



Anoka County  
MINNESOTA

Respectful, Innovative, Fiscally Responsible

# ANOKA COUNTY TRANSPORTATION DIVISION

1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304

763-324-3176

highwaypermits@anokacountymn.gov

RIGHT OF WAY

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 **Comcast Cable**

CONTACT PERSON **Luke Bastil**

ADDRESS **4255 Lexington Ave N**

CITY **Arden Hills**

PHONE NUMBER **7632389446**

EMAIL **Luke\_Bastil@comcast.com**

COMPANY OR INDIVIDUAL PERFORMING WORK **D&D Service**

CONTACT PERSON **Dillinger Sherer**

EMAIL **Dsherer@dd-service.com**

PERMIT WORK TO START **10/04/2023**

**JB#1316358**

PERMIT WORK TO BE COMPLETED **12/31/2023**

DURATION OF JOB **30days**

ARE YOU BEING ASKED TO RELOCATE DUE TO A COUNTY PROJECT? **Yes**

ANOKA COUNTY PROJECT NUMBER **002-622-041**

WORK SITE ADDRESS **County Rd 22 & County Rd 7**

CITY **Oak Grove**

METHOD OF INSTALLATION/CONSTRUCTION **Directional bore**

NATURE OF WORK **PERMIT TO COVER CR 22**

Full scope of work includes Directional drill (2)2" ducts 3,087', install (3)new Comcast Pedestals, (3)new Comcast Vaults, lash 515' to existing strand, and to complete pole transfers as needed.

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).

DITCH/BLVD



GRAVEL

BITUMINOUS



CONCRETE

NONE

IS SIGNING AND STRIPING REQUIRED? **No**

DEPTH FROM SURFACE **36-48"**

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE **2" HDPE**

NUMBER OF EXCAVATIONS **4+**

SIZE OF EXCAVATIONS **3x3x3**

(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)

**At each new structure location & any sudden direction shifts**

**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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## 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

DocuSigned by:

dillenger shaver

A03A837C45074DE...

DATE 10/2/2023

## 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:

TITLE: Traffic Technician

DATE

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

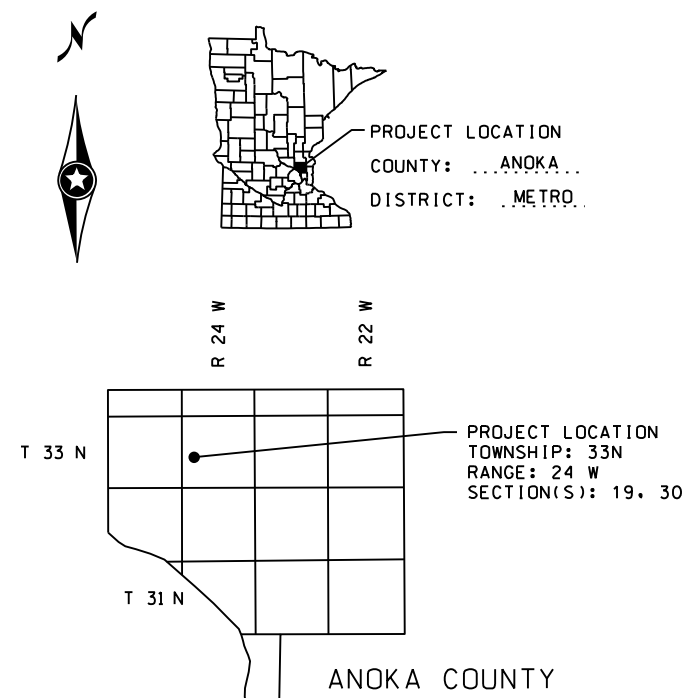
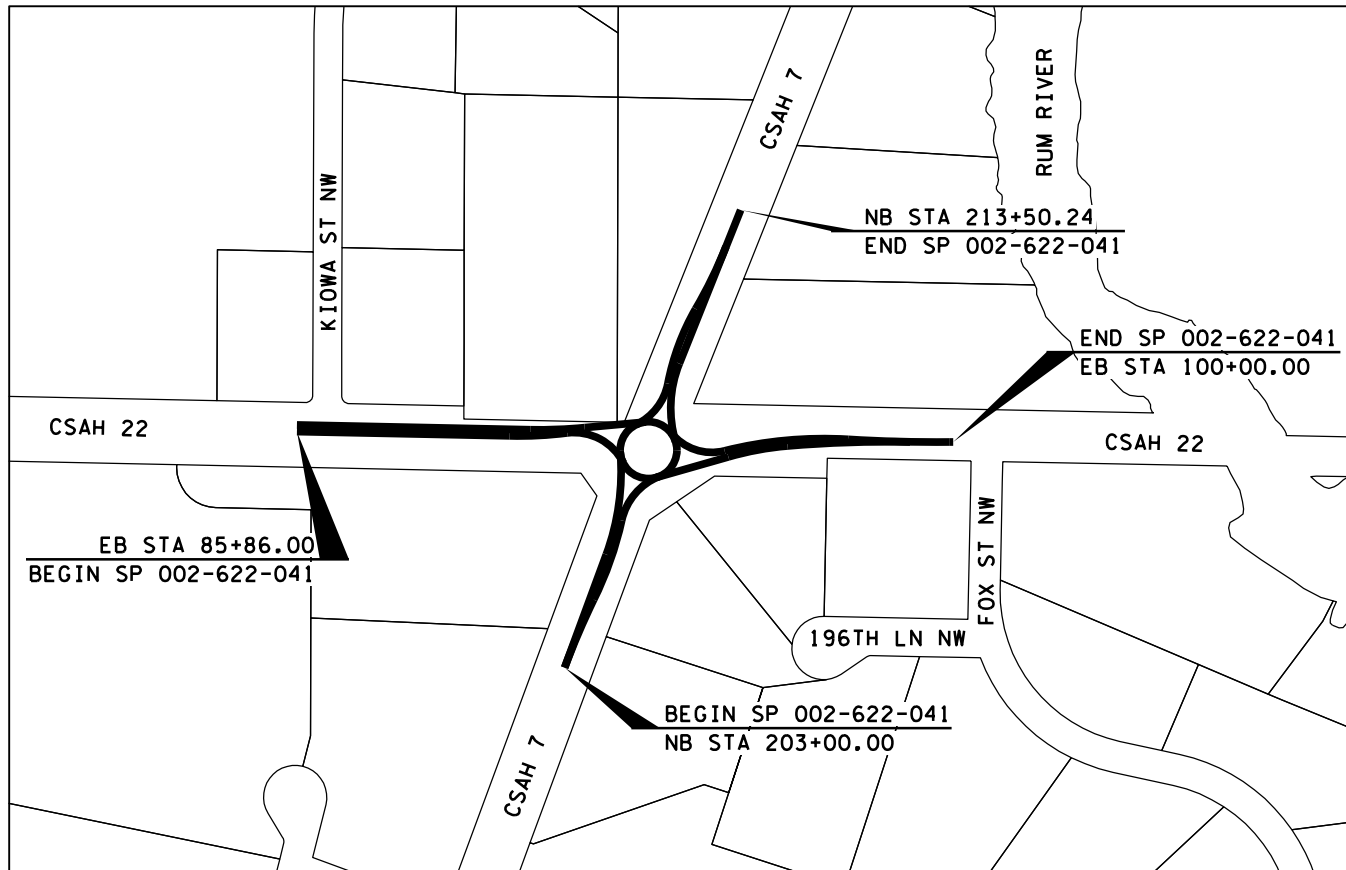
- 1) All subcontractors, installers, and crew shall possess a copy of all documents in relation to the approved permit prior to the commencement of work and be kept on site. This includes, but it not limited to the following:
  - a) Approved permit
  - b) Any/all traffic control plans and/or layouts
- 2) Shall notify Andrea Schmid at 763-324-3128 or andrea.schmid@anokacountymn.gov
  - 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 
<sup>DS</sup>  
 DS

# MINNESOTA DEPARTMENT OF TRANSPORTATION ANOKA COUNTY, MINNESOTA

CONSTRUCTION PLAN FOR ROUNDABOUT, GRADING, CONCRETE AND BITUMINOUS SURFACING, DRAINAGE, ADA IMPROVEMENTS, AND LIGHTING

SP 002-622-041 LOCATED ON CSAH 22 FROM KIOWA ST NW TO FOX ST NW  
 LOCATED ON CSAH 7 FROM 500 FT SOUTH OF CSAH 22 TO 500 FT NORTH OF CSAH 22



MINN. PROJECT NO.: \_\_\_\_\_  
**GOVERNING SPECIFICATIONS**  
 THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATION" DATED SEPTEMBER 2022 SHALL GOVERN.  
 ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST EDITION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL LAYOUT
3 - 4	STATEMENT OF ESTIMATED QUANTITIES
5 - 6	QUANTITY TABULATIONS
7	EARTHWORK TABULATION
8 - 9	SOILS AND CONSTRUCTION NOTES
10 - 16	TYPICAL SECTIONS
17 - 18	MISCELLANEOUS DETAILS
19 - 43	STANDARD PLANS
44 - 51	TEMPORARY TRAFFIC CONTROL PLAN
52 - 55	ALIGNMENT PLAN & TABULATIONS
56 - 57	INPLACE TOPOGRAPHY & UTILITIES
58	REMOVAL PLAN
59 - 61	SIGN REMOVAL PLAN
62 - 65	CONSTRUCTION PLAN & PROFILES
66	PAVING PLAN
67 - 69	CONCRETE PAVEMENT JOINT PLAN
70	ROUNDBOUT INTERSECTION DETAILS
71 - 75	DRAINAGE PLAN
77 - 83	SIGNING PLAN
84 - 85	PAVEMENT MARKING PLAN
86 - 87	LIGHTING PLAN
88 - 89	TURF ESTABLISHMENT & EROSION CONTROL PLAN
X1 - X10	CROSS SECTIONS

THIS PLAN CONTAINS 99 SHEETS.

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



DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN 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.

PRINTED NAME: ANDREW J. PLOWMAN, PE  
 LICENSE NO. 44200

APPROVED: ANOKA COUNTY ENGINEER

APPROVED: OAK GROVE CITY ENGINEER

DISTRICT STATE AID ENGINEER:  
 REVIEWED FOR COMPLIANCE WITH  
 STATE AND FEDERAL AID RULES/POLICY

STATE AID ENGINEER:  
 APPROVED FOR STATE AND  
 FEDERAL AID FUNDING

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THE PLAN WERE MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINTED NAME: \_\_\_\_\_  
 LICENSE NO. \_\_\_\_\_

SP 002-622-041 SHEET NO. 1 OF 89 SHEETS

DESIGN DESIGNATION CSAH 22 CSAH 7  
 SP 002-622-041

GROSS LENGTH	1414.00' = 0.268 MILES	1050.24' = 0.199 MILES
BRIDGES-LENGTH	NA	NA
EXCEPTIONS-LENGTH	NA	NA
NET LENGTH	1414.00' = 0.268 MILES	1050.24' = 0.199 MILES

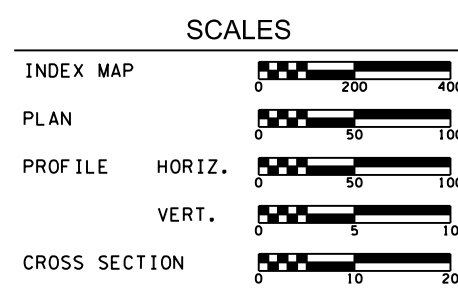
NOTE: LENGTH BASED ON EASTBOUND AND NORTHBOUND ALIGNMENTS.

R VALUE	40	40
ADT (Current Year) 2024	7,540 W. OF CSAH 7	7,640 N. OF CSAH 22
	8,270 E. OF CSAH 7	6,490 S. OF CSAH 22
ADT (Future Year) 2044	9,040 W. OF CSAH 7	9,170 N. OF CSAH 22
	10,390 E. OF CSAH 7	7,790 S. OF CSAH 22
D (DIRECTIONAL DISTR.)	50/50	50/50
HEAVY COMMERCIAL	10.11%	10.01%
ESALS	5,402,000 (RIGID)	3,027,000
DESIGN SPEED	55 MPH	55 MPH
BASED ON SIGHT DISTANCE	STOPPING	STOPPING
HEIGHT OF EYE / HEIGHT OF OBJECT	3.5' / 2.0'	3.5' / 2.0'

FUNCTIONAL CLASS	MINOR ARTERIAL	MINOR ARTERIAL (S OF CSAH 22) MAJOR COLLECTOR (N. OF CSAH 22)
NO. OF TRAFFIC LANES	2 (13'-14')	2 (12')
NO. OF PARKING LANES	0	0
SHOULDER WIDTH	6'-11'	6'-10'
TON DESIGN	10	10
DESIGN SPEED NOT ACHIEVED AT	ROUNDBOUT	ROUNDBOUT

**TRAIL DESIGN DESIGNATION:**  
 DESIGN SPEED (MPH) 20  
 BASED ON 4.5 FT HEIGHT OF EYE  
 0.0 FT HEIGHT OF OBJECT  
 DESIGN SPEED NOT ACHIEVED AT: ROUNDBOUT

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38/02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

PLOTTED/REVISED: 3/30/2023 10:07:37 AM  
 PATH & FILENAME: Projects\Minnesota\02150-000\Cad\Plan\21150-000\_tsh.dgn

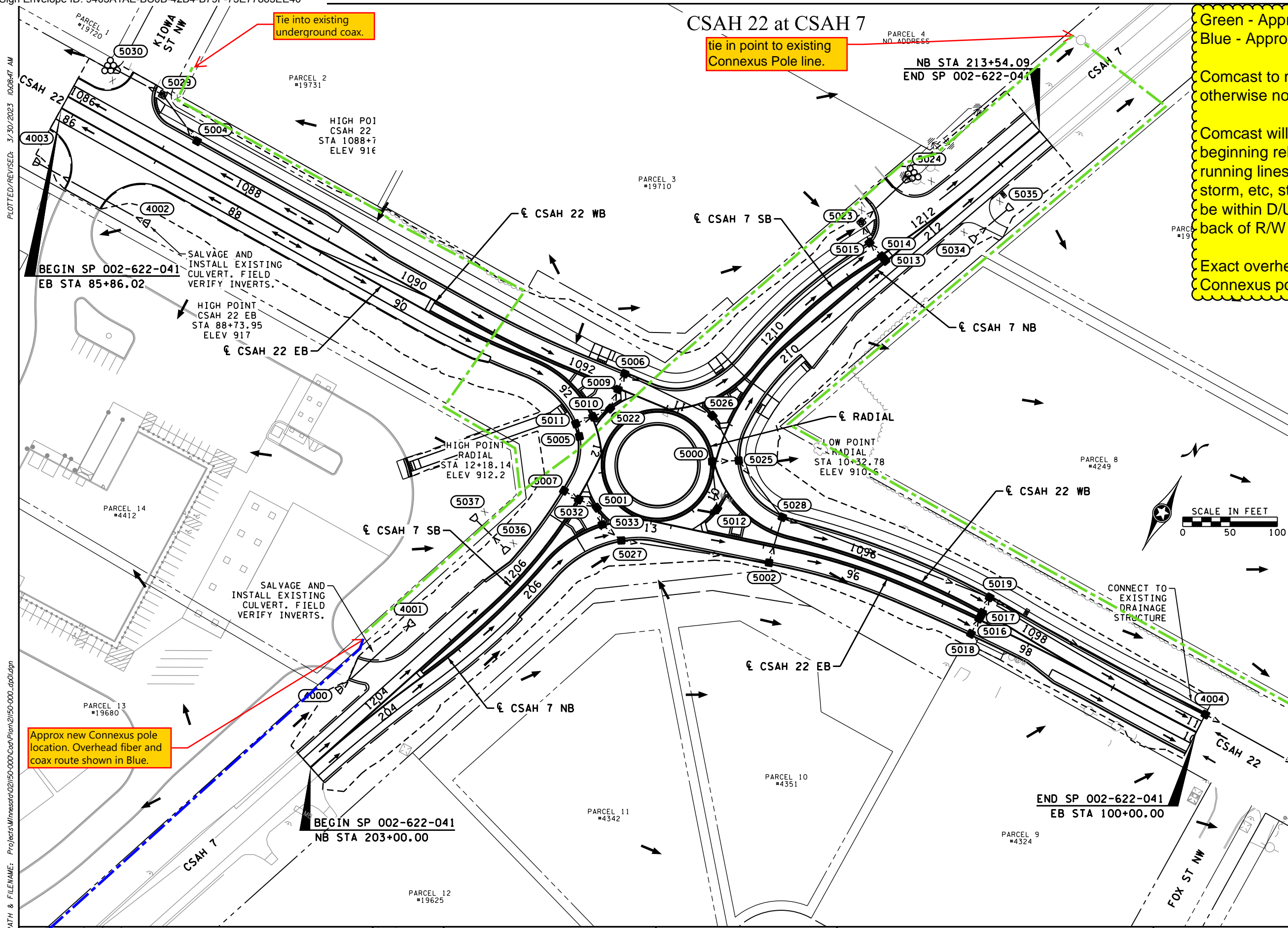
### CSAH 22 at CSAH 7

Green - Approx New Underground route  
 Blue - Approx New Overhead route.

Comcast to maintain typical 3-4' depth unless otherwise noted.

Comcast will request staking prior to beginning relocation. Exact underground running lines to be determined via R/W, storm, etc, staking and locates. Intention is to be within D/U where possible and close to the back of R/W if D/U is not available.

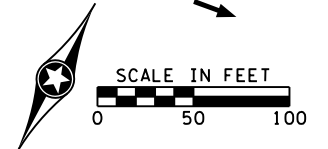
Exact overhead route to be determined via Connexus pole placement.



Approx new Connexus pole location. Overhead fiber and coax route shown in Blue.

Tie into existing underground coax.

tie in point to existing Connexus Pole line.



LEGEND	
	GUIDE POST TYPE B
	RANDOM RIPRAP
	CATCH BASIN
	MANHOLE
	DROP INLET
	APRON
	STRUCTURE
	SURFACE FLOW DIRECTION
	STORM SEWER PIPE
	CULVERT PIPE
	INPLACE STORM SEWER
	INPLACE CULVERT
	CONSTRUCTION LIMITS

- GENERAL NOTES**
- ALL DIMENSIONS ARE TO FACE EDGE OF BITUMINOUS UNLESS OTHERWISE NOTED.
  - SEE ROADWAY PROFILE FOR ALL HIGH AND LOW POINTS.

NO.	DATE	BY	CHK	REVISIONS

Design By: GFT  
 Plan By: GFT  
 Checked By: EAE  
 Approved By: EAE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: EARTH A. EVANS, PE  
 DATE: 3/30/2023 LICENSE #: 44235



**CSAH 22 at CSAH 7 Intersection Improvements**  
 Anoka County Highway Department

ANOKA COUNTY, MINNESOTA  
**DRAINAGE PLAN**  
 SP 002-622-041

SHEET 71 OF 89 SHEETS



**Q3 Contracting**

651-365-7355

CONTRACTOR NAME: D&D SERVICE

CONTRACTOR JOB #: JB#1316358

PREPARED BY: Joel Truckenbrod, T.C.S. # 3365

DATE PREPARED: 8/17/23

DATE REVISED: 8/18/23



ORDERED BY: Dillinger Sherer, D&D Service

REVISED BY: Joel Truckenbrod, T.C.S. # 3365

CITY: Oak Grove, MN

STREET/LOCATION: Viking Blvd & Rum River Blvd

PROJECT NAME: -

STAGE/PHASE#: -

● - REFLECTIVE DRUM

\* - TYPE A CHANNELIZER

⦿ - REFLECTIVE CONES

TRAFFIC ENGINEER: I HERBY CERTIFY THAT THIS PLAN 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.

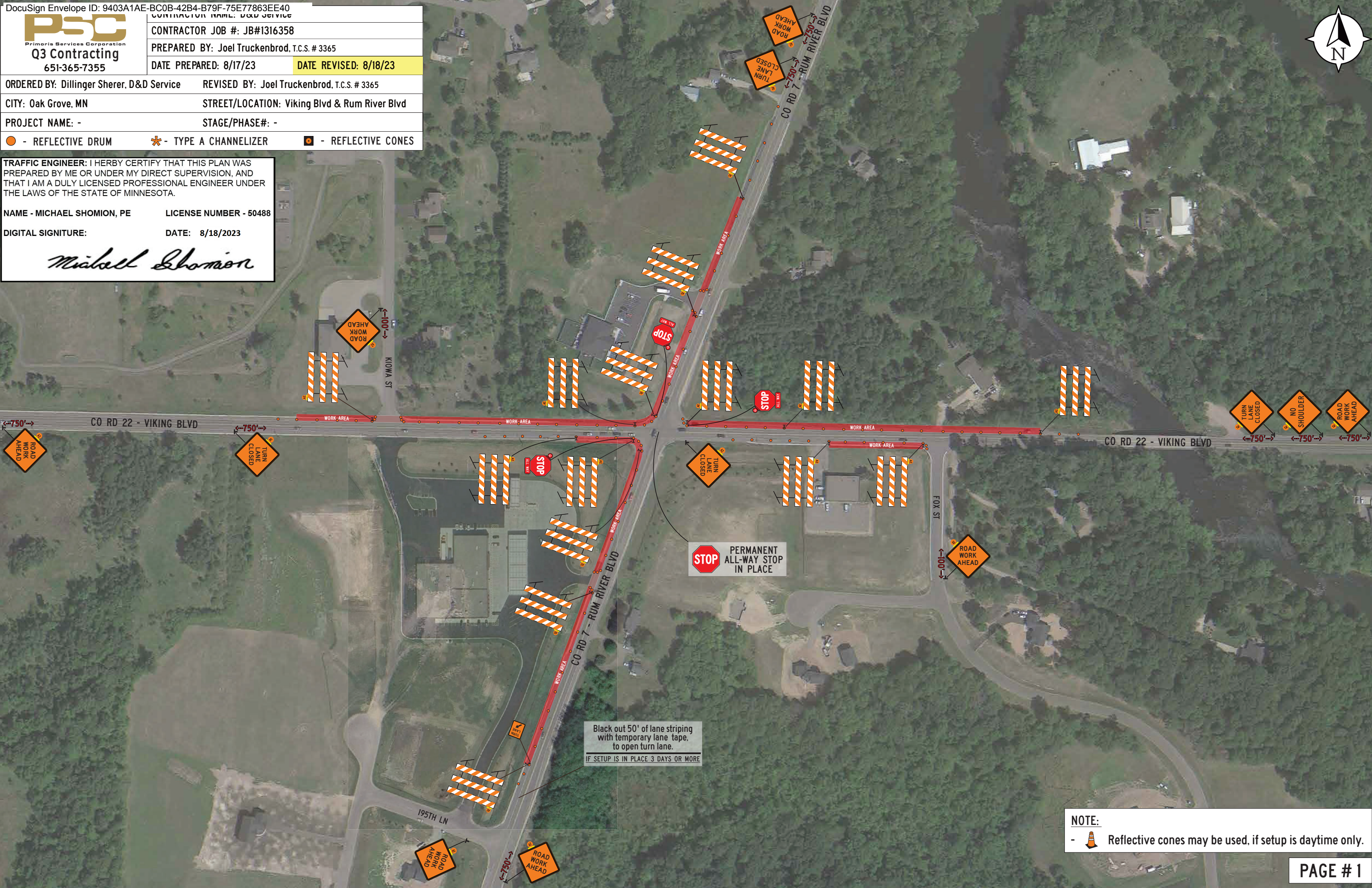
NAME - MICHAEL SHOMION, PE

LICENSE NUMBER - 50488

DIGITAL SIGNATURE:

DATE: 8/18/2023

*Michael Shomion*



Black out 50' of lane striping with temporary lane tape, to open turn lane.  
IF SETUP IS IN PLACE 3 DAYS OR MORE

**NOTE:**  
- Reflective cones may be used, if setup is daytime only.



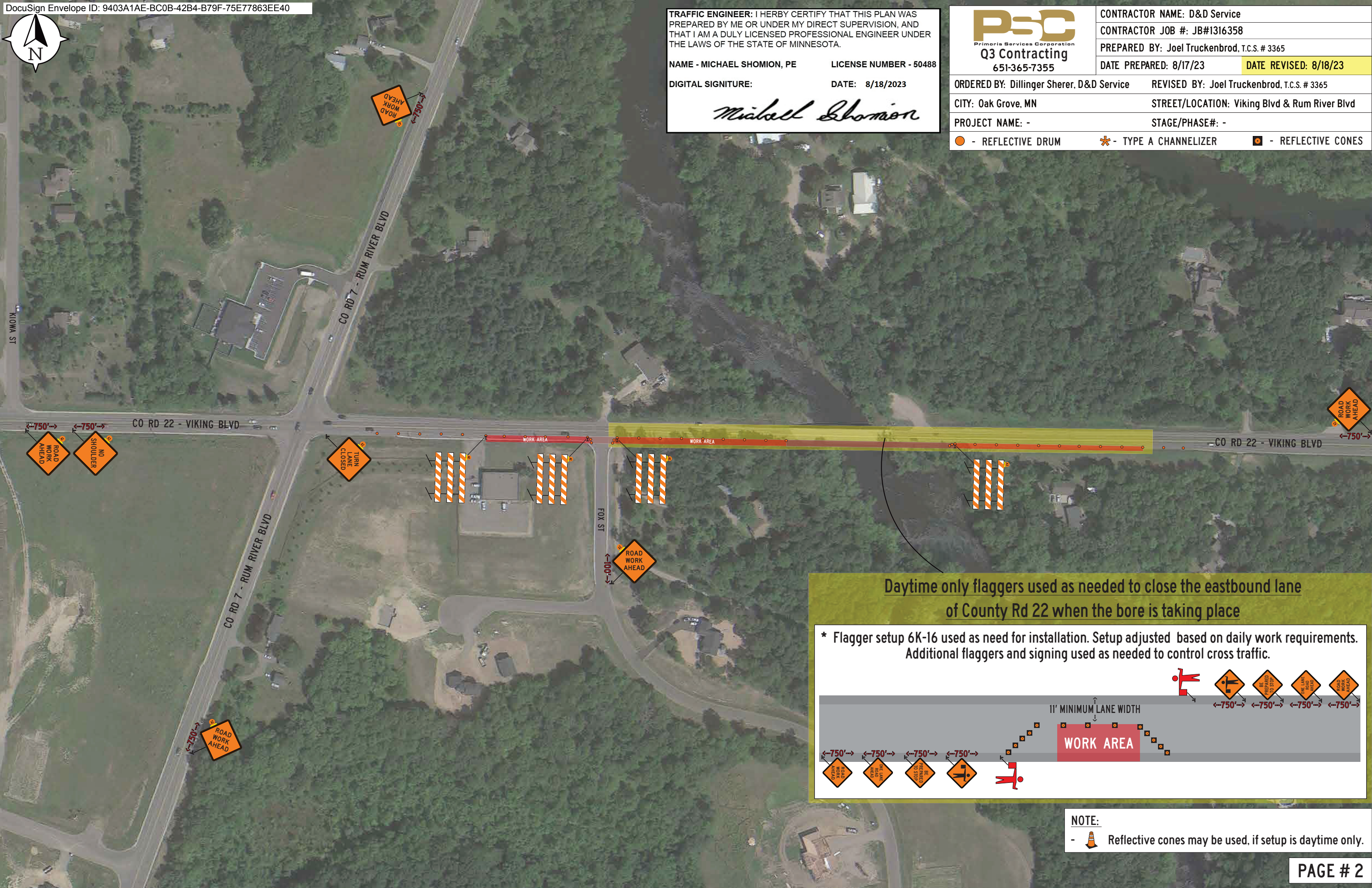
TRAFFIC ENGINEER: I HERBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

NAME - MICHAEL SHOMION, PE LICENSE NUMBER - 50488  
DIGITAL SIGNATURE: DATE: 8/18/2023

*Michael Shomion*



CONTRACTOR NAME: D&D Service		
CONTRACTOR JOB #: JB#1316358		
PREPARED BY: Joel Truckenbrod, T.C.S. # 3365		
DATE PREPARED: 8/17/23	DATE REVISED: 8/18/23	
ORDERED BY: Dillinger Sherer, D&D Service	REVISED BY: Joel Truckenbrod, T.C.S. # 3365	
CITY: Oak Grove, MN	STREET/LOCATION: Viking Blvd & Rum River Blvd	
PROJECT NAME: -	STAGE/PHASE#: -	
● - REFLECTIVE DRUM	* - TYPE A CHANNELIZER	■ - REFLECTIVE CONES



**Daytime only flaggers used as needed to close the eastbound lane of County Rd 22 when the bore is taking place**

\* Flagger setup 6K-16 used as need for installation. Setup adjusted based on daily work requirements. Additional flaggers and signing used as needed to control cross traffic.

**NOTE:**  
- Reflective cones may be used, if setup is daytime only.



**Certificate Of Completion**

Envelope Id: 9403A1AEBC0B42B4B79F75E77863EE40	Status: Delivered
Subject: dillenger sherer - ROW Permit Application	
Source Envelope:	
Document Pages: 8	Signatures: 1
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: 23.25.151.73

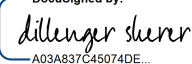
**Record Tracking**

Status: Original	Holder: Highway Permits	Location: DocuSign
10/2/2023 9:50:16 AM	HighwayPermits@co.anoka.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: DocuSign

**Signer Events**

dillenger sherer  
 dsherer@dd-service.com  
 Security Level:  
 DocuSign.email  
 ID: 1  
 10/2/2023 9:50:18 AM

**Signature**

DocuSigned by:  
  
A03A837C45074DE...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 23.25.151.73

**Timestamp**

Sent: 10/2/2023 9:50:17 AM  
 Viewed: 10/2/2023 9:50:24 AM  
 Signed: 10/2/2023 9:52:32 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/18/2023 1:56:23 PM  
 ID: 692f0576-db78-4875-ab07-8b9aa55c8ec3

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

Sent: 10/2/2023 9:52:35 AM  
 Viewed: 10/3/2023 10:54:23 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/27/2023 8:31:32 PM  
 ID: 75d13157-9c2d-440c-9d04-8206f0479b5d

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

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	10/2/2023 9:50:17 AM
Envelope Updated	Security Checked	10/2/2023 9:52:32 AM
Certified Delivered	Security Checked	10/3/2023 10:54:23 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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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.