# Anoka County MINNESOTA

## ANOKA COUNTY TRANSPORTATION DIVISION 1440 BUNKER LAKE BLVD NW ANDOVER, MN 55304

763-324-3176 highwaypermits@anokacountymn.gov

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 Coon Rapids Public Utilites CONTACT PERSON Tim Himmer

ADDRESS 11155 Robinson Drive NW CITY Coon Rapids

PHONE NUMBER 5073876651 EMAIL charley.hatterman@isginc.com

COMPANY OR INDIVIDUAL PERFORMING WORK Electrical Production Services (EPS)

CONTACT PERSON Luke Wright EMAIL luke.wright@electricalproduction.com

PHONE NUMBER 612-432-4558

PERMIT WORK TO START 03/24/2025

32370

PERMIT WORK TO BE COMPLETED 04/25/2025

DURATION OF JOB 1 week

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

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS 9585 FOLEY BLVD NW

**CITY Coon Rapids** 

METHOD OF INSTALLATION/CONSTRUCTION Directional Bore

NATURE OF WORK Directional Bore at 36" depth of (3) 1.5" ducts. Tie ducts into existing handhole.

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



X CONCRETE

NONE IS SIGNING AND STRIPING REQUIRED? Yes

DEPTH FROM SURFACE 36" depth

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE 1.5" ducts

NUMBER OF EXCAVATIONS 0

SIZE OF EXCAVATIONS N/A

(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.

N/A

Docusign Envelope ID: 842E470A-0DAE-46E5-A240-DC10D8EC2416



## ANOKA COUNTY TRANSPORTATION DIVISION 1440 BUNKER LAKE BLVD NW ANDOVER, MN 55304

PERMIT PHONE: 763-324-3176 highwaypermits@anokacountymn.gov

#### **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.

B56E1250B5CB459

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.

•	• • •	• •		•			<u>-</u>	 		•	
APPL	ICANT'S	SIGNAT	URE	Signed by:	. Katte Ma	Ala			DATE	3/13/2025	
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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



#### ANOKA COUNTY TRANSPORTATION DIVISION

## 1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304 PERMIT PHONE: 763-324-3176

highwaypermits@anokacountymn.gov

#### 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.



## ANOKA COUNTY TRANSPORTATION DIVISION 1440 BUNKER LAKE BLVD NW

## 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

 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	/ H

# **COON RAPIDS-WT CONSTRUCTION-9585 FOLEY BLVD NW**

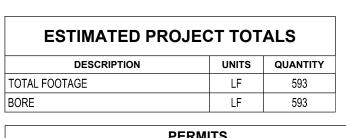
**COON RAPIDS, MINNESOTA** 

**PROJECT LOCATION** 

## **PERMIT PLAN**

PERMIT 2

**ISG PROJECT # 25-32370** 



		PERMITS		
DESCR	IPTION	JURISDICTION	UNITS	QUANTITY
PERMIT 1	BORE	ANOKA COUNTY	LF	214
			UNITS LF	

COON RAPIDS

379

OWNER - CONTINCTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS AND CLARIFICATIONS ISSUED

2. CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER

DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.

DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION

OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK. 5. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF

THROUGHOUT THE WORK, DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN. WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE

4. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY

HE PROFILES AND TYPE OF DETAILING REQUIRED

DETERMINED, NOTIFY ARCHITECT/ENGINEER BEFORE

AND COMPLETE COORDINATION OF ALL WORK.

BY THE ARCHITECT/ENGINEER.

PROCEEDING WITH THE WORK

#### SHEET LIST INDEX

TITLE SHEET LEGENDS-NOTES

QUALITY LEVEL D DRAWING

INFORMATION FOR THE BOLINDARY / LOT LINES, AND LINDERGROUND LITH ITIES SHOWN WAS DERIVED FROM DIGITAL DATABASES AND IS FOR INFORMATIONAL PURPOSES ONLY. DATA MAY NOT HAVE BEE! PREPARED FOR, OR BE SUITABLE FOR: LEGAL, ENGINEERING, OR SURVEYING PURPOSES. **PROJECT GENERAL NOTES** 1. ALL WORK SHALL CONFORM TO THE CONTRACT 6. ALL MANUFACTURED ARTICLES, MATERIALS AND DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED

OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL FRECTED, CLEANED AND CONDITIONED ACCORDING TO

CORROSION

PLAN SHEET

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**EPS** 

#### **COON RAPIDS-WT CONSTRUCTION-9585 FOLEY BLVD NW**

		REVIS	SION SC	HEDUI	.E	
DATE			DESCR	IPTION		BY
						1
		_				_
PROJECT	NO.		25-3	2370		

32370-TITLE

THE CONTRACTOR IS TO CONTACT "GOPHER STATE ONE CALL" FOR UTILITY LOCATIONS, MINIMUM 2 BUSINESS.

MANUFACTURERS' INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURERS' INSTRUCTION:

THE LOCATION AND TYPE OF ALL INPLACE LITILITIES. SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION
ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF

THE KNOWLEDGE OF I & S GROUP, INC. (ISG), NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS AND ELEVATIONS OF ALL INPLACE

UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL

IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.

ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE

ISOLATED FROM EACH OTHER TO AVOID GALVANIC

AND THE CONTRACT DOCUMENTS, NOTIFY

## **PROJECT INDEX:**

**MAP LEGEND:** 

OWNER:

**COON RAPIDS PUBLIC UTILITIES** TIM HIMMER THimmer@coonrapidsmn.gov

**CONTACTS:** 

**OSP PROJECT MANAGER LUKE WRIGHT 4201 NOREX DRIVE SUITE 200 CHASKA, MN 551318** Luke.wright@electricalprodection.com PHONE: 952.426.0699 952-401-1888

**MANAGING OFFICE:** 

BLOOMINGTON OFFICE 7900 INTERNATIONAL DRIVE SUITE 550 MINNEAPOLIS, MN 55425

PROJECT MANAGER: KONG VUE EMAIL: kong.vue@isginc.com



**PROJECT ADDRESS / LOCATION:** 

NW 1/4 SW 1/4 S:25 / T:31N / R:24W

9585 FOLEY BLVD NW. **COON RAPIDS, MN 55433** 

LATITUDE: 45.14317 LONGITUDE: -93.28442

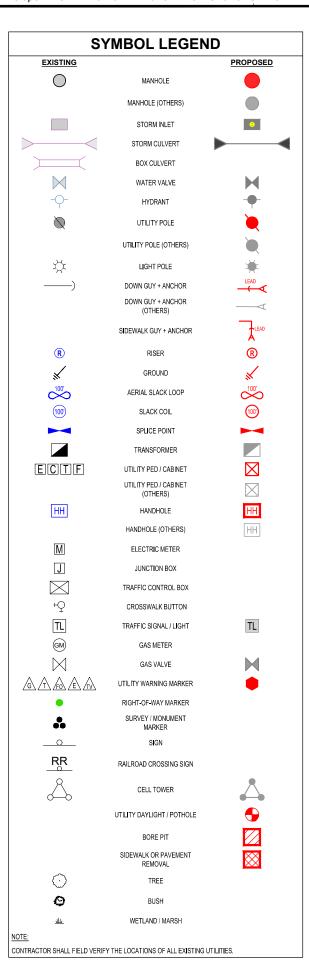
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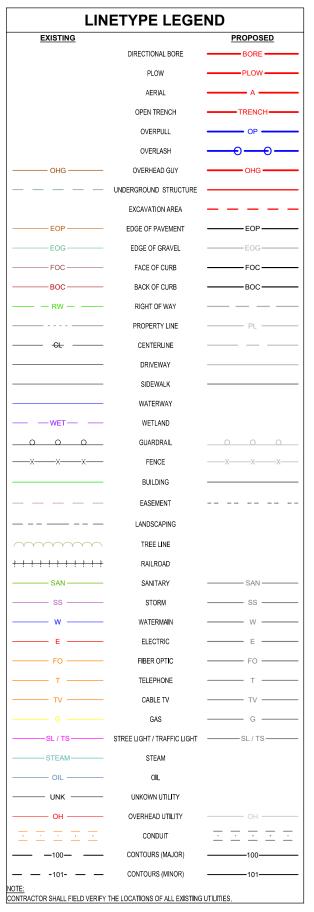
REVIEWED BY

CLIENT PROJECT NO. 250239

**TITLE SHEET** 

**LOCATION MAP** 





#### **GENERAL CONSTRUCTION NOTES**

- CONSTRUCTION PERMITS OR NOTIFICATIONS HAVE BEEN COMPLETED OR APPLIED FOR BY ISG.
- ANY ADJACENT AREAS DAMAGED DURING CONSTRUCTION MUST BE RESTORED TO THEIR ORIGINAL CONDITION
- THE CONTRACTOR SHALL PROTECT EXISTING PROPERTY IRONS DURING CONSTRUCTION AND RESET BY A LICENSED LAND SURVEYOR IF DISTURBED.
- ROUTE DEVIATIONS SHALL NOT BE ALLOWED WITHOUT CONCURRENCE OF DESIGNER.
- BRUSHING AND TREE REMOVAL IS THE RESPONSIBILITY OF THE CONTRACTOR WITH THE FOLLOWING CONDITIONS: -ALL BRUSH AND TREES ARE TO BE REMOVED AND DISPOSED OF BY THE CONTRACTOR.
- ALL ROCKS TURNED UP DURING PLACEMENT MUST BE REMOVED BY CONTRACTOR OR PLACED BACK IN TRENCH DURING RESTORATION SO AS NOT TO CAUSE A HAZARD FOR
- BORES OVER 500 FT. MAY BE BROKEN UP INTO SHORTER BORES FOR CONTRACTORS CONVENIENCE, WITH THE EXCEPTION TO PLACING BORE PITS IN WETLANDS WHICH WILL
- PROPOSED WETLAND BORE PITS SHOULD BE RECEIVING PITS ONLY, PREFERABLY COUPLING OF DUCT BE COMPLETED BY HAND-DIGGING ONLY. DO NOT SET UP THE BORE RIG
- PROPOSED PLACEMENT OF FACILITIES IS BASED ON DESIGN AND PLANNING LOCATES OBTAINED THROUGH THE STATE ONE CALL SYSTEM. ACTUAL FACILITY PLACEMENT IS
- PERMITS (PERMIT BOOK WILL BE PROVIDED PRIOR TO CONSTRUCTION). THE CONSTRUCTION CONTRACTOR IS RESPONSIBLE FOR REVIEWING AND FOLLOWING ANY AND ALL

MAIL BOX

MANHOLE

MINIMUM

MISCELLANEOUS

NOT TO SCALE

ON CENTER

OVERHEAD

OUNCE

PVMT PAVEMENT

RADIUS

ROOF DRAIN

REBAR REINFORCING BAR

OCEW ON CENTER EACH WAY

PERFORATED

PROPERTY LINE

POLYPROPYLENE

POLYVINYL CHLORIDE

NORMAL WATER LEVEL

PEDESTAL, PEDESTRIAN

POUNDS PER SQUARE INCH

REINFORCED CONCRETE PIPE

MECH MECHANICAL

REMOVE

SANITARY

SCHEDULE

SOUARE

RIGHT OF WAY

RIGHT OF WAY

SPECIFICATION

TOP OF CURB

TELEPHONE TEMPORARY

TRANSFORMER

VITRIFIED CLAY PIPE

TELEVISION

TYPICAL

WITHOUT WITH YARD YEAR

TOP NUT OF FIRE HYDRANT

LITILITY LINDERGROUND TELEPHONE

THROUGH

THRU TNFH TRANS





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PROJECT

**EPS** 

#### **COON RAPIDS-WT CONSTRUCTION-9585 FOLEY BLVD NW**

COON RAPIDS

MINNESOT

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FILE NAM	IE	32370-TITLE	
DRAWN E	BY	TC	
DESIGNE		LW	

DESCRIPTION

TITLE

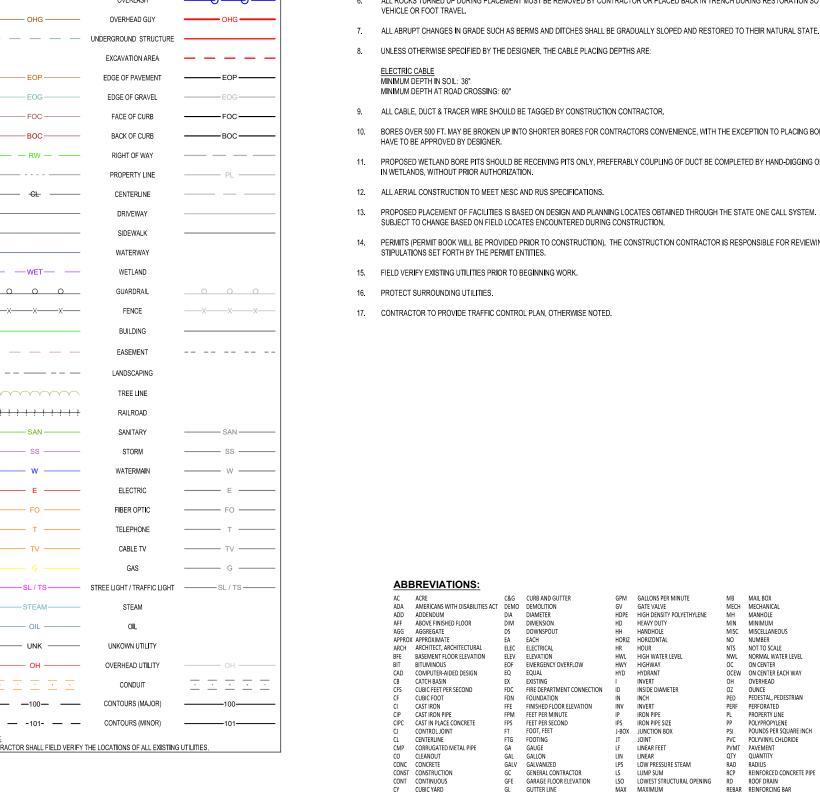
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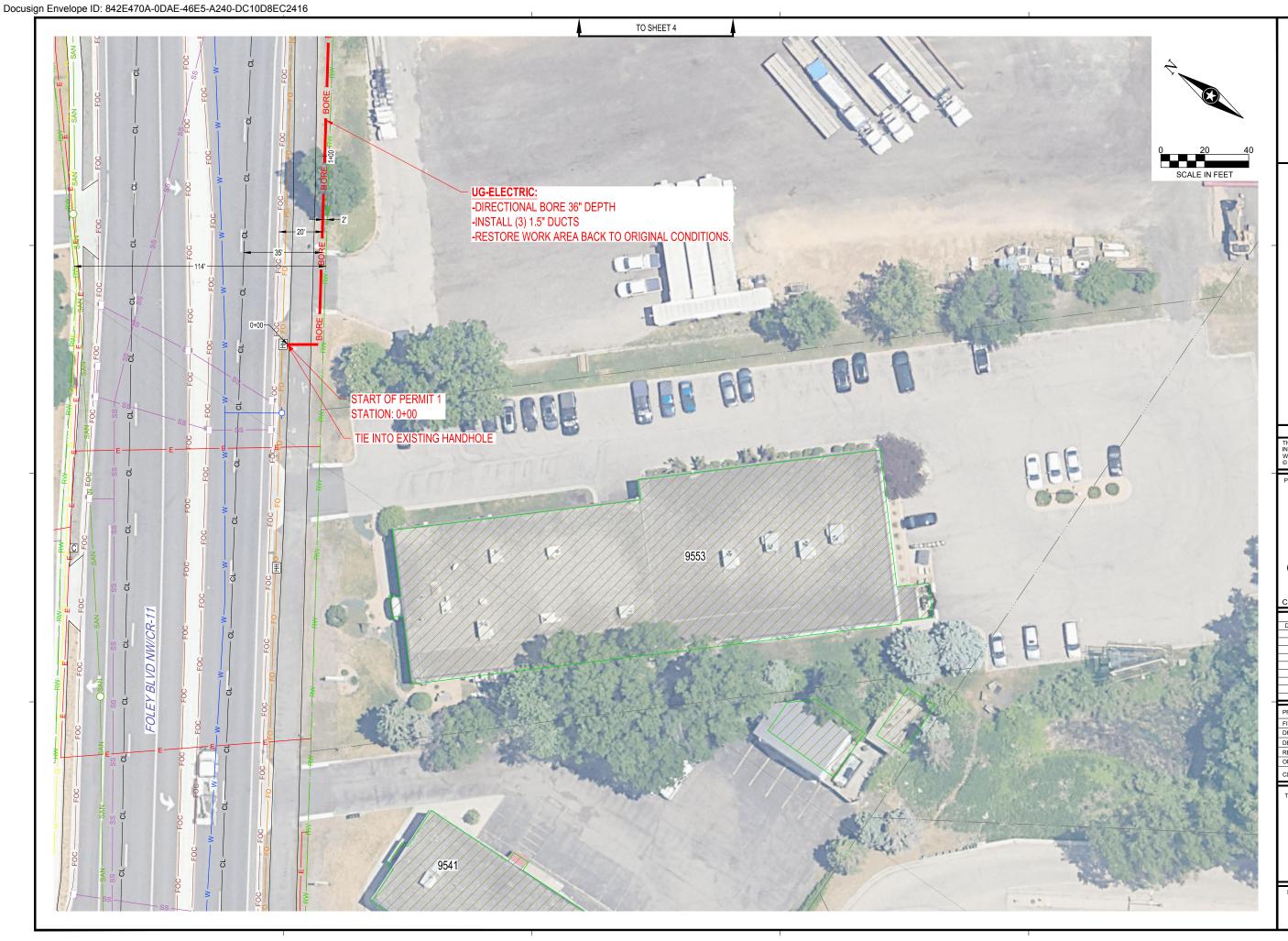
CLIENT PROJECT NO. 250239

#### **LEGENDS-NOTES**

SHEET

OF









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#### **COON RAPIDS-WT CONSTRUCTION-9585 FOLEY BLVD NW**

COON RAPIDS

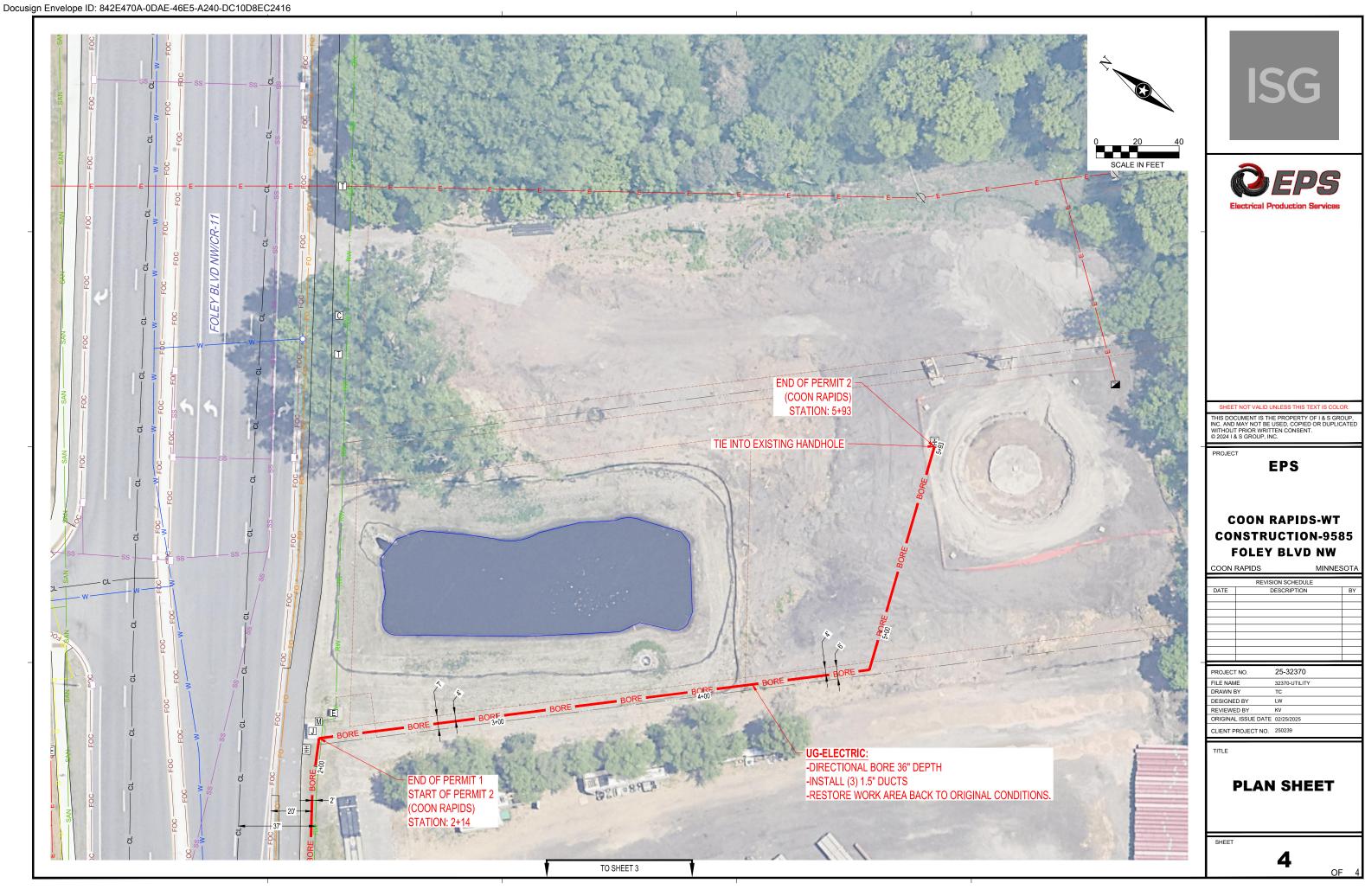
MINNESOTA

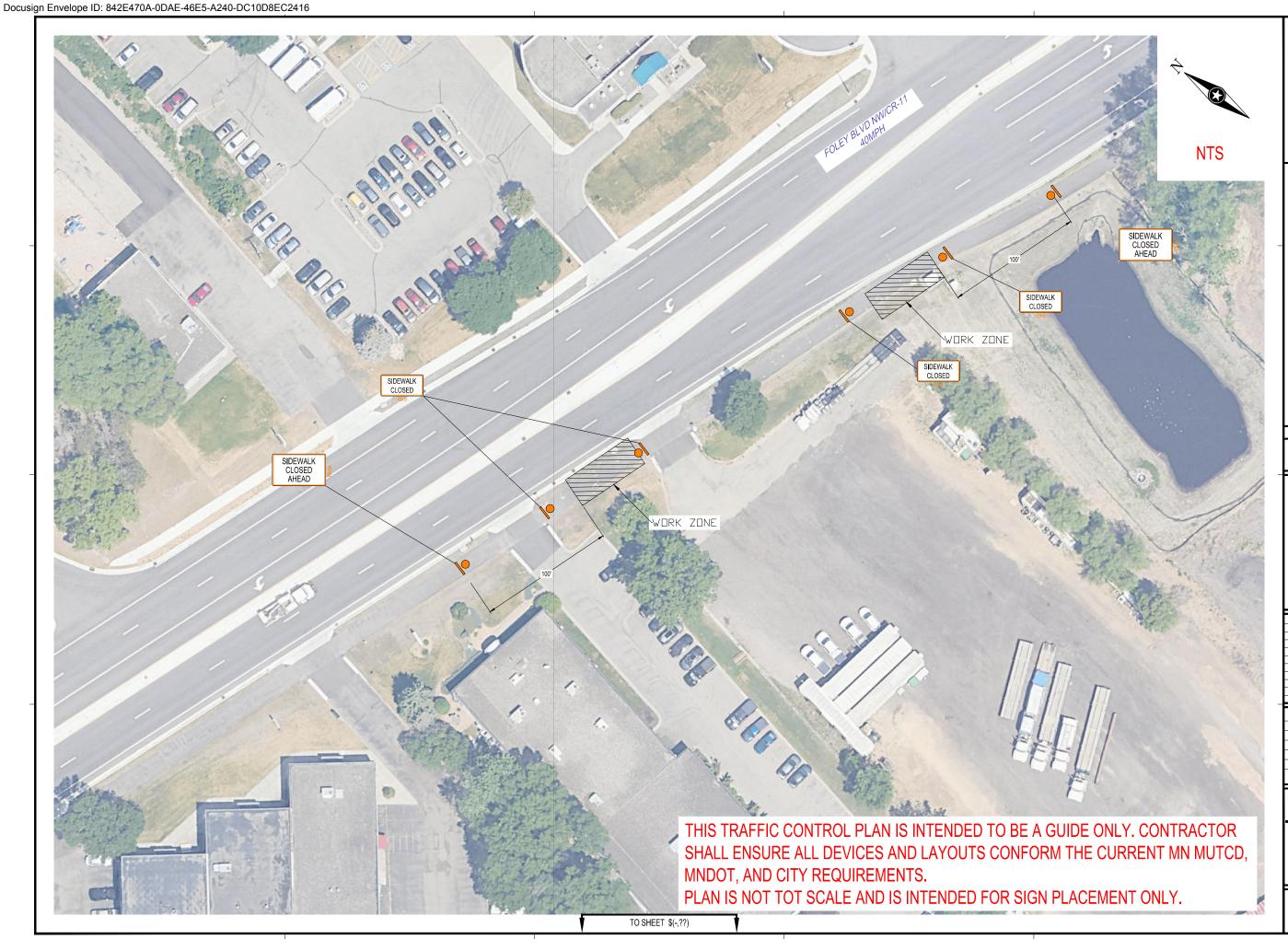
	REVISION SCHEDULE	
DATE	DESCRIPTION	BY

PROJECT NO.	25-32370
FILE NAME	32370-UTILITY
DRAWN BY	TC
DESIGNED BY	LW
REVIEWED BY	KV
ORIGINAL ISSUE DATE	02/25/2025
CLIENT DROJECT NO	250239

### **PLAN SHEET**

3









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### CR-WT CONSTRUCTION\_9585 FOLEY BLVD

		REVIS	ION SCH	EDULE	
DATE		E	DESCRIPT	TON	BY
PROJECT	NO.		25-323	370	
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PROJECT NO.	25-32370
FILE NAME	32370-UTILITY
DRAWN BY	TC
DESIGNED BY	LW
REVIEWED BY	KV
ORIGINAL ISSUE DATE	02/25/2025
CLIENT PROJECT NO.	250239

## TRAFFIC CONTROL **PLAN**

**3A** 



**Certificate Of Completion** 

Envelope Id: 842E470A-0DAE-46E5-A240-DC10D8EC2416

Subject: Charley Hatterman - ROW Permit Application

Source Envelope:

Document Pages: 9 Signatures: 1 Envelope Originator: Initials: 1 Certificate Pages: 4

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

**Highway Permits** 

Status: Sent

Anoka County Government Center

2100 3rd Avenue Anoka, MN 55303

Location: DocuSign

highwaypermits@anokacountymn.gov

IP Address: 64.61.193.66

**Record Tracking** 

Status: Original

3/13/2025 9:42:16 AM

Security Appliance Status: Connected Storage Appliance Status: Connected

Holder: Highway Permits

highwaypermits@anokacountymn.gov

Pool: StateLocal Pool: Anoka County

Location: Docusign

**Signer Events** 

Charley Hatterman ISGPermits@ISGInc.com

Security Level:

DocuSign.email ID: 1

3/13/2025 9:42:17 AM

Signature Signed by:

> Charley Hatterman B56E1250B5CB459

Signature Adoption: Pre-selected Style Using IP Address: 64.61.193.66

**Timestamp** 

Sent: 3/13/2025 9:42:17 AM Viewed: 3/13/2025 9:42:26 AM Signed: 3/13/2025 12:36:49 PM

**Electronic Record and Signature Disclosure:** 

Accepted: 3/13/2025 8:05:49 AM

ID: 716e1f7d-0275-4b76-bdb3-04a195efe501

Susan Burgmeier

Susan.Burgmeier@anokacountymn.gov

Associate Traffic Technician

**Anoka County** 

Signing Group: Highway Permits

Security Level: Email, Account Authentication

(Optional)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/11/2025 7:26:38 AM

ID: 1b0961b9-af8f-4008-8175-c47ba27543dc

Sent: 3/13/2025 12:36:52 PM Viewed: 3/13/2025 12:43:58 PM

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

Charley Hatterman

ISGPermits@ISGInc.com

Security Level: Email, Account Authentication

(Optional)

**Electronic Record and Signature Disclosure:** 

Carbon Copy Events	Status	Timestamp
Not Offered via Docusign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Summary Events Envelope Sent	Status Hashed/Encrypted	<b>Timestamps</b> 3/13/2025 9:42:17 AM
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Envelope Sent	Hashed/Encrypted	3/13/2025 9:42:17 AM
Envelope Sent Envelope Updated	Hashed/Encrypted Security Checked	3/13/2025 9:42:17 AM 3/13/2025 12:36:49 PM

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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: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

#### **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.