATE	REVISIONS


COON RAPIDS
 MINNESOTA
 CITY OF COON RAPIDS
 ENGINEERING DEPARTMENT
 11155 ROBINSON DRIVE
 COON RAPIDS, MN. 55433-3761
 763-755-2880 FAX 163-767-6491

DESIGNED BY: H.H.
 DRAWING BY: —
 CHECKED BY: M.C.H.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS
 PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY
 REGISTERED PROFESSIONAL ENGINEER UNDER THE STATE OF MINNESOTA.
 MARK C. HANSEN P.E.
 LICENSE # 43920
 DATE: 12/14/2022

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 MILL & OVERLAY**

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Certificate Of Completion

Envelope Id: 7086DCD07B02404CB9325373C3175524	Status: Completed
Subject: Complete with DocuSign: Anoka County ROW Permit Application	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 4	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Highway Permits
Time Zone: (UTC-06:00) Central Time (US & Canada)	Anoka County Government Center
	2100 3rd Avenue
	Anoka, MN 55303
	HighwayPermits@co.anoka.mn.us
	IP Address: 65.144.4.226

Record Tracking

Status: Original	Holder: Highway Permits	Location: DocuSign
4/4/2023 11:52:58 AM	HighwayPermits@co.anoka.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: DocuSign

Signer Events

Leslie A. Bloom
 paula@northvalleyinc.net
 Security Level:
 DocuSign.email
 ID: 1
 4/4/2023 11:53:01 AM

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 65.144.4.226

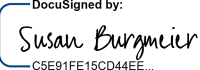
Timestamp

Sent: 4/4/2023 11:53:00 AM
 Viewed: 4/4/2023 11:53:22 AM
 Signed: 4/4/2023 12:06:36 PM

Electronic Record and Signature Disclosure:

Accepted: 4/4/2023 11:53:22 AM
 ID: 588f62cf-e27c-48a8-87f2-9cfbc8987493

Susan Burgmeier
 Susan.Burgmeier@co.anoka.mn.us
 Associate Traffic Technician
 Anoka County
 Signing Group: Highway Permits
 Security Level: Email, Account Authentication (Optional)

DocuSigned by:

 C5E91FE15CD44E...
 Signature Adoption: Pre-selected Style
 Using IP Address: 156.98.106.245

Sent: 4/4/2023 12:06:39 PM
 Viewed: 4/5/2023 12:22:36 PM
 Signed: 4/17/2023 8:25:14 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/4/2023 11:53:00 AM
Certified Delivered	Security Checked	4/5/2023 12:22:36 PM
Signing Complete	Security Checked	4/17/2023 8:25:14 AM
Completed	Security Checked	4/17/2023 8:25:14 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

All notices and disclosures will be sent to you electronically

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

How to contact Anoka County:

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763)-324-4110

Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

ACKNOWLEDGEMENT

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.