



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

PERMIT NUMBER

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 **Columbia Heights PD**

CONTACT PERSON **Matt Markham**

ADDRESS **825 41st Ave**

CITY **Minneapolis**

PHONE NUMBER **763-706-8109**

EMAIL **mmarkham@columbiaheightsmn.gov**

COMPANY OR INDIVIDUAL PERFORMING WORK **Flock Group Inc DBA Flock Safety**

CONTACT PERSON **Christine Strileckis**

EMAIL **permit@flocksafety.com**

PHONE NUMBER **470-568-4561**

PERMIT WORK TO START **06/04/2024**

PERMIT WORK TO BE COMPLETED **10/04/2024**

DURATION OF JOB **5 days**

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

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS **Multiple locations - please see site list**

CITY **Columbia Heights**

METHOD OF INSTALLATION/CONSTRUCTION **Dig or attachments**

NATURE OF WORK **Installation of (4) ALPR cameras on behalf of Columbia Heights PD.**

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 **N/A**

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE **N/A**

NUMBER OF EXCAVATIONS **3**

SIZE OF EXCAVATIONS **1 sq ft with hole less than 3 ft deep**  
(Length, width, and depth)

LOCATION OF EXCAVATIONS ALL EXCAVATIONS ARE TO BE PROTECTED AT ALL TIMES AND THEN BACKFILLED WHEN UNATTENDED AND/OR OVERNIGHT

Specific written descriptions of excavations - if shown on attached drawing, drawing shall be specific with depth and distance from centerline, curb, or other distinguishable location. Traffic control plans cannot be approved without specific excavation descriptions.

**Installation of (3) new pole and (1) attachment to a street light.**

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: <i>Christine Strleckis</i>	DATE	5/21/2024
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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: TITLE: Traffic Technician	DATE
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NOT VALID UNLESS SIGNED BY ANOKA COUNTY

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## ANOKA COUNTY TRANSPORTATION DIVISION

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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 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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# ANOKA COUNTY TRANSPORTATION DIVISION

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ANDOVER, MN 55304

PERMIT PHONE: 763-324-3176

highwaypermits@anokacountymn.gov

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 physical or electronic 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 Anoka County Permits at 763-324-3176 or highwaypermits@anokacountymn.gov
  - a) At least 36 hours prior to the commencement of work
  - b) With time frame of proposed of work
  - c) Anticipated traffic control
  - d) When work is complete - including restorations - to request a final inspection
- 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) For staking of right-of way or proposed infrastructure, contact Chris Osterhus at 763-324-3189 a minimum of 48 hours prior to the commencement of work.

INITIAL DS  
CS

**LICENSE PLATE READER CAMERA INSTALLATION**

**CASE NUMBER: 00631326**  
**PERMITTING JURISDICTION:**  
**Columbia Heights (City of)**

**Columbia Heights (City of)**  
**ON BEHALF OF**  
**MN - Columbia Heights PD**

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**CONTACT LIST**

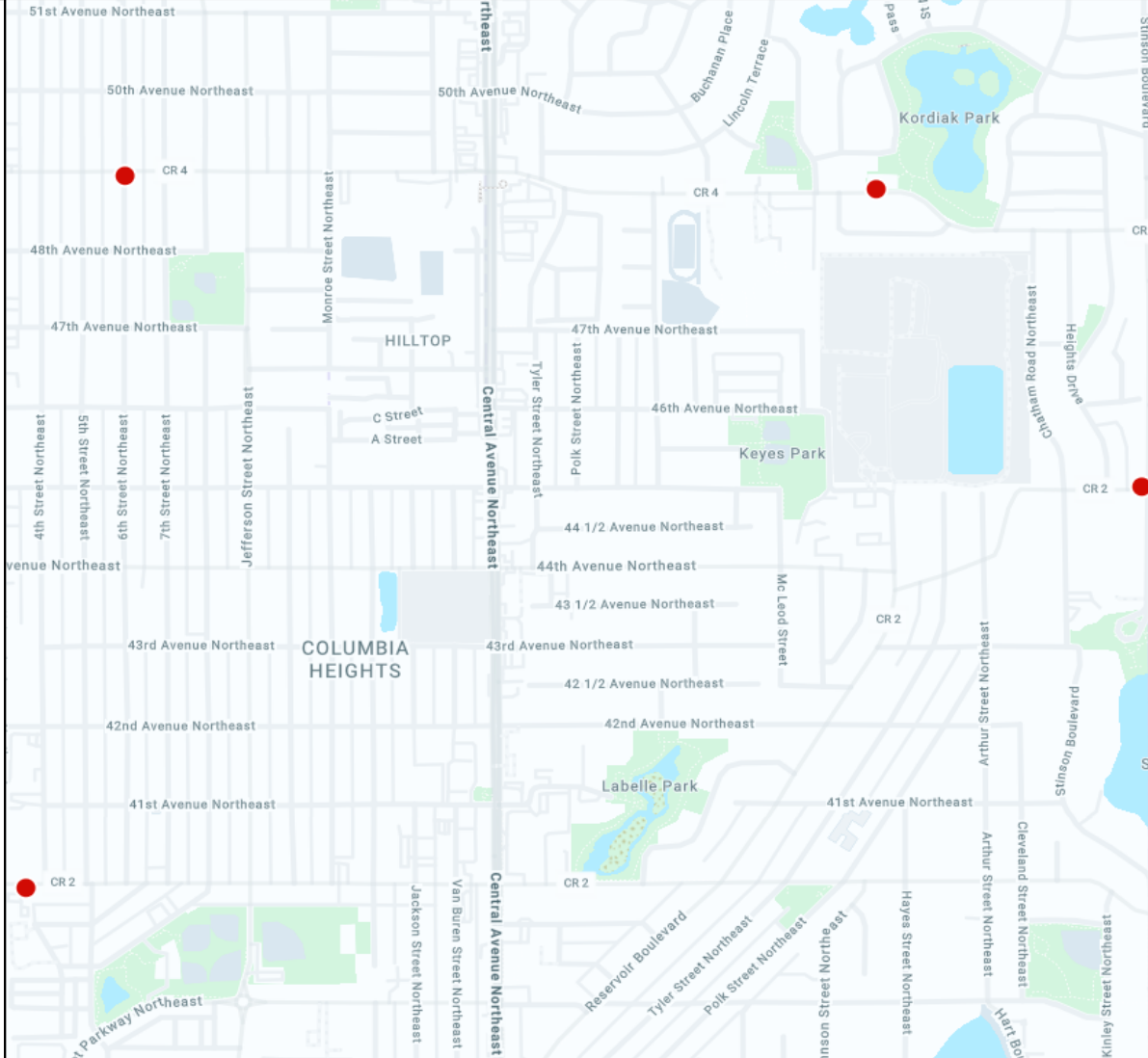
**PERMITTING**

christine.strileckis@flocksafety.com

**PROJECT MANAGER**

jennifer.silva@flocksafety.com

SEE APPROVED PERMIT FOR LISTED INSPECTOR\*



MN - Columbia Heights PD

00631326

Flock Safety  
 1170 HOWELL MILL ROAD SUITE 210  
 ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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-	-	-	-
-	-	-	-
-	-	-	-
0	05/21/2024	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

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LICENSE PLATE READER CAMERA INSTALLATION  
 CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

**COVER SHEET & LOCATION MAPS**

SHEET: <b>T.01</b>	REV: <b>0</b>
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**DRAWING INDEX**

T.01	COVER SHEET & LOCATION MAPS
GN.01	GENERAL NOTES
A.01 - A.04	PLAN DRAWINGS
SPEC.01 - SPEC.05	EQUIPMENT & FOUNDATION DETAILS



**Know what's below.**  
**Call before you dig.**

**GENERAL & CONSTRUCTION NOTES**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH STATE AND LOCAL AGENCY SPECIFICATIONS UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.
2. ALL WORK SHALL CONFORM TO ALL APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY STANDARDS SUPERSEDE.
3. CONTRACTOR SHALL ENSURE ALL PROPOSED EQUIPMENT INSTALLED IS IN ACCORDANCE WITH NESC REQUIREMENTS AND CLEARANCES.
4. ALL CONSTRUCTION AND/OR MAINTENANCE ON THE MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY SHALL CONFORM TO THE FEDERAL MANUAL ON UNIFORM TRAFFIC DEVICES, THE MINNESOTA DEPARTMENT OF TRANSPORTATION ROADWAY AND TRAFFIC DESIGN STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, PLANS PREPARATION MANUAL AND DRAINAGE MANUAL.
5. THE PERMITTING AGENCY RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO ANY PERMITTED METHODS OF INSTALLATION, SCOPE OF WORK AND RESTORATION THAT MAY BE REQUIRED TO POSITIVELY SUPPORT LIFE, SAFETY AND ENVIRONMENTAL WELL BEING OF ALL USERS OF THE TRANSPORTATION SYSTEM.
6. SHOULD A CONFLICT ARISE BETWEEN THE DETAILS SHOWN IN THE PLANS AND THE DEPARTMENT OF TRANSPORTATION STANDARDS, THE ENGINEER/PERMITTEE SHALL IMMEDIATELY CONFER WITH THE DEPARTMENT'S ENGINEER IN ORDER TO RESOLVE THE DISCREPANCY. IN NO CASE WILL ANYTHING LESS THAN THE DEPARTMENTS MINIMUM STANDARDS BE ALLOWED.
7. FLOCK SAFETY SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES 48 HOURS PRIOR TO CONSTRUCTION.
- 7.1. INSTALLS INVOLVING FLOCK SAFETY PROVIDED POLES, A MINIMUM OF 2' SEPARATION SHALL BE MAINTAINED FROM ALL EXISTING UTILITIES AND STORM DRAIN STRUCTURES.
8. THE PERMITTED WORK SCHEDULE IS DEFINED AS MONDAY THROUGH FRIDAY 7:00AM TO 5:30PM UNLESS OTHERWISE NOTED WITHIN THE PERMIT. ANY WORK DESIRED OUTSIDE OF THIS PERIOD MUST BE REQUESTED IN ADVANCE AND APPROVED BEFORE WORKING THE ALTERNATE SCHEDULE.
9. FLOCK SAFETY SHALL BE RESPONSIBLE TO APPLY AND OBTAIN AN APPROVED TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD AND LOCAL STANDARDS AS REQUIRED.
10. WORK INVOLVING TEMPORARY LANE CLOSURES ARE TO BE DONE BETWEEN THE HOURS OF 8:00AM AND 5:00PM. MONDAY THROUGH FRIDAY UNLESS OTHERWISE STATED BY THE DEPARTMENT OF TRANSPORTATION.
11. CONTRACTOR SHALL PROVIDE SAFE ACCESS PER CURRENT GENERAL STANDARDS FOR ALL PEDESTRIAN TRAFFIC REGULATIONS ON ALL EXCAVATIONS OPENED IN THE TRAFFIC ZONE CONTROL AREA.
12. NO PEDESTRIAN PATHWAY IS TO BE REMOVED, BLOCKED, OR DISTURBED WITHOUT HAVING A SUFFICIENT DESIGNATED TEMPORARY PEDESTRIAN PATHWAY WITH ALL APPROPRIATE PEDESTRIAN MAINTENANCE OF TRAFFIC SIGNS IN PLACE PRIOR TO PATHWAY BEING AFFECTED.
- 12.1. ALL TEMPORARY PEDESTRIAN PATHWAYS MUST BE FIRM AND UNYIELDING.
13. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTY IN THE VICINITY OF THE CONSTRUCTION.
14. NO WORK SHALL BE PERFORMED DURING THE WEEKS OF ANY STATE OR FEDERAL HOLIDAYS UNLESS OTHERWISE APPROVED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION.
15. ALL WORK ZONES ARE TO BE SET UP AND MAINTAINED BY SOMEONE WHO HAS THE MINNESOTA DEPARTMENT OF TRANSPORTATION INTERMEDIATE TRAFFIC CONTROL LEVEL TRAINING OR EQUIVALENT.
16. THE PERMITTING AGENCY RETAINS THE RIGHT TO MAKE ALTERATIONS TO THE PERMIT, ATTACHED SKETCH OR CHARACTER OF WORK AS MAY BE CONSIDERED NECESSARY OR DESIRABLE DURING THE PROGRESS OF THE WORK FOR SATISFACTORY COMPLETION OF THE PROPOSED CONSTRUCTION.
17. THE PERMITTEE SHALL NOTIFY THE PERMITTING AGENCY OF DATE OF COMPLETION, REQUEST A FINAL INSPECTION AND A NOTICE OF FINAL ACCEPTANCE.
18. IF THE PROPOSED CANNOT BE INSTALLED PER THE APPROVED PERMITTED PLAN AND BY GENERAL SPECIFICATIONS, A REVISED PLAN MUST BE PROVIDED TO THE DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF PRODUCTS OR MATERIALS AT THE GIVEN LOCATIONS WHERE CONFLICTS OCCUR.
19. CONTRACTOR SHALL RESTORE RIGHT-OF-WAY TO EQUAL OR BETTER CONDITION UPON COMPLETION OF WORK AND TO THE SATISFACTION OF THE STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY AT NO ADDITIONAL COMPENSATION.
- 19.1. RESTORATION MAY INCLUDE BUT IS NOT LIMITED TO GRADING AND SODDING IN ANY DISTURBED AREA.
- 19.2. ANY SIDEWALK DISTURBED WILL BE REPLACED BY SECTION WITHIN 72 HOURS TO THE STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.
20. IT WILL BE THE RESPONSIBILITY OF THE PERMITTEE TO REPAIR ANY DAMAGE TO GENERAL FACILITIES AND/OR PRIVATE PROPERTY CAUSED BY CONSTRUCTION OF THE PROJECT.
21. ALL ROADWAY PAVEMENT, CURBS, GUTTERS AND STORM WATER COLLECTORS WILL BE KEPT FREE OF MUD AND OTHER DEBRIS AT ALL TIMES DURING CONSTRUCTION.
22. NO STOCKPILING, STORING OR SEMI PERMANENT USE OF THE RIGHT OF WAY IS AUTHORIZED UNLESS SPECIFICALLY IDENTIFIED WITHIN THE PERMIT.
23. THE CONTRACTOR SHALL HAVE AN AUTHORIZED PERSON AVAILABLE AT/OR NEAR THE WORK SITE TO ADDRESS EMERGENCY ISSUES ASSOCIATED WITH THE PROJECT.

**ADA COMPLIANCE NOTES**

1. ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II AND ALL STATE DEPARTMENT OF TRANSPORTATION AND LOCAL STANDARDS. USE STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS FOR PEDESTRIAN CONTROL PLANS FOR CLOSURE OF SIDEWALK.
2. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
3. NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK UP TO 7'-0" IN HEIGHT.

**DRAWINGS**

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE FOLLOWING ATTACHED DRAWINGS THAT ARE HEREBY MADE A PART OF THE STATEMENT OF WORK, BY THIS REFERENCE.

**SPECIFICATIONS**

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE SPECIFICATIONS CONTAINED IN THAT CERTAIN "MASTER AGREEMENT, OUTSIDE PLANT MAINTENANCE CONSTRUCTION SERVICES," PROVIDED THAT SUCH AN AGREEMENT EXISTS BETWEEN FLOCK SAFETY AND CONTRACTOR. IN THE ABSENCE OF SUCH AN AGREEMENT, THE SPECIFICATIONS CONTAINED IN AN AGREEMENT TO BE EXECUTED BY THE PARTIES PRIOR TO THE COMMENCEMENT OF WORK SHALL GOVERN.

**MATERIALS**

1. INSTALLER SHALL RECEIVE FLOCK SAFETY MATERIALS AT A FLOCK SAFETY LEASED WAREHOUSE FACILITY OR AT THE LOCAL TSO LOCATED AT (CONTACT 24 HOURS IN ADVANCE): 1170 HOWELL MILL RD NW, ATLANTA, GA 30318.
  - 1.1. ALL UNUSED AND REQUESTED SALVAGED MATERIAL TO BE RETURNED TO SAME ADDRESS.
2. THE RECEIPT OF ALL MATERIALS SHALL BE CONSTRUED AS CONCLUSIVE EVIDENCE THAT THE CONTRACTOR HAS MADE ALL NECESSARY EXAMINATION AND INSPECTIONS, AND IS SATISFIED AS TO THE QUALITY AND QUANTITY OF MATERIALS RECEIVED.
3. ANY AND ALL MATERIALS THAT MAY BECOME LOST, STOLEN OR DAMAGED SHALL BE REPLACED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE, AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN TIME

**SAFETY AND PRECAUTIONS**

1. ALL PERSONNEL ARE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE FLOCK SAFETY REQUIREMENTS, RAILROAD SAFETY CODE AND GOVERNING JURISDICTION.
2. THE WORK UNDER THIS INSTALLATION WILL BE CONSTRUCTED ALONG RIGHTS OF WAY THAT MAY CONTAIN EXISTING AND OPERATIONAL UTILITIES. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING EXISTING UTILITIES AND FOR COMPLIANCE WITH THE REQUIREMENTS OF ANY STATEWIDE AND / OR LOCAL AREA IN ADVANCE OF ANY EXCAVATION, BORING OR PLACING WORK AND THE CONTRACTOR SHALL LOCATE AND EXPOSE BY HAND ALL EXISTING SUBSURFACE PLANT. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN THE TIME OF THE CONTRACT.
3. INSTALLER SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF PUBLIC AND PRIVATE PROPERTIES. INSTALLER SHALL PROTECT, SHORE, BRACE, SUPPORT AND MAINTAIN ALL UNDERGROUND PIPES, CONDUITS, DRAINS AND OTHER SUBSURFACE STRUCTURES UNCOVERED OR OTHERWISE AFFECTED BY THE WORK.
4. INSTALLER SHALL BE RESPONSIBLE FOR ALL DAMAGE TO STREETS, ROADS, HIGHWAYS, SHOULDERS, DITCHES, EMBANKMENTS, CULVERTS, BRIDGES OR OTHER PUBLIC OR PRIVATE PROPERTY OR FACILITY, REGARDLESS OF LOCATION OR CHARACTER, WHICH MAY BE CAUSED BY THE WORK, OR BY MOVING, HAULING, OR OTHERWISE TRANSPORTING EQUIPMENT, MATERIALS OR WORKERS TO OR FROM WORK OR ANY SITE THEREOF, WHETHER BY THE CONTRACTOR OR SUBCONTRACTORS.

**STAKING AND SCHEDULING**

1. ALL STAKING WILL BE PROVIDED BY FLOCK SAFETY. REQUIRED RIGHT OF WAY CLEARING SHALL BE COMPLETED PRIOR TO STAKING: THEREFORE, THE INSTALLER SHALL COORDINATE ALL CLEARING AND PLACING OPERATIONS WITH THE FLOCK SAFETY PROJECT SUPERVISOR TO AVOID DELAYS AND INTERFERENCE.
2. FLOCK SAFETY WILL PROVIDE RAILROAD, FLAGMEN AND SIGNALMEN AS REQUIRED; HOWEVER, THE CONTRACTOR SHALL BE REQUIRED TO COORDINATE ITS NEEDS FOR SUCH SIGNALMEN AND FLAGMEN WITH FLOCK SAFETY.
3. IN ADDITION TO THE SCHEDULING REQUIREMENTS IN THE GENERAL PROVISIONS, UPON REQUEST THE CONTRACTOR SHALL ALSO SUBMIT TO THE FLOCK SAFETY PROJECT SUPERVISOR, DAILY CREW ASSIGNMENT REPORTS SPECIFYING CREW AND CREW COMPOSITION AND WORK LOCATION.

**PERMITS**

1. FLOCK SAFETY HAS OBTAINED OR WILL OBTAIN PERMITS FROM DEPARTMENTS AND/OR AGENCIES OF CITIES, COUNTIES, STATES, FEDERAL GOVERNMENT, RAILROAD OR OTHER ENTITIES, WHICH PROVIDE FOR THE PLACING OF PIPES AND/OR CABLE UNDER DITCH, TRACKS AND ROADS AND PLACING PIPES AND/OR CABLE ALONG AND WITHIN PUBLIC OR PRIVATE ROAD RIGHTS OF WAY AND RAILROAD RIGHTS.

2. CONTRACTOR SHALL OBTAIN ADDITIONAL PERMITS, IF REQUIRED, FOR EQUIPMENT ACCESS OR MOVEMENT ON PUBLIC ROADS AND RAILROADS. COPIES OF SUCH PERMITS SHALL BE FURNISHED TO FLOCK SAFETY. ALL TRAFFIC CONTROL, IF APPLICABLE, SHALL BE IN ACCORDANCE WITH LOCAL, STATE, COUNTY, OR PERMITTING AGENCY LAWS, REGULATIONS, AND REQUIREMENTS, AND WILL BE THE CONTRACTOR'S RESPONSIBILITY. TRAFFIC CONTROL PLANS PROVIDED BY CURRENT MINNESOTA DEPARTMENT OF TRANSPORTATION DESIGN STANDARDS.

**SCOPE OF WORK**

1. THIS PROJECT SHALL CONSIST OF THE FOLLOWING OPERATIONS: THE WORK PACKAGE IS FOR THE INSTALLATION OF FLOCK SAFETY ALPR CAMERAS WHICH INCLUDES BUT IS NOT LIMITED TO: FLOCK SAFETY PROVIDED POLES, POLE MOUNTED SOLAR PANELS, AND EXTERNAL BATTERY PACKAGES.

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MN - Columbia Heights PD

00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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0	05/21/2024	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

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LICENSE PLATE READER CAMERA INSTALLATION

CASE NUMBER: 00631326  
PERMITTING JURISDICTION: Columbia Heights (City of)

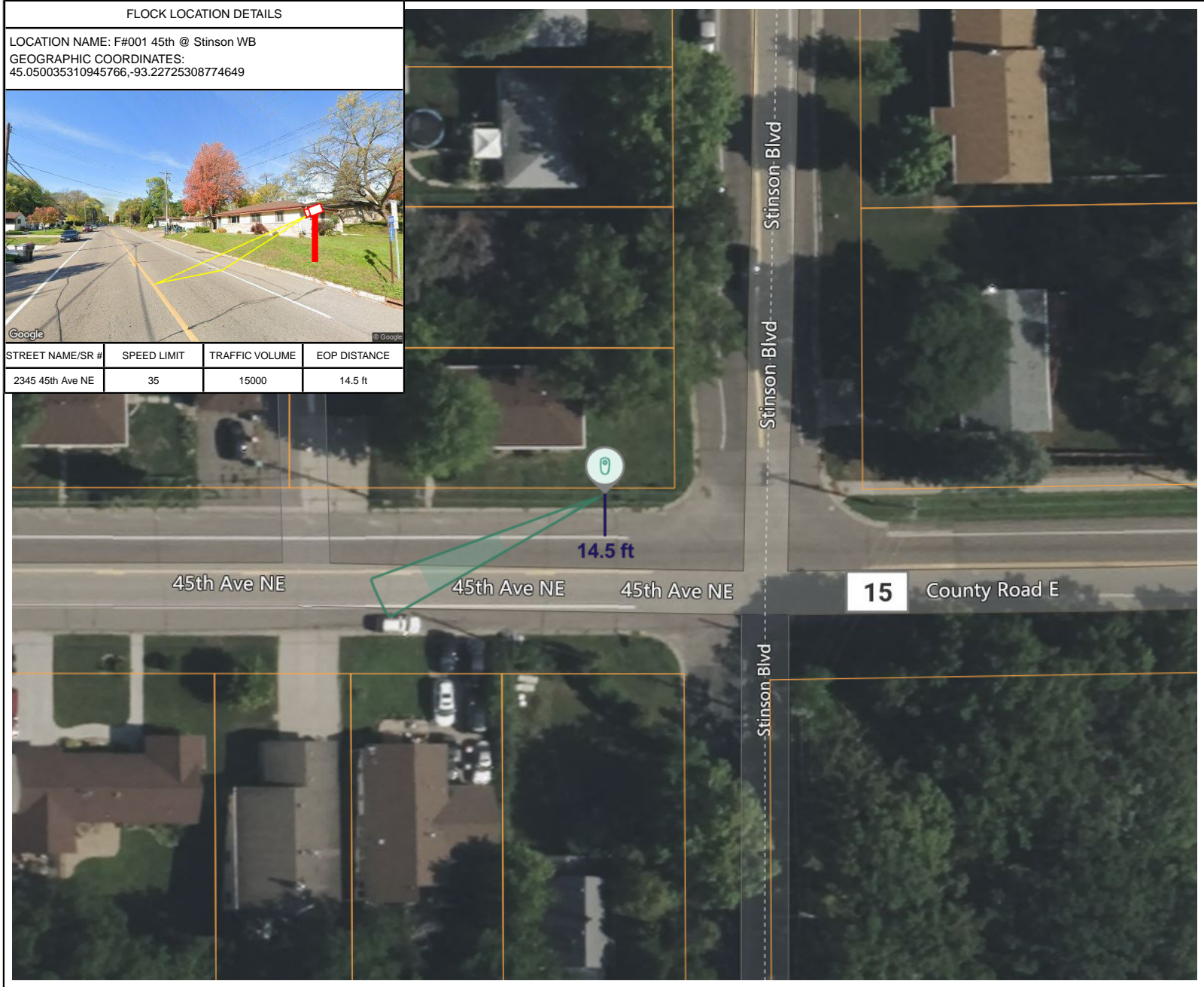
COVER SHEET & LOCATION MAPS	
SHEET: <b>GN.01</b>	REV: <b>0</b>

**FLOCK LOCATION DETAILS**

LOCATION NAME: F#001 45th @ Stinson WB  
 GEOGRAPHIC COORDINATES:  
 45.050035310945766,-93.22725308774649



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
2345 45th Ave NE	35	15000	14.5 ft



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MN - Columbia Heights PD  
 00631326

Flock Safety  
 1170 HOWELL MILL ROAD SUITE 210  
 ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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-	-	-	-
0	05/21/2024	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA


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LICENSE PLATE READER CAMERA INSTALLATION  
 CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS	
SHEET: <b>A.01</b>	REV: <b>0</b>

**FLOCK LOCATION DETAILS**

LOCATION NAME: F#002 40th @ University EB  
 GEOGRAPHIC COORDINATES:  
 45.04087724021544,-93.2620330386867



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
334 Constitution Blvd	30	7000	3 ft



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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
0	05/21/2024	FLK	PRELIM

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LICENSE PLATE READER CAMERA INSTALLATION  
 CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS	
SHEET: <b>A.02</b>	REV: <b>0</b>

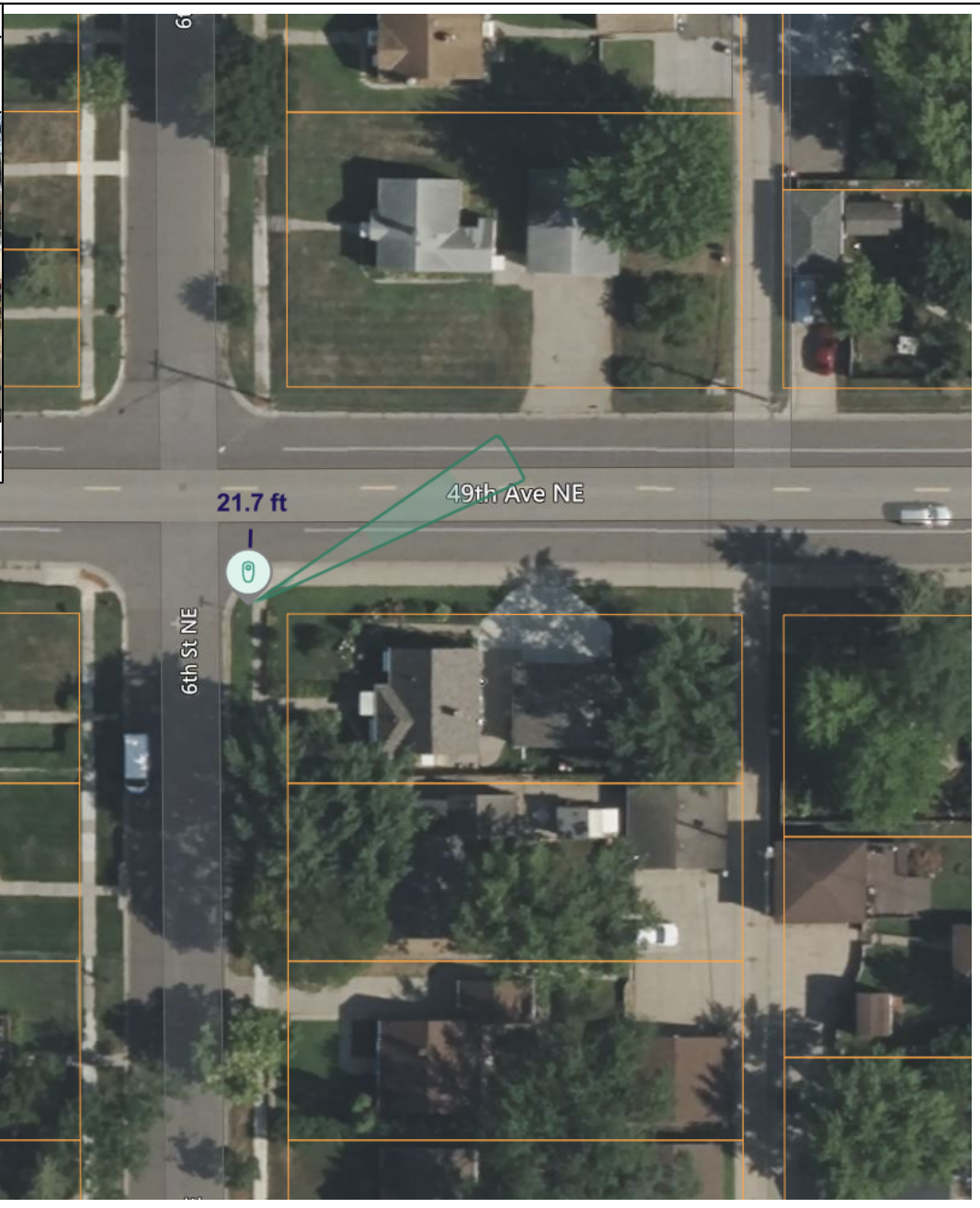


**FLOCK LOCATION DETAILS**

LOCATION NAME: F#004 49th Ave @ 6th St EB  
 GEOGRAPHIC COORDINATES:  
 45.05713533074183,-93.2589315132941



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
4859 6th St NE	30	10000	21.7 ft



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MN - Columbia Heights PD  
 00631326

Flock Safety  
 1170 HOWELL MILL ROAD SUITE 210  
 ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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-	-	-	-
-	-	-	-
-	-	-	-
0	05/21/2024	FLK	PRELIM

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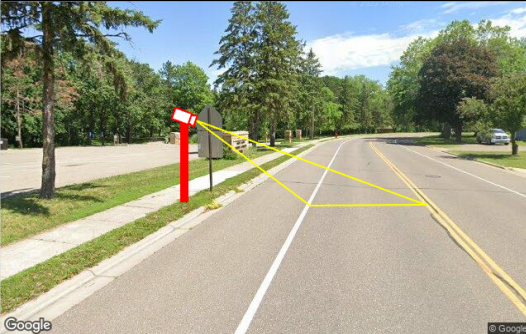
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LICENSE PLATE READER CAMERA INSTALLATION  
 CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

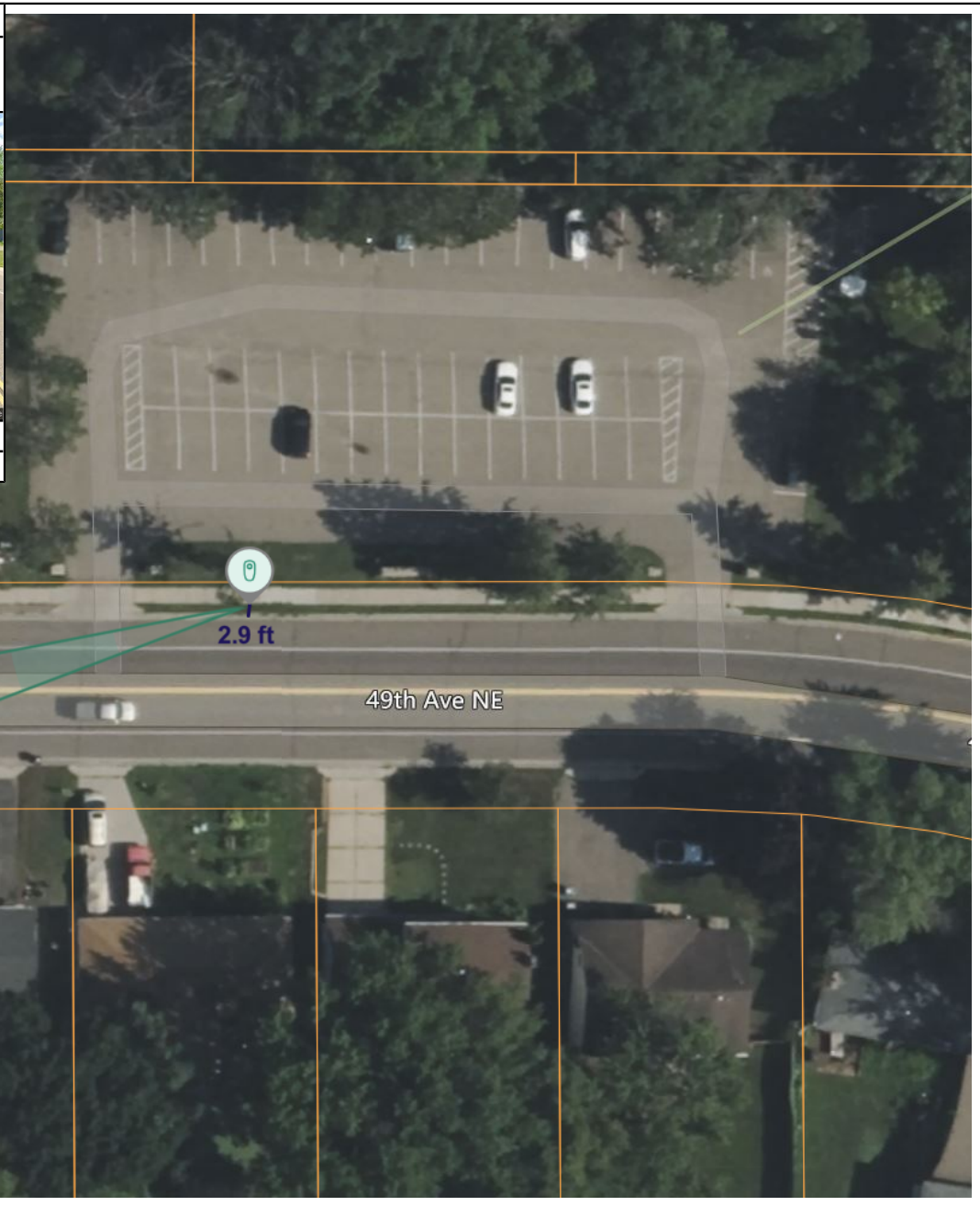
COVER SHEET & LOCATION MAPS	
SHEET: <b>A.03</b>	REV: <b>0</b>

**FLOCK LOCATION DETAILS**

LOCATION NAME: F#007 1800 49th Ave WB  
 GEOGRAPHIC COORDINATES:  
 45.0568168091085,-93.23551038542794



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
1720 49th Ave NE	30	10000	2.9 ft



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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
0	05/21/2024	FLK	PRELIM

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LICENSE PLATE READER CAMERA INSTALLATION  
 CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS	
SHEET: <b>A.04</b>	REV: <b>0</b>

**DESIGN NOTES**

1. POLE AND FOUNDATIONS ARE DESIGNED IN ACCORDANCE WITH THE FOLLOWING CODES:
  - 1.1. 2009/2012/2015/2018/2021 INTERNATIONAL BUILDING CODE
  - 1.2. AASHTO LRFD SPECIFICATIONS FOR STRUCTURAL SUPPORT FOR HIGHWAY SIGNS, LUMIN, TRAFFIC SIGNALS, 2015 EDITION.
2. POLE ANALYSIS AND FOUNDATION DESIGN ARE BASED ON THE FOLLOWING CRITERIA
  - 2.1. DESIGN WIND SPEED (Vult): (SEE SECTION 2.6)
  - 2.2. RISK CATEGORY: II
  - 2.3. EXPOSURE CATEGORY: C
  - 2.4. TOPOGRAPHIC CATEGORY: 1
  - 2.5. SEISMIC DESIGN CRITERIA:
    - 2.5.1. SOIL SITE CLASS: D (ASSUMED)
    - 2.5.2. SPECTRAL RESPONSE, S<sub>s</sub>: 1.000g (MAXIMUM)
    - 2.5.3. SPECTRAL RESPONSE, S<sub>1</sub>: 0.400G (MAXIMUM)
    - 2.5.4. SEISMIC DESIGN CATEGORY: B
  - 2.6. STRUCTURE BASE REACTIONS ARE CALCULATED AS FOLLOWS:

DESIGN WIND SPEED (MPH)	MOMENT (K-FT)	SHEAR (KIP)	AXIAL (KIP)
115	2.70	0.280	0.160
125	3.20	0.330	0.160
135 (MAX)	3.70	0.380	0.160

- 2.7. SHOULD ANY OF THE SITE-SPECIFIC PARAMETERS BE HIGHER THAN WHAT IS NOTED ABOVE, THE EOR SHALL BE CONTACTED TO PROVIDE A REVISED DESIGN.
3. CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO INSTALLATION.
4. FOUNDATION TO CONSIST OF CONCRETE SURROUNDING THE PROPOSED POLE WITH A MINIMUM OF 3,000-PSI COMPRESSIVE STRENGTH.

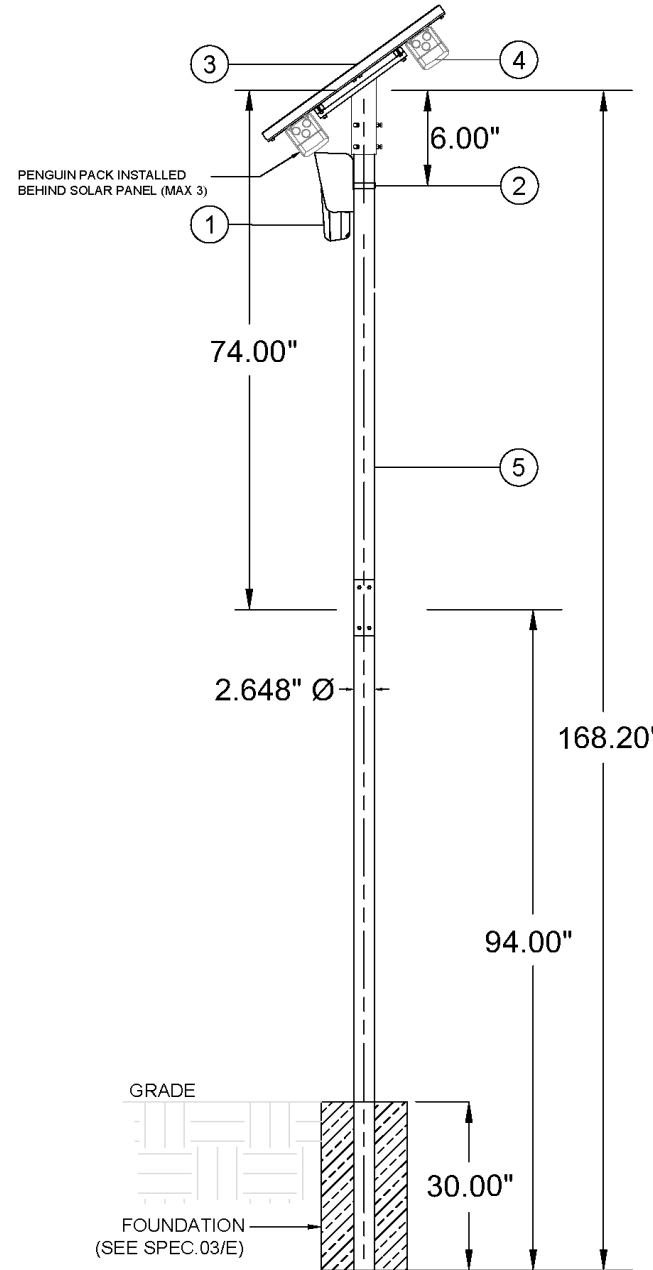
**GENERAL & CONSTRUCTION NOTES**

1. CONTRACTOR SHALL CONTACT DESIGNATED AGENCY TO LOCATE ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
2. CONTRACTOR SHALL APPLY AND OBTAIN AN APPROVED TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD AND LOCAL JURISDICTION STANDARDS.
3. CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO ORIGINAL SITE CONDITION TO THE SATISFACTION OF STATE DEPARTMENT OF TRANSPORTATION AND LOCAL JURISDICTION.
4. ALL WORK SHALL CONFORM TO APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION STANDARDS SUPERSEDE.
5. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SPECIFICATIONS DEFINED BY THE STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION, UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.

**ADA COMPLIANCE NOTES**

1. ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II, STATE DEPARTMENT OF TRANSPORTATION, AND LOCAL JURISDICTION STANDARDS.
2. STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS SHALL BE USED FOR PEDESTRIAN CONTROL PLANS WHEN CLOSURE OF SIDEWALK IS REQUIRED FOR CONSTRUCTION.
3. MINIMUM CLEAR PEDESTRIAN ACCESS ROUTE (PAR) SHALL BE 48" WIDE.
4. NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK. UP TO AN ELEVATION OD 7'-0" ABOVE GRADE.

ITEM NO.	PART NUMBER	DESCRIPTION	TOTAL WEIGHT (LB)	QTY.
1	701-0059	FLOCK SAFETY CAMERA	3.6	1
2	201-00087	MOUNTING CLAMP	2.0	1
3	205-00010	80W SOLAR KIT	17.0	1
4	702-00028	PENGUIN PACK	4	3 (MAX)
5	1020-01	STYLE 7 COUPLER ASSEMBLY	168.42	1



1 POLE ELEVATION DETAIL

SCALE: N/A

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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
0	05/21/2024	FLK	PRELIM

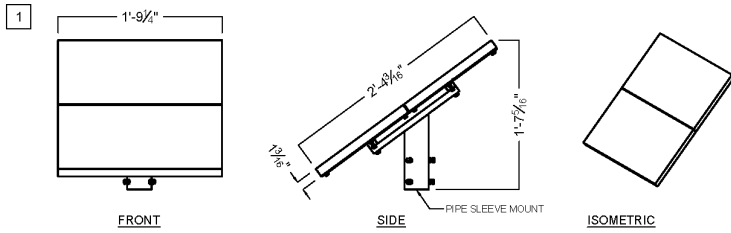
I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

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LICENSE PLATE READER CAMERA INSTALLATION  
CASE NUMBER: 00631326  
PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS

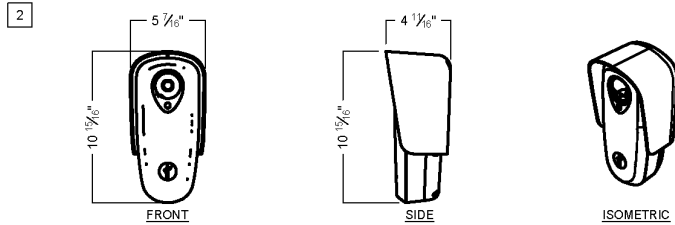
SHEET: SPEC.01  
REV: 0



60 WATT SOLAR PANEL DETAIL (TOP MOUNTED)

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

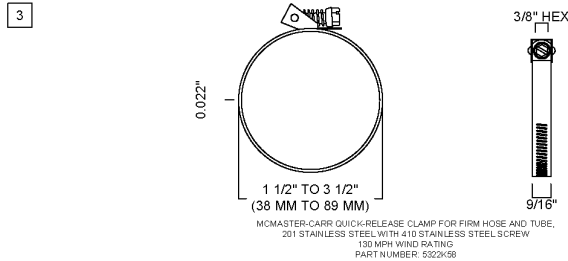
NOT USED



FLOCK SAFETY "FALCON" CAMERA

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

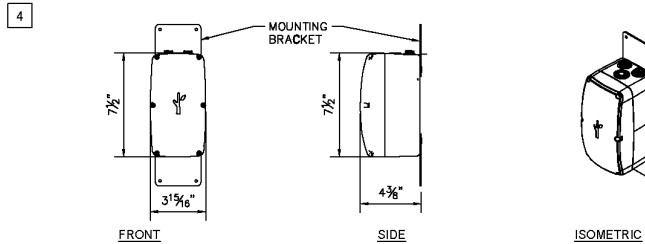
NOT USED



MOUNTING CLAMP

NOTE: LARGER DIAMETER POLES WILL USE AN EQUIVALENT 201 STAINLESS STEEL STRAPPING CUT TO LENGTH.

NOT USED



"PENGUIN" BATTERY PACK

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

NOT USED

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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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0	05/21/2024	FLK	PRELIM

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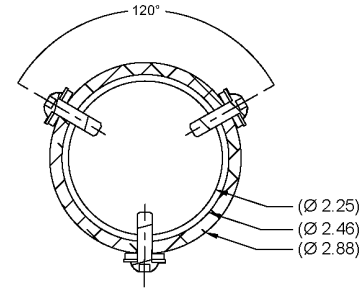
LICENSE PLATE READER CAMERA INSTALLATION  
CASE NUMBER: 00631326  
PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS

SHEET: **SPEC.02** REV: **0**

ITEM NO.	DESCRIPTION	QTY.
1	2.5" SCH 40 2.8750D 74.000L	1
2	2.5 SCH 40 2.8750D 94.000L	1
3	BUT TORX 0.250-20 TAMPER-RESISTANT	6
4	INSERT SLEEVE STYLE 7 TAPPED	1
5	ORING	1
6	WASHER	6
7	CONCRETE FOOTING	1
8	HBOLT 0.2500-20	1

**PROVELI STYLE 7 COUPLER ASSEMBLY**  
**PART #: 1020-01**  
**MATERIAL: VARIES**  
**WEIGHT: 168.42 LBS**  
**DATE: 09/27/2023**  
**DO NOT SCALE DRAWINGS (NTS)**



SECTION C-C

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MN - Columbia Heights PD

00631326

Flock Safety  
 1170 HOWELL MILL ROAD SUITE 210  
 ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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-	-	-	-
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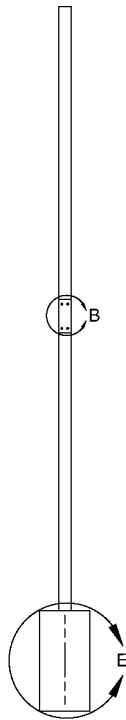
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LICENSE PLATE READER CAMERA INSTALLATION

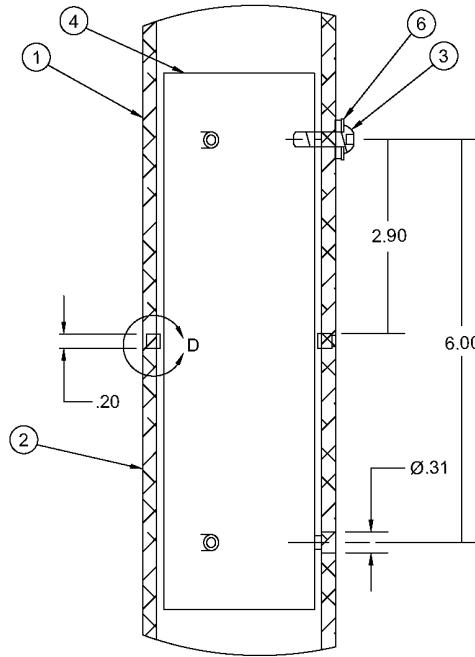
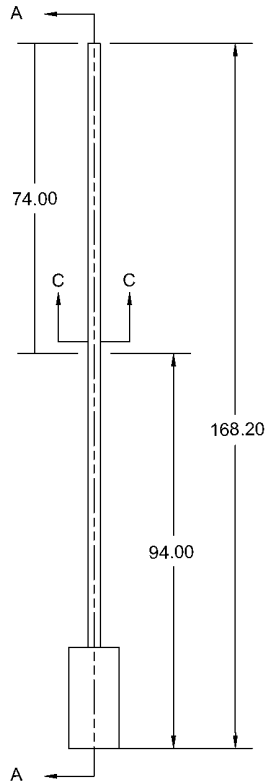
CASE NUMBER: 00631326  
 PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS

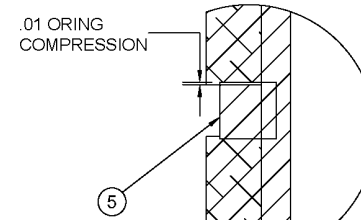
SHEET: **SPEC.03** REV: **0**



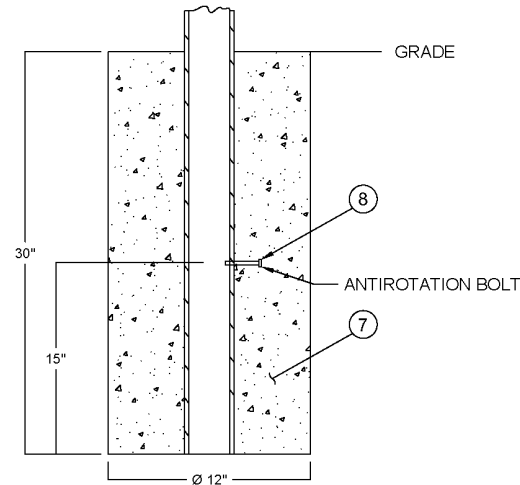
SECTION A-A



DETAIL B



DETAIL D



DETAIL E

NOTE: CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI.

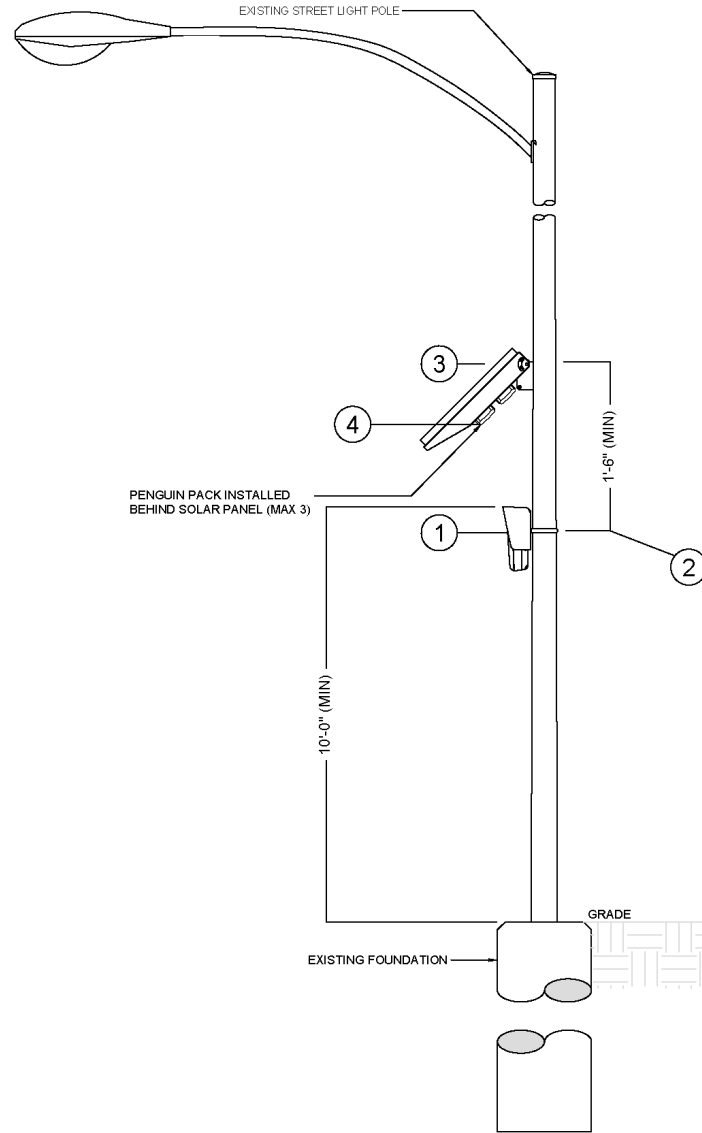
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ITEM NO.	PART NUMBER	DESCRIPTION	TOTAL WEIGHT (LB)	QTY.
1	701-0059	FLOCK SAFETY CAMERA	3.8	1
2	201-00087	MOUNTING CLAMP	2.0	1
3	205-00010	80W SOLAR KIT	17.0	1
4	702-00028	PENGUIN PACK	4.5	3 (MAX)



**1 POLE ELEVATION DETAIL**

SCALE: N/A

NOTE:  
DRAWINGS BASED ON TYPICAL STREET LIGHT

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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
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0	05/21/2024	FLK	PRELIM

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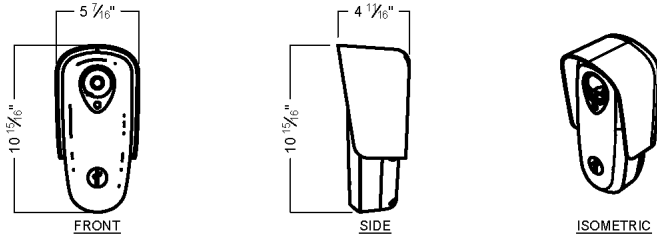
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LICENSE PLATE READER CAMERA INSTALLATION  
CASE NUMBER: 00631326  
PERMITTING JURISDICTION: Columbia Heights (City of)

**COVER SHEET & LOCATION MAPS**

SHEET: **SPEC.04** REV: **0**

1

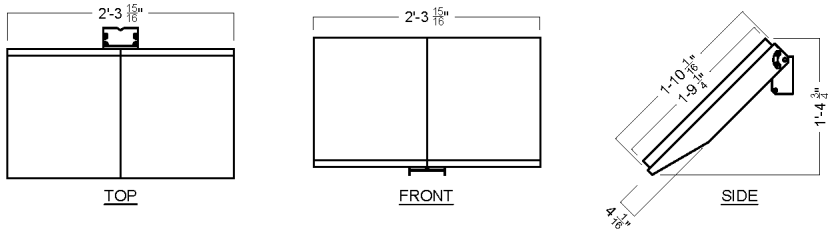


FLOCK SAFETY "FALCON" CAMERA

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

5 NOT USED

2

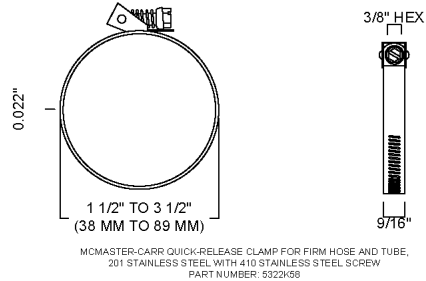


60 WATT SOLAR PANEL DETAIL (SIDE MOUNTED)

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

6 NOT USED

3

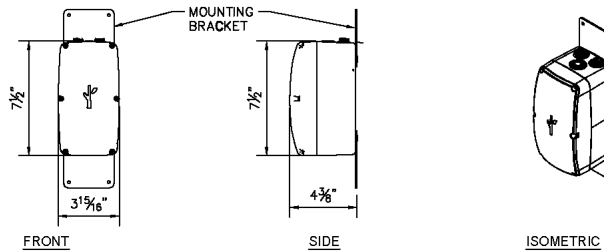


MOUNTING CLAMP

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

7 NOT USED

4



"PENGUIN" BATTERY PACK

MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY

8 NOT USED

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MN - Columbia Heights PD  
00631326

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
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0	05/21/2024	FLK	PRELIM

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LICENSE PLATE READER CAMERA INSTALLATION  
CASE NUMBER: 00631326  
PERMITTING JURISDICTION: Columbia Heights (City of)

COVER SHEET & LOCATION MAPS

SHEET: **SPEC.05** REV: **0**

**Certificate Of Completion**

Envelope Id: CE5C38A6FF47406E9FEDB2BE3FE74D4D	Status: Sent
Subject: Christine Strileckis - ROW Permit Application	
Source Envelope:	
Document Pages: 15	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@anokacountymn.gov
	IP Address: 68.45.149.43


**Record Tracking**

Status: Original	Holder: Highway Permits	Location: DocuSign
5/21/2024 1:47:35 PM	highwaypermits@anokacountymn.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: DocuSign

**Signer Events**

Christine Strileckis  
 permit@flocksafety.com  
 Security Level:  
 DocuSign.email  
 ID: 1  
 5/21/2024 1:47:37 PM

**Signature**

DocuSigned by:  
  
 Christine Strileckis  
 05004147E82A4B9...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 68.45.149.43

**Timestamp**

Sent: 5/21/2024 1:47:36 PM  
 Viewed: 5/21/2024 1:47:44 PM  
 Signed: 5/21/2024 2:05:43 PM

**Electronic Record and Signature Disclosure:**

Accepted: 5/9/2024 8:57:41 AM  
 ID: c921061b-10bc-45c2-b807-9eb1d4694d39

Susan Burgmeier  
 Susan.Burgmeier@anokacountymn.gov  
 Associate Traffic Technician  
 Anoka County  
 Signing Group: Highway Permits  
 Security Level: Email, Account Authentication (Optional)

Sent: 5/21/2024 2:05:45 PM  
 Viewed: 5/23/2024 1:00:27 PM

**Electronic Record and Signature Disclosure:**

Accepted: 5/16/2024 12:16:58 PM  
 ID: fc7e15b7-4a65-4808-bc1a-e7e4c2d90339

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

Christine Strileckis  
 permit@flocksafety.com  
 Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**



<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Updated	Security Checked	5/21/2024 2:05:43 PM
Certified Delivered	Security Checked	5/23/2024 1:00:27 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **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.