NOT VALID UNLESS SIGNED BY ANOKA COUNTY PERMIT NUMBER

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 Centurylink/ Lumen CONTACT PERSON SUSAN BLUE

ADDRESS 2050 4th st CITY WHITE BEAR LAKE MN 55110

PHONE NUMBER 6513782650 EMAIL SUSAN.BLUE@LUMEN.COM

COMPANY OR INDIVIDUAL PERFORMING WORK TELCOM

CONTACT PERSON MIKE GILLETTE EMAIL MIKE.GILLETTE@telcomconstruction.com

PHONE NUMBER 320-558-9485

PERMIT WORK TO START 4/15/2025

P.96010

PERMIT WORK TO BE COMPLETED 8/1/2025

DURATION OF JOB 60-90 DAYS

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

ANOKA COUNTY PROJECT NUMBER SP-6281-53 CO RD J

WORK SITE ADDRESS CORD J & CORD 21

CITY Lino Lakes

METHOD OF INSTALLATION/CONSTRUCTION BORE

NATURE OF WORK BORE IN NEW FACILITIE AND CUT CALES FROM SERVICE/REMOVE GROUND INFRASTRUCTURE

SURFACE TO BE DISTURBED SI

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

X BITUMINOUS

CONCRETE

NONE IS SIGNING AND STRIPING REQUIRED? NO

DEPTH FROM SURFACE

48-60

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE 3" DIAMETER COPPER CABLE 2" HDPE CONDUIT

NUMBER OF EXCAVATIONS 3

SIZE OF EXCAVATIONS 4'X4'

(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.

CORDJ&CORD21

Docusign Envelope ID: 1BE30D63-2A8A-4EE6-AE86-3C50E61853E7



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.

D2C66CEAA26E4C0

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.

•						 		•	
APPLI	CANT'S	SIGNAT		31114			DATE	4/1/2025	
			707000						

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

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
- 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	()
	00

CITY OF WHITE BEAR LAKE, MN - MNDOT SP 6281-53 COUNTY RD J AND I-35E LOCATED ON COUNTY RD J FROM CENTERVILLE RD TO OTTER LAKE RD

LUMEN RELOCATION PLAN (PHASE 1)

PROJECT N.946010 / TERR-1006251

PLANS PREPARED FOR



LUMEN ENGINEER: Rand Olson EMAIL: randall.olson@lumen.com

PHONE: 612-987-6852

LUMEN CONSTRUCTION CONTACT: SHAWN SCHOMMER

EMAIL: SHAWN.SCHOMMER@LUMEN.COM

PHONE: 612-275-3481

WIRECENTER: WHITE BEAR LAKE (WBLKMNWB)

PLANS PREPARED BY



TT ENGINEER: Brandon Aman PHONE: (701) 866-7952 EMAIL: Baman@congruex.com

PROJECT CONTACT

OWNER: RAMSEY COUNTY (MIKE ZMUDA - ISTHMUS ENGINEERING)

PHONE: 612-979-6326

EMAIL: MZMUDA@ISTHMUSENGINEERING.COM

PROJECT ENGINEER: MIKE ZMUDA

PHONE: 612-979-6326

EMAIL: MZMUDA@ISTHMUSENGINEERING.COM

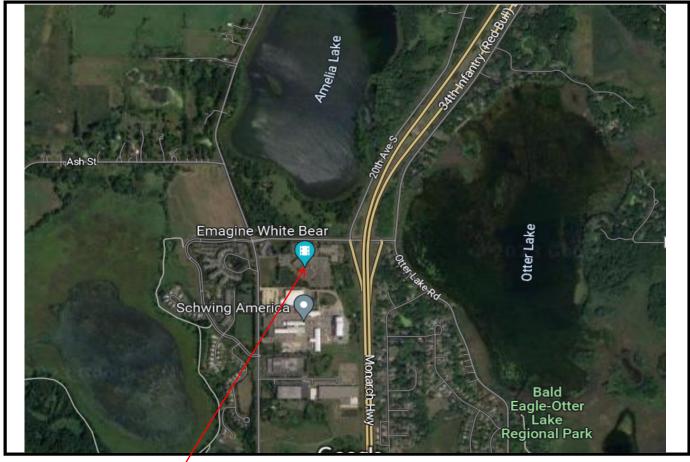
SURVEY/STAKING: MIKE ZMUDA

PHONE: 612-979-6326

EMAIL: MZMUDA@ISTHMUSENGINEERING.COM

ROAD CONTRACTOR: TBD

PHONE: TBD EMAIL: TBD



PERMITS REQUIRED: YES NO

CITY: CITY
COUNTY: Anoka
STATE: STATE
RAILROAD: RR
PIPELINE: PIPE
DNR: DNR
MISCELLANEOUS: EASEMENT

CUTS REQUIRED: YES NO
FIBER OPTIC
COPPER

MIGRATIONS REQUIRED: YES NO
PRECONSTRUCTION MEETING DATE: 4/15/2025
EXPECTED ROADWAY CONSTRUCTION START DATE: 5/1/2025



LOCATION MAP

FOR REFERENCE ONLY

NOTES:

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

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

DATE



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL "D". THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

THE EXACT LOCATION OF UNDERGROUND UTILITIES

SUCH AS GAS, TELEPHONE, FIBER OPTIC, PIPELINES, ELECTRIC, AND CABLE TV ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL BEFORE COMMENCING EXCAVATION.

MINNESOTA DEPARTMENT OF TRANSPORTATION RAMSEY COUNTY DEPARTMENT OF PUBLIC WORKS

CONSTRUCTION PLAN FOR GRADING, BITUMINOUS AND CONCRETE PAVING, ADA IMPROVEMENTS, LIGHTING, TMS, RETAINING WALLS, BRIDGE NO. 62948 FROM 1400' SOUTH OF COUNTY ROAD J TO 2180' NORTH OF COUNTY ROAD J LOCATED ON TH 35E LOCATED ON COUNTY ROAD J FROM CENTERVILLE ROAD TO OTTER LAKE ROAD STATE PROJ. NO. 6281-53 (TH 35E) STATE PROJ. NO. XXXX-XX (COUNTY ROAD J) GROSS LENGTH 4,134.22 FEET 0.783 MILES GROSS LENGTH 2,054.49 FEET 0.389 MILES BRIDGES-LENGTH FEET MILES EXCEPTIONS-LENGTH FEET MILES BRIDGES-LENGTH FEET 0.031 MILES NGTH FEET MILES 4,134.22 FEET 0.783 MILES **EXCEPTIONS-LENGTH** FEET NET LENGTH NET LENGTH 2,054.49 FEET 0.389 MILES REF. POINT 120+00.027 TO REF. POINT 120+00.810

R 22 W

PROJECT LENGTH AND DESCRIPTION IS BASED ON CRJ EB ALIGNMENT

MOODCHUCK

Amelia LINO LAKES END S.P. 6281-53 INP NB35E STA 418+42.61 BEGIN S.P. XXXX-XX CRJ EB STA 49+95.84 Otter ANOKA RAMSEY END S.P. XXXX-XX CONSTRUCT— CRJ_EB STA 70+51.73

BRIDGE NO. 62948 RÉMOVE EXISTING-

BRIDGE NO. 62836

STOPPING

3.5 FT / 2.0 FT

N/A

PROJECT LENGTH AND DESCRIPTION IS BASED ON INP_NB35E ALIGNMENT

DESIGN DESIGNATION

Wilkinson

NORTH

OAKS

		Design ESALS	2045 =	1,473,000	1,373,000
	SCALES	ADT (Current Year)	2019 =	57,000	12,000
DIAN		ADT (Future Year)	. 2045 . =	69,800	17,100
PLAN	50	HCADT (Future Year)	2045 =	5,600	515
PROFILE	5010 HORIZ. VERT.	Design	=	## TON	## TON
INDEX MAP	1600 J	R Value	=	10	12
GENERAL LAYOUT	100	Shoulder Width	=	4 FT, 10 FT	6 FT
GENERAL LATOUT	100	Functional Class		PRINCIPAL ARTERIAL	MINOR ARTERIAL
		No. of Traffic Lanes	=	6	2
		No. of Parking Lanes	=	0	0
PLA	AN REVISIONS	☐ Design Speed		70 MPH	40 MPH

Based on Sight Distance

Height of eye/Height of object

Design Speed not achieved at:

STA. _____TO STA. ____ MPH_

STA. TO STA. MPH.

	PLAN REVISIONS	
DATE	SHEET NO.	APPROVER

OTTER DE

HALPERS

COLINITY BOAD I

STOPPING

3.5 FT / 2.0 FT

ROUNDABOUTS

BEGIN S.P. 6281-53 INP NB35E STA 377+08.39

. WAGONWHEEL CT

District State Aid Engineer: Reviewed for Compliance with State-Aid Rules/Policy FOR PLANS AND UTILITIES SYMBOLS SEE TECHNICAL MANUAL STATE PROJ. NO. CHARGE IDENTIFIER

STATE AID APPROVALS:

PROJECT LOCATION

DISTRICT : METRO

COUNTY: RAMSEY, ANOKA

TITLE SHEET

FED. PROJ. NO.

GOVERNING SPECIFICATIONS

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

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE CONSTRUCTED IN ACCORDANCE TO THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) AND PART VI, "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2 - 3	GENERAL LAYOUT
4 - 8	STATEMENT OF ESTIMATED QUANTITIES
9	STANDARD PLATES
10 - 14	EARTHWORK TABULATIONS
15	SOIL AND CONSTRUCTION NOTES
16 - 24	QUANTITY TABULATIONS
25 - 30	TOPOGRAPHY AND INPLACE UTILITIES PLAN
31	WATERMAIN UTILITY PLAN
32 - 44	TYPICAL SECTIONS
45 - 46	DESIGN DETAILS
47 - 135	STANDARD PLAN SHEETS
136 - 144	ALIGNMENT PLAN AND TABULATIONS
145 - 152	CURB ALIGNMENT PLAN AND TABULATIONS
153 - 157	REMOVAL PLAN
158 - 162	CONSTRUCTION PLAN
163 - 172	PROFILES
173 - 179	CONCRETE PAVING PLAN
180 - 182	SUPERELEVATION PLAN
183 - 186	INTERSECTION DETAILS
187 - 191	CURB PROFILES
192 - 203	ADA PLAN
204 - 226	RETAINING WALL PLAN AND PROFILE
227 - 231	DRAINAGE PLAN
232 - 236	DRAINAGE PROFILES
237 - 241	DRAINAGE TABULATIONS
242 - 246	DRAINAGE DETAILS
247 - 248	CONTOUR PLAN
249 - 251	STORMWATER POLLUTION PREVENTION PLAN
252 - 256	EROSION AND SEDIMENT CONTROL PLAN
257 - 261	TURF ESTABLISHMENT PLAN
262 - 265	TRAFFIC BARRIER AND FENCING PLAN
266 - 272	TRAFFIC DETAILS
273 - 280	TRAFFIC DETOUR PLANS
281 - 322	TRAFFIC CONTROL PLAN
323 - 333	PERMANENT PAVEMENT MARKING PLANS
334 - 346	LIGHTING PLAN
347 - 386	SIGNING PLAN
387 - 391	CROSS SECTION MATCH LINE LAYOUT
SZ1 - SZ36	TRAFFIC MANAGEMENT SYSTEM PLAN
XSP1 - XSP86	CROSS SECTIONS
T 1	US DUAN CONTAINS - E42 - SUFFEE

THIS PLAN CONTAINS 513 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT

DATE:	SIGNATURE		
PRINT NAME:		LICENSE #	
THE LAWS OF TI	HE STATE OF MINNESOTA.		
SUPERVISION A	ND THAT I AM A DULY LICENSED PROFESSIONAL ENGI	MEEK ONDER	

DATE:	SIGNATURE:
DESIGN SQUAD	

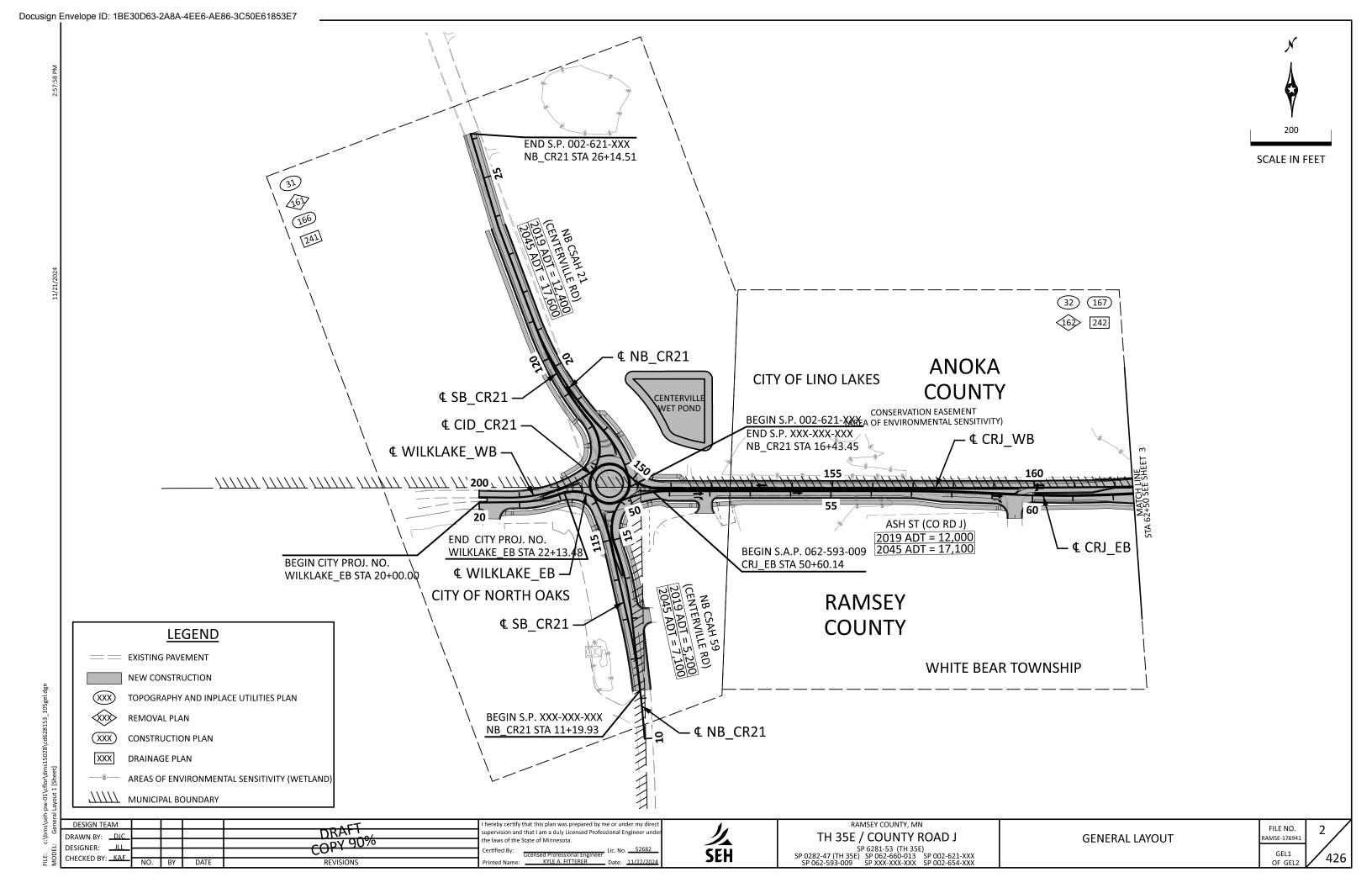
APPROVED
RAMSEY COUNTY ENGINEER APPROVED ANOKA COUNTY ENGINEER

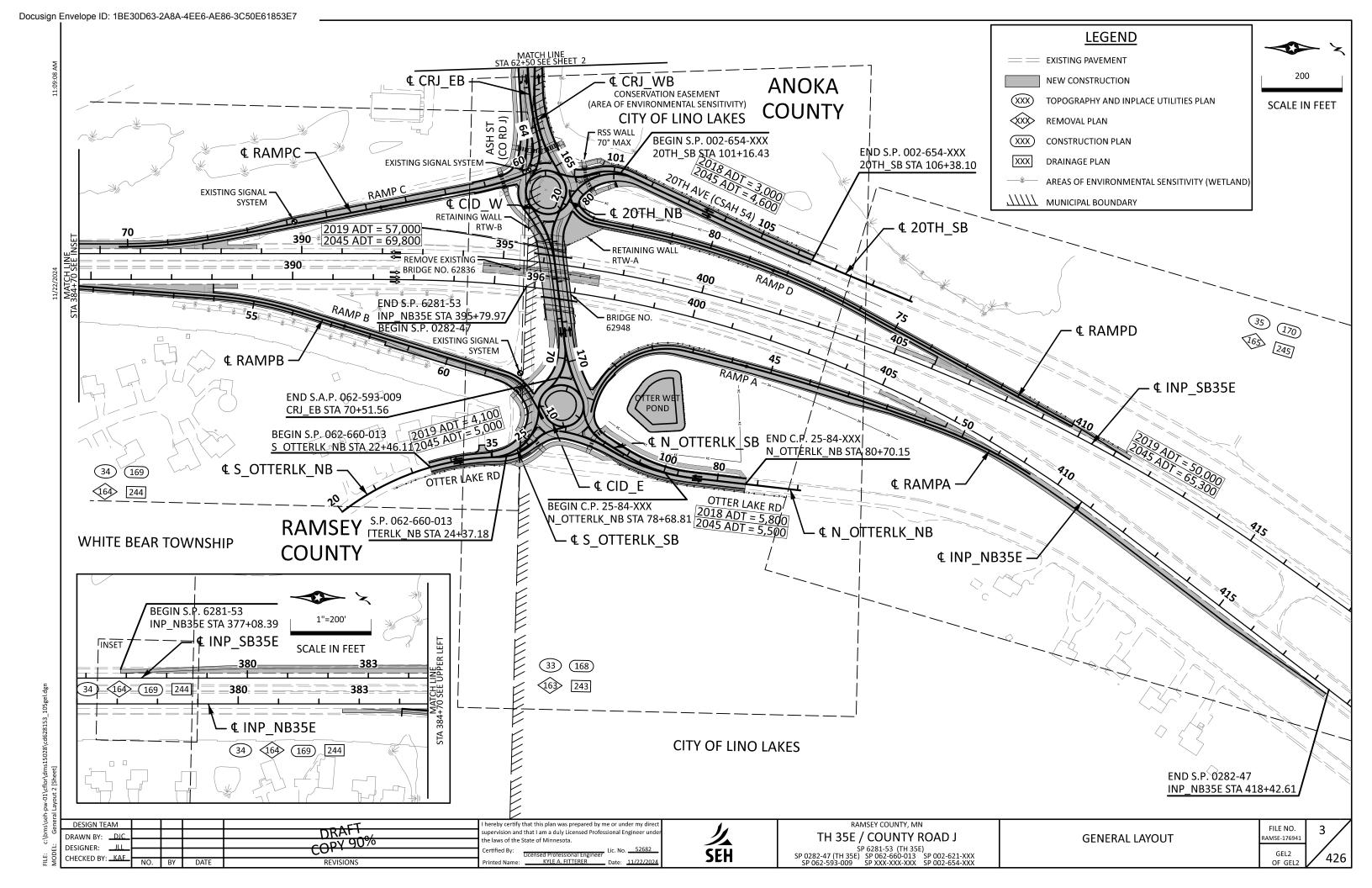
RECOMMENDED FOR APPROVAL DISTRICT TRANSPORTATION ENGINEER

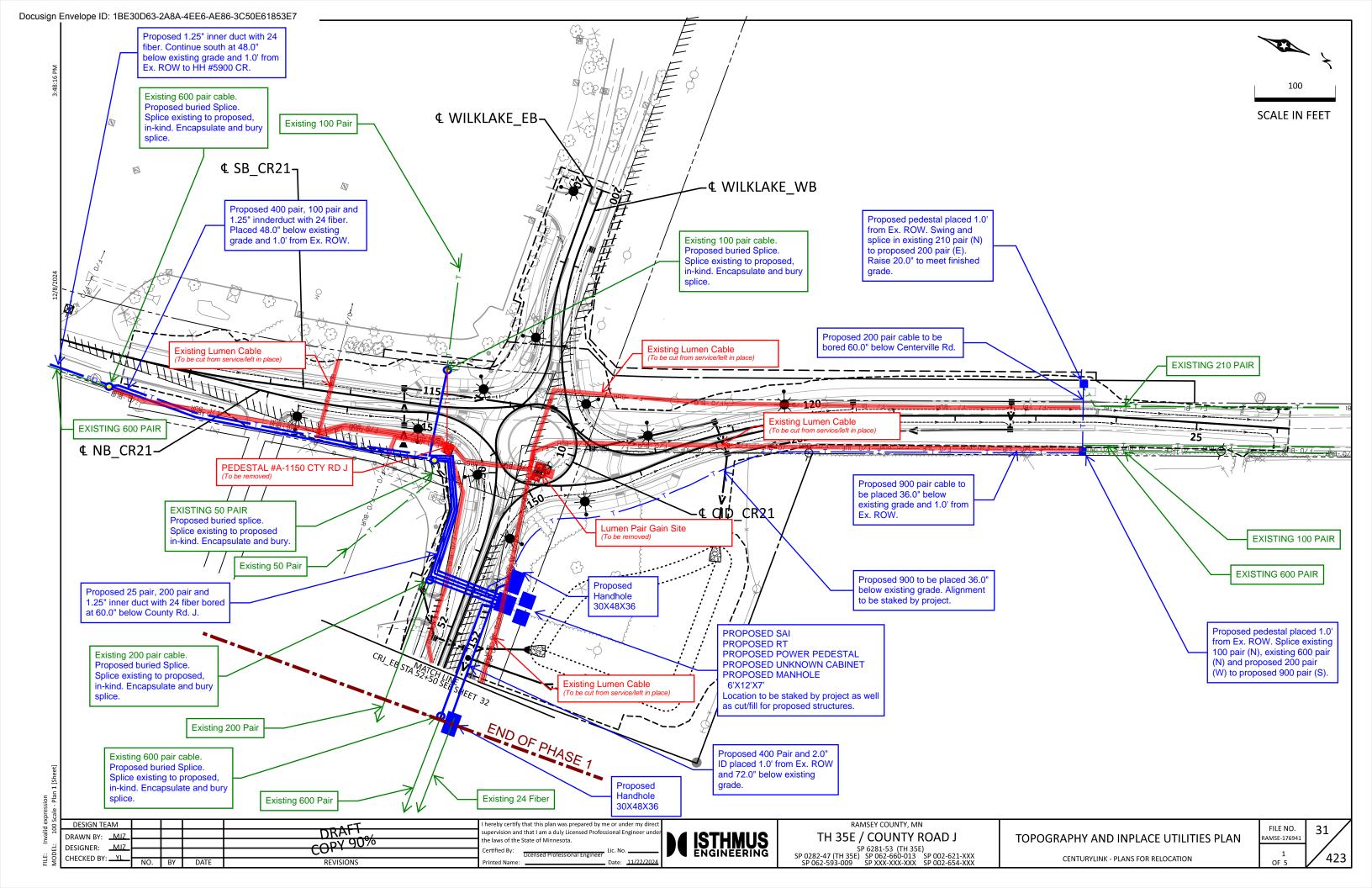
RECOMMENDED FOR APPROVAL DISTRICT MATERIALS ENGINEER

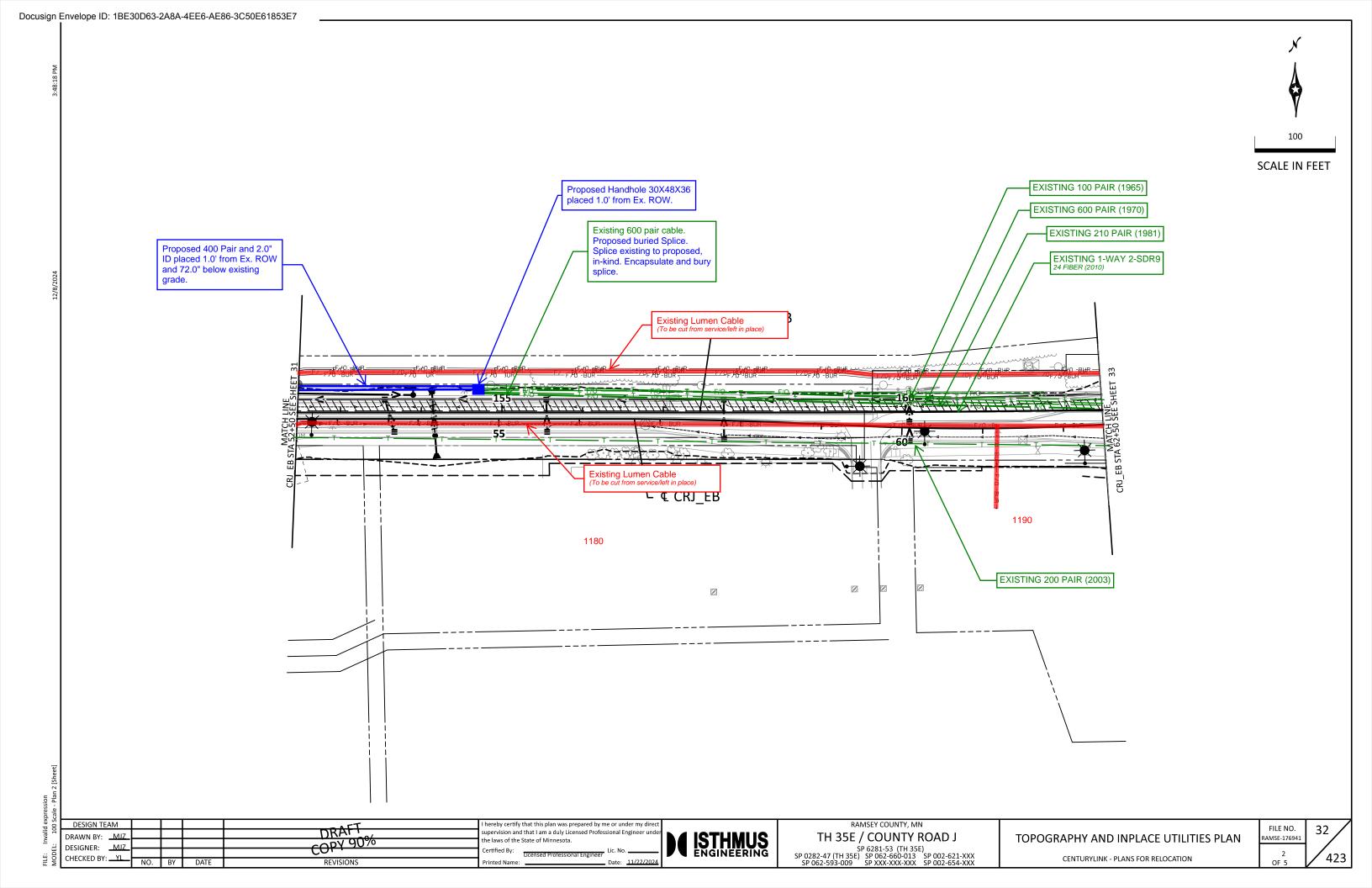
OFFICE OF LAND MANAGEMENT APPROVAL DIRECTOR, LAND MANAGEMENT

STATE PROJ. NO. 6281-53 SHEET NO. 1 TRUNK HWY. TH 35E = 390 391 TOTAL SHEETS











Certificate Of Completion

Envelope Id: 1BE30D63-2A8A-4EE6-AE86-3C50E61853E7

Subject: SUSAN BLUE - ROW Permit Application

Source Envelope:

Document Pages: 10 Signatures: 1 Envelope Originator: Initials: 1 Certificate Pages: 4 **Highway Permits**

AutoNav: Enabled

Envelopeld Stamping: Enabled

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

Status: Sent

Anoka County Government Center

2100 3rd Avenue Anoka, MN 55303

highwaypermits@anokacountymn.gov

IP Address: 155.70.23.45

Record Tracking

Status: Original

4/1/2025 10:03:46 AM

Security Appliance Status: Connected Storage Appliance Status: Connected

Holder: Highway Permits

highwaypermits@anokacountymn.gov

Pool: StateLocal Pool: Anoka County Location: DocuSign

Location: Docusign

Signer Events

SUSAN BLUE

SUSAN.BLUE@LUMEN.COM

Security Level: DocuSign.email

ID: 1

4/1/2025 10:03:48 AM

Signature

DocuSigned by: SUSAN BLUE D2C66CEAA26E4C0..

Signature Adoption: Pre-selected Style Using IP Address: 155.70.23.45

Timestamp

Sent: 4/1/2025 10:03:47 AM Viewed: 4/1/2025 10:03:53 AM Signed: 4/1/2025 10:08:43 AM

Electronic Record and Signature Disclosure:

Accepted: 6/6/2023 9:26:40 AM

ID: 3eda6990-9e7f-4afe-ab5b-b38c7049c597

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: 4/1/2025 8:46:23 AM

ID: 84be7850-194f-466c-854e-0abaa2c08d9e

Sent: 4/1/2025 10:08:47 AM Viewed: 4/4/2025 6:51:03 AM

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

SUSAN BLUE

SUSAN.BLUE@LUMEN.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	Timestamps 4/1/2025 10:03:47 AM
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Envelope Sent	Hashed/Encrypted	4/1/2025 10:03:47 AM
Envelope Sent Envelope Updated	Hashed/Encrypted Security Checked	4/1/2025 10:03:47 AM 4/1/2025 10:08:43 AM

Electronic Record and Signature Disclosure created on: 11/25/2020 7:06:28 AM

Parties agreed to: SUSAN BLUE, Susan Burgmeier

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

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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.