



ANOKA COUNTY TRANSPORTATION DIVISION

1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304

763-324-3176

highwaypermits@co.anoka.mn.us

RIGHT OF WAY X

COMMERCIAL ACCESS

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

APPLICANT NAME Zayo Group

CONTACT PERSON Steve Senger

ADDRESS 5005 Cheshire Pkwy

CITY Plymouth

PHONE NUMBER 612.210.8036

EMAIL steven.senger@zayo.com

COMPANY OR INDIVIDUAL PERFORMING WORK Comlink Solutions

CONTACT PERSON Paul Renshaw

EMAIL Paul.renshaw@comlink-solutions.com

PERMIT WORK TO START 09/05/2023

PERMIT WORK TO BE COMPLETED 10/31/2023

DURATION OF JOB 2 days

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

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS CSAH 7 & Bunker Lake Blvd

CITY Andover

METHOD OF INSTALLATION/CONSTRUCTION Hole

NATURE OF WORK Replacement and raising of existing hand hole next to new bike trail installation

SURFACE TO BE DISTURBED

SITE PLAN

IF THE ROADWAY IS ENCROACHED, YOU MUST ATTACH A TRAFFIC CONTROL PLAN AND/OR REFERENCE THE MOST CURRENT VERSION OF THE MN TEMPORARY TRAFFIC CONTROL FIELD MANUAL (3+ DAYS REQUIRES PLANS TO BE SIGNED BY A LICENSED PE).

X DITCH/BLVD



GRAVEL

BITUMINOUS

CONCRETE

NONE

IS SIGNING AND STRIPING REQUIRED? No

DEPTH FROM SURFACE 48"

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE 1.25" PVC conduit with 288ct fiber optic

NUMBER OF EXCAVATIONS 1

SIZE OF EXCAVATIONS 4'x4'x4'

(Length, width, and depth)

LOCATION OF EXCAVATIONS

(Specific written descriptions of excavations - to be protected at all times and backfilled when unattended and/or overnight)

Dig up existing hand hole in NW quad of CSAH 7 & Bunker Lake Blvd, replace with new hand hole and set to existing grade next to bike path.

THIS PERMIT COVERS THE RIGHT OF WAY IN ANOKA COUNTY ONLY

ACTD reserves the right to make changes to these special conditions.



Anoka County
MINNESOTA

Respectful. Innovative. Fiscally Responsible

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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. The Anoka County Transportation Division (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.

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 if 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	<small>DocuSigned by:</small> <i>Jason Overkamp</i>	DATE	8/29/2023
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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:	DATE
TITLE: Traffic Technician	

NOT VALID UNLESS SIGNED BY ANOKA COUNTY

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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) A ten day 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 back casting 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, guard posts, 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 practicable 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.

ADDITIONAL PROVISIONS

- 1) All subcontractors, installers, and crew shall possess a copy of all documents in relation to the approved permit prior to the commencement of work and be kept on site. This includes, but it not limited to the following:
 - a) Approved permit
 - b) Any/all traffic control plans and/or layouts
- 2) Shall notify Andrea Schmid at 763-324-3128 or andrea.schmid@co.anoka.mn.us
 - a) At least 36 hours prior to the commencement of work
 - b) When there is any change to traffic control set up (ex: stage 1 to stage 2)
 - c) When work is complete - including restorations
- 3) No work during inclement weather or when plows are out in any capacity
- 4) All traffic control shall be in accordance with the most current version of the MnDOT Temporary Traffic Control Field Manual
- 5) Pits/excavations are to be protected at all times and then backfilled when unattended and/or overnight

INITIAL
^{DS}


CITY OF ANDOVER, MN - ANOKA COUNTY

CSAH 7 & 143RD AVE

LOCATED ON CSAH 7 FROM BUNKER LAKE BLVD TO 143RD AVE

ZAYO WORK PLANS

PROJECT ISO- / TERR-1007661

PLANS PREPARED FOR



ZAYO ENGINEER: CHARLIE COGBILL
 EMAIL: CHARLIE.COGBILL@ZAYO.COM
 PHONE: 612-940-1788
 ZAYO CONSTRUCTION CONTACT: JASON OVERKAMP
 EMAIL: JOVERKAMP@TERRATECHLLC.NET
 PHONE: 651-788-5890
 WIRECENTER:

PLANS PREPARED BY



TT ENGINEER: JASON OVERKAMP
 PHONE: 651-788-5890
 EMAIL: JOVERKAMP@TERRATECHLLC.NET

PROJECT CONTACT

OWNER: CITY OF ANDOVER
 PHONE: 763-767-5130
 EMAIL: J.LAW@ANDOVERMN.GOV
 PROJECT ENGINEER: CRAIG JOCHUM
 PHONE: 763-852-0485
 EMAIL: CRAIGJ@HAA-INC
 SURVEY/STAKING: CRIAG JOCHUM
 PHONE: 763-852-0485
 EMAIL: CRAIGJ@HAA-INC
 ROAD CONTRACTOR: JOE LATOUR LATOUR CONSTRUCTION
 PHONE:
 EMAIL: JOE@LATOURCONSTRUCTION.COM



LOCATION MAP
NOT TO SCALE

FOR REFERENCE ONLY

PERMITS REQUIRED: YES NO

CITY:
 COUNTY: ANOKA
 STATE:
 RAILROAD:
 PIPELINE:
 DNR:
 MISCELLANEOUS:

CUTS REQUIRED: YES NO
 FIBER OPTIC
 COPPER

MIGRATIONS REQUIRED: YES NO

PRECONSTRUCTION MEETING DATE: 5/25/22
 EXPECTED ROADWAY CONSTRUCTION START DATE: 6/20/22

Legend	EXISTING	REMOVE/ABANDON	PROPOSED
Existing Fiber Cable	F/O	F/O	OHT
Existing Overhead Wire	OHT	OHT	OHT
Existing Handhole			
Existing Pole			

NOTES:

ALL EXISTING AND PROPOSED CONDITIONS ARE BASED ON INFORMATION PROVIDED BY OTHERS. LUMEN CANNOT BE RESPONSIBLE FOR THE ACCURACY OF INFORMATION AND/OR PLANS PROVIDED BY OUTSIDE PARTIES. FACILITY LOCATIONS, DEPTHS AND ELEVATIONS SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION.

PROPOSED DESIGN MODIFICATIONS ARE RECOMMENDATIONS ONLY AND SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.

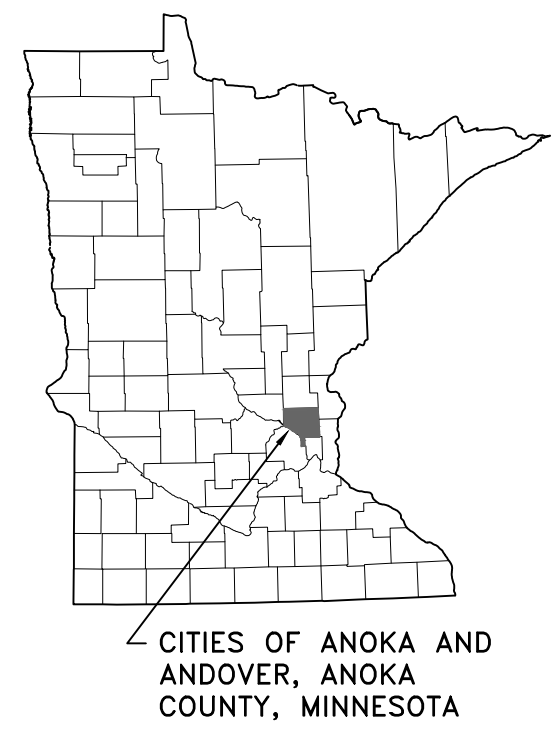
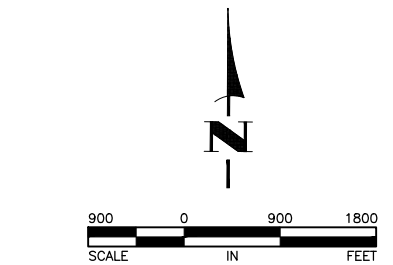
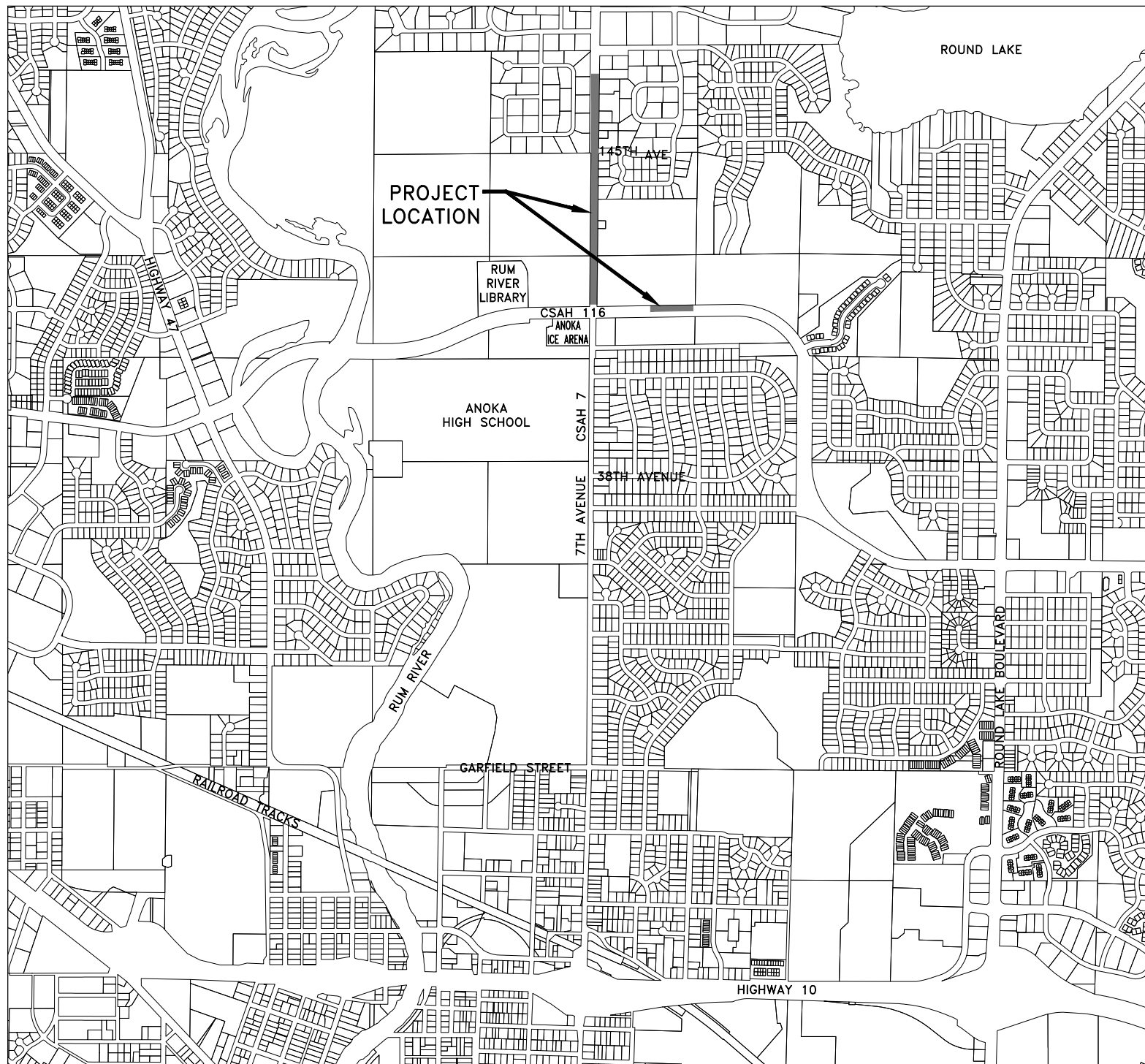
REVISION	DATE



CSAH 7 AND 143RD AVENUE INTERSECTION IMPROVEMENT PROJECT

CONSTRUCTION PLANS FOR AGGREGATE BASE, BITUMINOUS SURFACING, CURB & GUTTER, GRADING, STORM SEWER, SIGNING, STRIPING, TRAFFIC SIGNAL INSTALLATION AND MISCELLANEOUS CONSTRUCTION

CITIES OF ANOKA AND ANDOVER



GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

THE 2018 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE CSAH 7 AND 143RD AVENUE INTERSECTION IMPROVEMENT PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 91 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES
3	CONSTRUCTION NOTES, PROJECT LEGEND AND TABULATIONS
4-6	TYPICAL SECTIONS
7-8	DETAILS
9-14	PEDESTRIAN CURB RAMP DETAILS
15	TEMPORARY TRAFFIC CONTROL NOTES AND LEGEND
16-18	TRAFFIC CONTROL PHASE 1-CSAH 7
19-21	TRAFFIC CONTROL PHASE 2-CSAH 7
22	TRAFFIC CONTROL PHASE 1-CSAH 116 TURN LANE
23	TRAFFIC CONTROL PHASE 2-CSAH 116 TURN LANE
24-25	ALIGNMENT PLAN
26	ALIGNMENT PLAN AND TABULATION
27-30	EXISTING TOPOGRAPHY AND REMOVALS PLAN
31-35	CONSTRUCTION PLAN SOUTHBOUND LANE-CSAH 7
36-39	CONSTRUCTION PLAN NORTHBOUND LANE-CSAH 7
40	CONSTRUCTION PLAN-CSAH 116 TURN LANE
41-49	STAKING PLAN
50-53	SEDIMENT CONTROL AND RESTORATION PLAN
54-57	SIGNAGE AND STRIPING PLAN
58-59	STRIPING NOTES, LEGEND AND DETAILS
60-63	ANOKA COUNTY HIGHWAY DEPARTMENT SIGN DETAILS
X1-X14	CROSS SECTIONS-CSAH 7
X15	CROSS SECTIONS-CSAH 116 TURN LANE
S1-13	TRAFFIC CONTROL SIGNAL PLANS

Greg Lee
APPROVED: GREG LEE
ANOKA CITY MANAGER

DATE 3/16/22

APPROVED: DAVID D. BERKOWITZ
CITY OF ANDOVER DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DATE _____

APPROVED: ANOKA COUNTY ENGINEER

DATE _____

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Craig J. Jochem
CRAIG J. JOCHEM, P.E.
HAKANSON ANDERSON
DESIGN ENGINEER

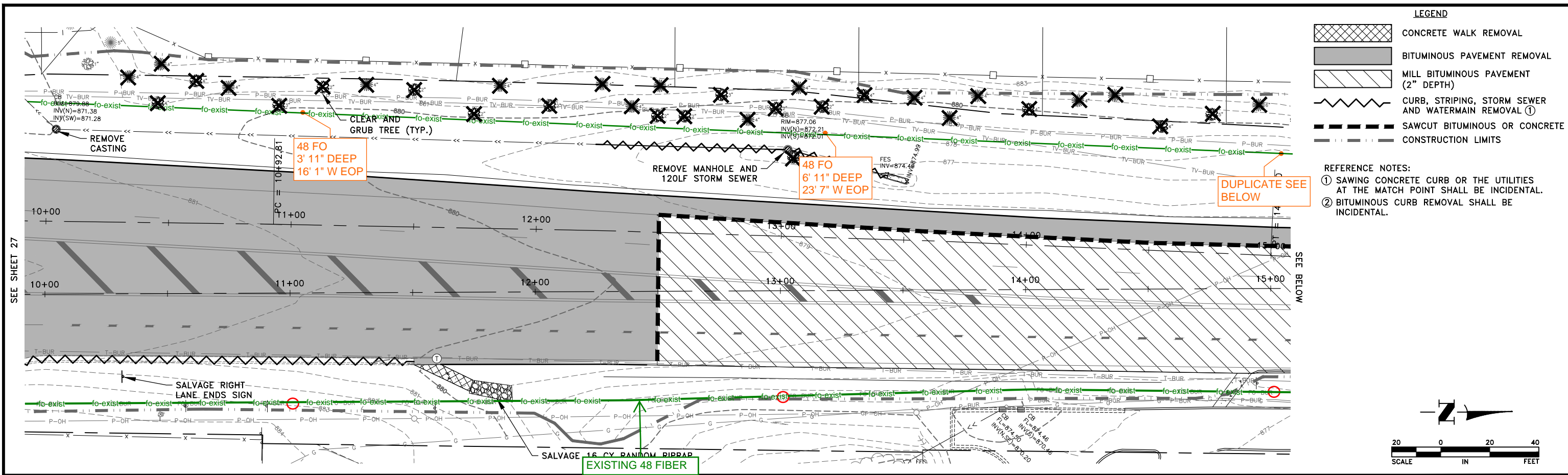
23461 LIC. NO. DATE 2/11/22

DATE	REVISION
3/16/22	PLAN REVISIONS PER COUNTY REVIEW

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

**Hakanson
Anderson**
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

Mar 21, 2022 - 10:58am K:\MUNICIPAL\AD303\ENGINEERING\PLAN DRAWINGS\AD303_TITLE.dwg

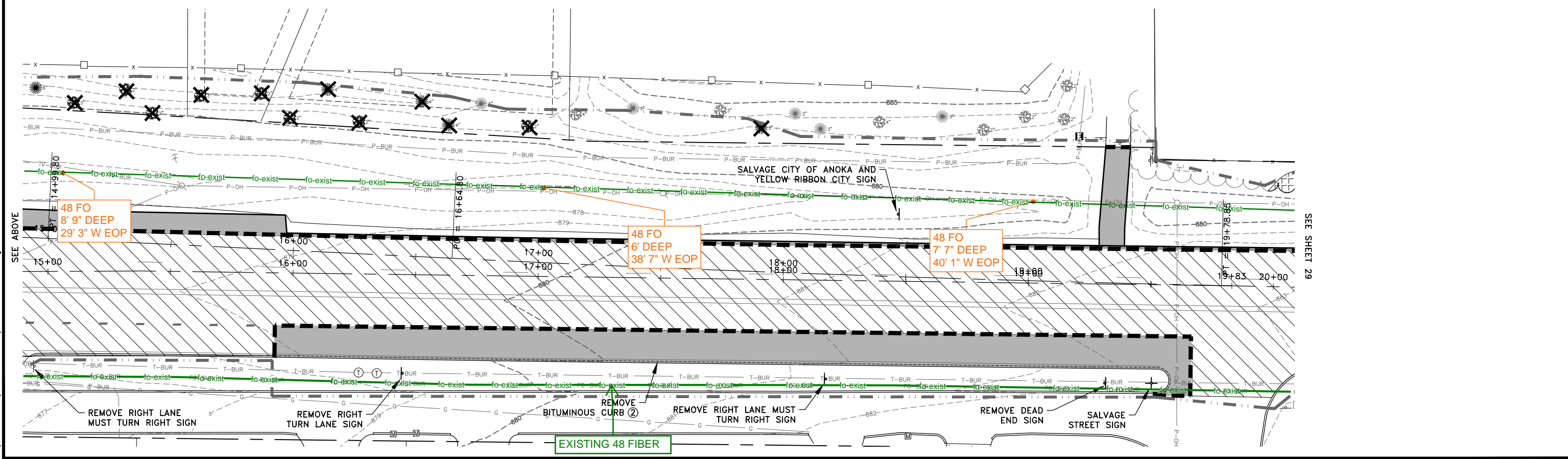
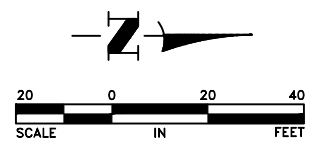


LEGEND

- CONCRETE WALK REMOVAL
- BITUMINOUS PAVEMENT REMOVAL
- MILL BITUMINOUS PAVEMENT (2" DEPTH)
- CURB, STRIPING, STORM SEWER AND WATERMAIN REMOVAL ①
- SAWCUT BITUMINOUS OR CONCRETE
- CONSTRUCTION LIMITS

REFERENCE NOTES:

- ① SAWING CONCRETE CURB OR THE UTILITIES AT THE MATCH POINT SHALL BE INCIDENTAL.
- ② BITUMINOUS CURB REMOVAL SHALL BE INCIDENTAL.



DATE	REVISION
3/16/22	PLAN REVISIONS PER COUNTY REVIEW

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Craig J. Jochem
CRAIG J. JOCHUM, P.E.
 Lic. No. 23461
 Date 2/11/22

DESIGNED BY: TAE
 DRAWN BY: DMS
 CHECKED BY: CJJ

Hakanson Anderson
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.hakanson-anderson.com

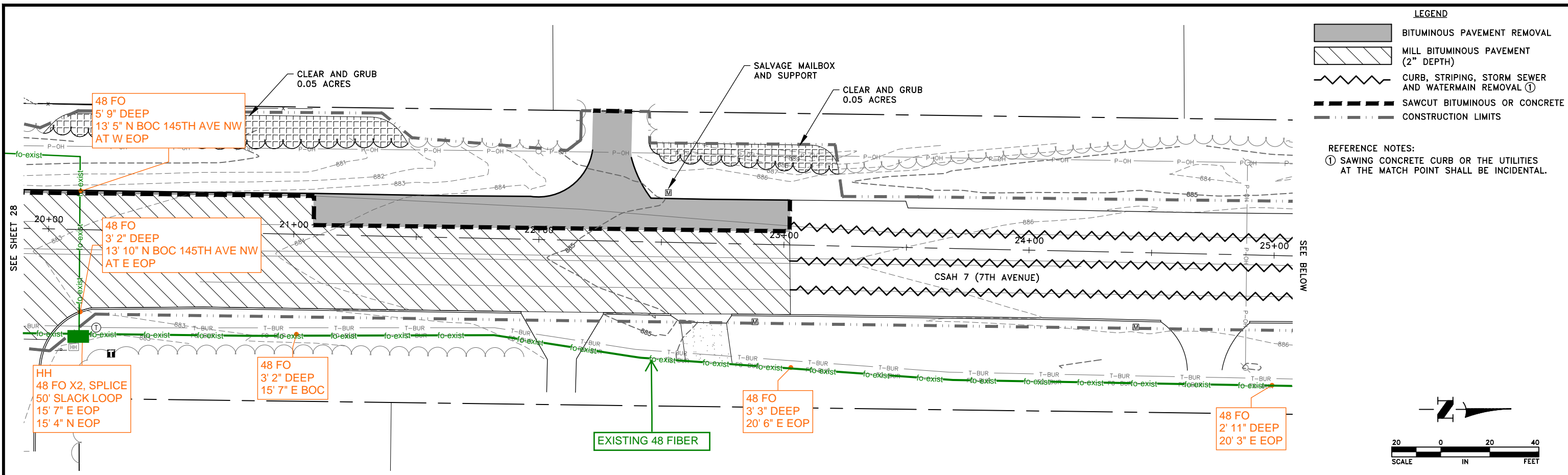
**CSAH 7 AND 143RD AVENUE
 INTERSECTION IMPROVEMENT PROJECT**

EXISTING TOPOGRAPHY AND REMOVALS PLAN

CSAH 7
 CITIES OF ANOKA AND ANDOVER, MINNESOTA

SHEET 28
 OF 63 SHEETS

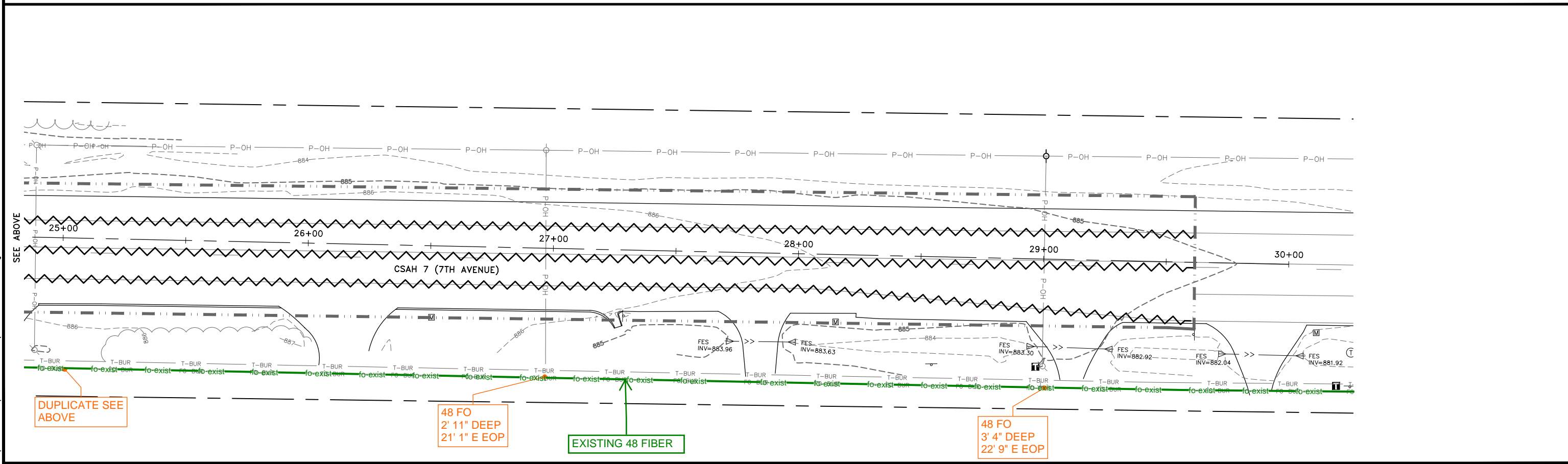
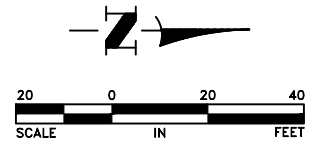
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LEGEND

- BITUMINOUS PAVEMENT REMOVAL
- MILL BITUMINOUS PAVEMENT (2" DEPTH)
- CURB, STRIPING, STORM SEWER AND WATERMAIN REMOVAL ①
- SAWCUT BITUMINOUS OR CONCRETE
- CONSTRUCTION LIMITS

REFERENCE NOTES:
 ① SAWING CONCRETE CURB OR THE UTILITIES AT THE MATCH POINT SHALL BE INCIDENTAL.



DATE	REVISION
3/16/22	PLAN REVISIONS PER COUNTY REVIEW

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Craig J. Jochem
 CRAIG J. JOCHUM, P.E.
 Lic. No. 23461
 Date 2/11/22

DESIGNED BY: TAE
 DRAWN BY: DMS
 CHECKED BY: CJJ

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 www.hakanson-anderson.com

**CSAH 7 AND 143RD AVENUE
 INTERSECTION IMPROVEMENT PROJECT**

EXISTING TOPOGRAPHY AND REMOVALS PLAN

CSAH 7
 CITIES OF ANOKA AND ANDOVER, MINNESOTA

SHEET 29
 OF 63 SHEETS

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Certificate Of Completion

Envelope Id: CCD7083EDC124DC8848A4F847DA8E01E
 Subject: Jason Overkamp - ROW Permit Application
 Source Envelope:
 Document Pages: 9
 Certificate Pages: 4
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Delivered
 Envelope Originator:
 Highway Permits
 Anoka County Government Center
 2100 3rd Avenue
 Anoka, MN 55303
 HighwayPermits@co.anoka.mn.us
 IP Address: 73.65.94.25


Record Tracking

Status: Original 8/29/2023 11:21:58 AM	Holder: Highway Permits HighwayPermits@co.anoka.mn.us	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: DocuSign

Signer Events

Jason Overkamp
 joverkamp@congruex.com
 Security Level:
 DocuSign.email
 ID: 1
 8/29/2023 11:22:00 AM

Signature

DocuSigned by:

 B13FE626EE54422...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.65.94.25

Timestamp

Sent: 8/29/2023 11:21:59 AM
 Viewed: 8/29/2023 11:22:14 AM
 Signed: 8/29/2023 11:37:38 AM

Electronic Record and Signature Disclosure:

Accepted: 8/29/2023 11:22:14 AM
 ID: f5f0311e-e45e-4f2c-b2ff-05519a8e1c81

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

Sent: 8/29/2023 11:37:41 AM
 Viewed: 8/29/2023 12:18:09 PM

Electronic Record and Signature Disclosure:

Accepted: 8/17/2023 11:01:03 AM
 ID: f61312c5-7d0a-462b-b725-5863d4fb2a0d

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 Sent	Hashed/Encrypted	8/29/2023 11:21:59 AM
Envelope Updated	Security Checked	8/29/2023 11:37:38 AM
Certified Delivered	Security Checked	8/29/2023 12:18:09 PM

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.

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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.