



Anoka County  
MINNESOTA

Respectful, Innovative, Fiscally Responsible

ANOKA COUNTY TRANSPORTATION DIVISION

1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304

763-324-3176

highwaypermits@anokacountymn.gov

RIGHT OF WAY

COMMERCIAL ACCESS

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

APPLICANT NAME **ZAYO**

CONTACT PERSON **DAVID BUSHAW**

ADDRESS **5005 CHESHIRE PARKWAY NORTH SUITE 1**

CITY **PLYMOUTH**

PHONE NUMBER **507-382-9237**

EMAIL **DAVID.BUSHAW@ZAYO.COM**

COMPANY OR INDIVIDUAL PERFORMING WORK **ZAYO**

CONTACT PERSON **DAVID BUSHAW**

EMAIL **DAVID.BUSHAW@ZAYO.COM**

PHONE NUMBER **507-382-9237**

PERMIT WORK TO START **06/09/2025**

PERMIT WORK TO BE COMPLETED **09/01/2025**

DURATION OF JOB **4 DAYS**

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

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS **INTERSECTION OF BUNKER LAKE BLVD NW & PRAIRIE RD N** CITY **Andover**

METHOD OF INSTALLATION/CONSTRUCTION **REPLACMENT OF EXISTING HANDHOLE**

NATURE OF WORK **EXISTING HANDHOLE DAMAGE. NEEDS TO BE REPLACED WITH NEW 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).

DITCH/BLVD



GRAVEL

BITUMINOUS

CONCRETE

NONE

IS SIGNING AND STRIPING REQUIRED? **No**

DEPTH FROM SURFACE **36"**

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE **NA**

NUMBER OF EXCAVATIONS **0**

SIZE OF EXCAVATIONS **NA**

(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.

**NA**

*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 <span style="font-size: small; margin-left: 10px;">Signed by:</span> 	DATE <b>5/30/2025</b>
--	-----------------------

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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

1440 BUNKER LAKE BLVD NW

ANDOVER, MN 55304

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## SPECIAL CONDITIONS

### TRAFFIC CONTROL

- 1) Detours
  - a) Detailed detour layouts shall be submitted to the traffic engineer for approval.
  - b) No detours shall be permitted without prior approval of the Anoka county traffic engineer.
  - c) A ten day notice must be given prior to the installation of any detour.
  - d) It shall be the responsibility of the applicant to notify Anoka county central communications, local government bodies, and any affected bus companies ten days prior to any road closures/detours.
  - e) Immediately upon completion of work and/or detours, all posts, barricades, and signs shall be removed from the right of way.
- 2) Traffic control devices
  - a) All traffic control devices, barricades, flashers, etc., shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota manual on uniform traffic control devices and temporary traffic control zone layouts – field manual of the same manual.

### CONSTRUCTION REQUIREMENTS

- 1) Open cutting of bituminous or concrete surfaced roads will be allowed only at the discretion of the county engineer.
- 2) Neither supplies nor excavation materials shall be placed on the bituminous or concrete surface at any time.
- 3) No trenches will be allowed to remain open overnight.
- 4) Materials removed from the trench shall be used as backfill insofar as they are suitable. All backfill material shall conform to MNDOT specifications for compaction. The use of heavy equipment on top of trench, slapping with backhoe bucket and/or back casting to achieve compaction is prohibited. Any additional material required to back fill to the original grade shall be furnished by the applicant at no expense to the ACTD. All the base and surface courses damaged during construction operations shall be restored to a condition equal to or better than before operations began. The applicant shall be responsible for and restore any settlement.
- 5) All culverts, ditches, shoulders, and backslopes shall be restored to their original condition unless otherwise directed by the ACTD. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guard posts, etc., are the sole responsibility of the applicant and shall be restored to their original condition.
- 6) All roadway maintenance required within the limits of the utility project that is related to the applicant's activities shall be the sole responsibility of the applicant for one year after completion of the project. Upon completion of the restoration work, the applicant shall request a final inspection by the ACTD. The ACTD's approved completion date shall be the starting date of the applicant's one-year responsibility.

### HORIZONTAL BORING AND JACKING

- 1) All hard surface roadways shall be jacked or bored.
- 2) All crossings of Anoka County maintained roadbeds, shall be made by boring inside a casing or carrier pipe, or by jacking unless otherwise directed by the Anoka County Engineer. The auger shall lead the casing or carrier pipe by at least six inches whenever possible and never lead the carrier pipe by more than one inch.
- 3) The use of pneumatic devices to facilitate the roadbed crossings will be allowed in most cases with prior approval. In the event approval is not granted and applicant uses a pneumatic device to cross a roadbed and encounters an obstruction and/or unstable subbase material which makes forward or reverse motion of pneumatic device impossible, said pneumatic device then becomes part of the roadway subbase and permission to excavate to retrieve device will not be granted.
- 4) If a pneumatic device is used for the work permitted herein, the installation must be kept to a minimum of four feet below the surface of the roadway if the pneumatic device is less than two inches in diameter, and a minimum of five feet below the surface of the roadway if the pneumatic device is two inches in diameter or larger.

### BITUMINOUS RESTORATION

- 1) The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the ACTD prior to any cutting or any surface opening operations.
- 2) All openings in bituminous surfaces shall be cut in a straight line with the sides smooth and vertical. No ragged edges will be permitted. Cutting shall be done with a concrete saw.
- 3) All necessary dust control operations shall be carried out by the applicant at no expense to Anoka County.
- 4) The minimum requirement for subgrade replacement shall be the upper twelve inches of material and shall meet MNDOT specifications for class five placed in six inch layers compacted to one hundred percent of optimum density.
- 5) All manhole casings, gate valves, and other utility structures shall be set one quarter inch below the top of the finished surface.
- 6) Bituminous tack coat materials and application thereof shall conform to MNDOT specification 2357.
- 7) All bituminous surfacing shall be replaced as soon as practicable after the base construction. All bituminous surfacing shall be machine laid. Any exceptions must be approved by the ACTD. Bituminous surfacing shall be replaced to original pavement depth or to a minimum of six inches of bituminous mixture (2360), whichever is greater. Bituminous mixtures must be placed in lifts not exceeding three inches in thickness for base and binder courses and not exceeding two inches for the wear course.
- 8) All surface restoration regardless of size shall conform to existing grades.
- 9) Any unnecessary or negligent damage to bituminous surface in conjunction with the installation and/or repair of a utility shall be cut out and replaced in kind as directed by the ACTD.

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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 initial  
EH



# ADDRESS: INTERSECTION OF BUNKER LAKE BLVD NW & PRAIRIE RD NW

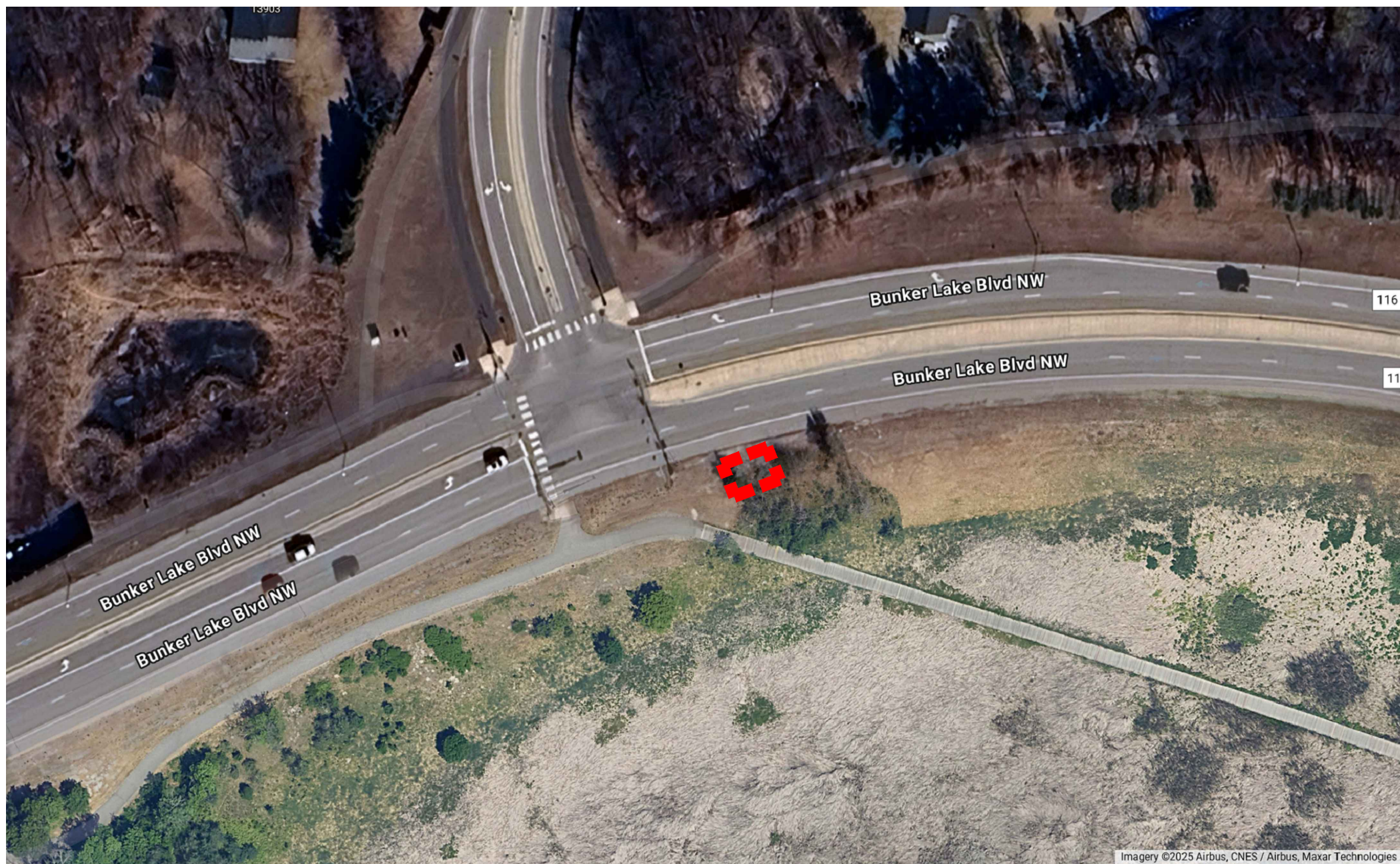
## PROJECT NAME: BUNKER LAKE BLVD HH ADJUSTMENT

### CONTACTS

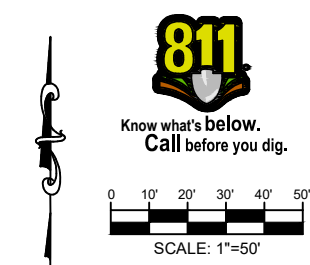
ZAYO:  
 DAVID BUSHAW  
 LARGE PROJECT MANAGER/CENTRAL REGION  
 5005 CHESHIRE PARKWAY NORTH SUITE 1 | PLYMOUTH, MN 55446  
 CELL 507.382.9237  
[DAVID.BUSHAW@ZAYO.COM](mailto:DAVID.BUSHAW@ZAYO.COM)

### SITE INDEX

- A - COVER SHEET/SITE LOCATION
- B - LEGEND
- C - GENERAL NOTES
- D - RAKE SHEET
- 1 - PROJECT SHEETS



## SITE LOCATION



<b>A</b>	<b>ANDOVER ANOKA COUNTY</b>	<b>Zayo Bandwidth</b>	DESIGN	DRAFTING	Prepared By: Mi-Tech 21330 John Millers Dr Rogers, MN 55374 920.924.3690		SCALE: NTS	DRAWN BY: MI-TECH
			FIELD DESIGN -	BASE			PRINT DATE: 5/30/2025	STATUS: PERMIT
			AS-BUILT -	FIELD DESIGN -			AND-Bunker Lake Blvd HH Adj.dwg	COVER
			AS-BUILT -	AS-BUILT -				



# LEGEND

## LINETYPES

	UG FIBER - EXISTING
	UG FIBER - PROPOSED
	AERIAL FIBER - EXISTING
	AERIAL FIBER - PROPOSED
	AERIAL STRAND - EXISTING
	AERIAL STRAND - PROPOSED
	At&t Wireless FIBER - PULL THRU EXISTING (OVERPULL)
	DISTRICT ENERGY
	GAS
	WATER
	TELEPHONE
	ELECTRIC
	SANITARY SEWER (SEW)
	STORM DRAIN
	FENCE
	CABLE TV
	STEAM
	OIL
	UNKNOWN UTILITY
	RIGHT OF WAY
	FACE OF CURB
	STREET LIGHT/TRAFFIC SIGNAL
	EDGE OF PAVEMENT

SYMBOL	DESCRIPTION
ASW	ASPHALT SIDEWALK
BIP	BLACK IRON PIPE
BSP	BLACK STEEL PIPE
CSW	CONCRETE SIDEWALK
EOP	EDGE OF PAVEMENT
EOTW	EDGE OF TRAVEL WAY
F of C	FACE OF CURB
HDPE	HIGH DENSITY POLYETHYLENE
HH	HANDHOLE
JB	JUNCTION BOX
MH	MANHOLE
MP	MILE POST
O/S	OFFSET
PVC	POLY VINYL CHLORIDE
RGS	RIGID GALVANIZED STEEL CONDUIT
R/W	RIGHT OF WAY
STA.	STATION

	RISER
	TELEPHONE
	POWER VAULT
	CATCH BASIN/INLET
	FIRE HYDRANT
	GROUND/BOND
	STREET LIGHT
	TREE
	CULVERT
	WING WALL
	BRIDGE
	LOCATABLE POLY DOME MARKER
	HANDHOLE - EXISTING
	HANDHOLE - PROPOSED
	HANDHOLE - PROPOSED
	MANHOLE - EXISTING
	MANHOLE - PROPOSED
	MANHOLE - PROPOSED
	PULLBOX - EXISTING
	PULLBOX - PROPOSED
	PULLBOX - PROPOSED
	BUILDING CALLOUT - PROPOSED

	VAULT - EXISTING
	VAULT - PROPOSED
	VAULT - PROPOSED
	AERIAL STORAGE - EXISTING
	AERIAL STORAGE - PROPOSED
	VAULT/BUILDING STORAGE - EXISTING
	VAULT/BUILDING STORAGE - PROPOSED
	POLE ANCHOR/DOWN GUY - EXISTING
	POLE ANCHOR/DOWN GUY - PROPOSED
	PROPOSED DOWN GUY ON EXISTING ANCHOR
	MISC. UTILITY
	UTILITY POLE - EXISTING
	UTILITY POLE - EXISTING
	POLE - PROPOSED
	POLE - PROPOSED
	TERMINATION - EXISTING
	TERMINATION - EXISTING
	TERMINATION - PROPOSED
	TERMINATION - PROPOSED
	MANUFACTURER NAME
	MANUFACTURER NAME
	MANUFACTURER NAME



# GENERAL NOTES

1. Contractor must obtain locates prior to disturbing the ground.
2. Contractor must have a copy of the approved permit from the appropriate agency on the jobsite at all times.
3. All cable will be placed at standard minimum depth. (ZAYO standard is 48" deep unless otherwise directed by a ZAYO representative.)
4. Any landscaping will be replaced to equal or better than that which existed prior to work.
5. Project site will be properly secured prior to the end of each day.
6. All work is to be in accordance with all authorities having jurisdiction in the work zone.
7. Contractors are advised to contact ZAYO for any additional information or clarification concerning scope of work or the requirements necessary for project completion.
8. Contractor is responsible to field verify all dimensions, quantities and existing conditions prior to construction. If a significant change to the running line is needed, please contact your ZAYO representative before proceeding.
9. Before construction begins, contractor shall take appropriate precautions to avoid any potential obstructions prior to proceeding with work.
10. No construction on private property will commence until approval is given by the appropriate ZAYO employee.
11. Contractor shall not proceed with work until they have received a Purchase Order and have been directed to do so by an authorized ZAYO representative.
12. Contractor shall not exceed the Purchase Order value without authorization in writing from the appropriate ZAYO representative.
13. As-Builts will be required for each project including cable footage sequential's at every access point, slack loop, splice location, pole and termination point. Contractor shall provide notes of all changes in depths, running lines, mh/hh locations, and any other applicable notes to depict the work that took place. NOTE: All major changes need to be pre-approved by an authorized ZAYO employee prior to starting the work.
14. The subsurface utility information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, entitled standard guidelines for the collection and depiction of existing subsurface utility data. It shall be the contractors responsibility to utilize the Gopher State One Call excavation notice system required MN statute, chapter 216d for all underground utility locations.



<b>C</b>	<b>ANDOVER ANOKA COUNTY</b>	<b>Zayo Bandwidth</b>	DESIGN		DRAFTING		Prepared By: Mi-Tech 21330 John Milless Dr Rogers, MN 55374 920.924.3690		SCALE: NTS	DRAWN BY: MI-TECH
			FIELD DESIGN	-	BASE				PRINT DATE: 5/30/2025	STATUS: PERMIT
			AS-BUILT	-	FIELD DESIGN	-			AND-Bunker Lake Blvd HH Adj.dwg	
				AS-BUILT	-					

## RAKE OFF SHEET

DESCRIPTION	QUANTITY	UNITS	FURNISHED BY	PLACED BY
30"X48"X36" SPLIT LID HANDHOLE	1	EA	CONTRACTOR	CONTRACTOR

**D**

**ANDOVER  
ANOKA COUNTY**

**Zayo Bandwidth**

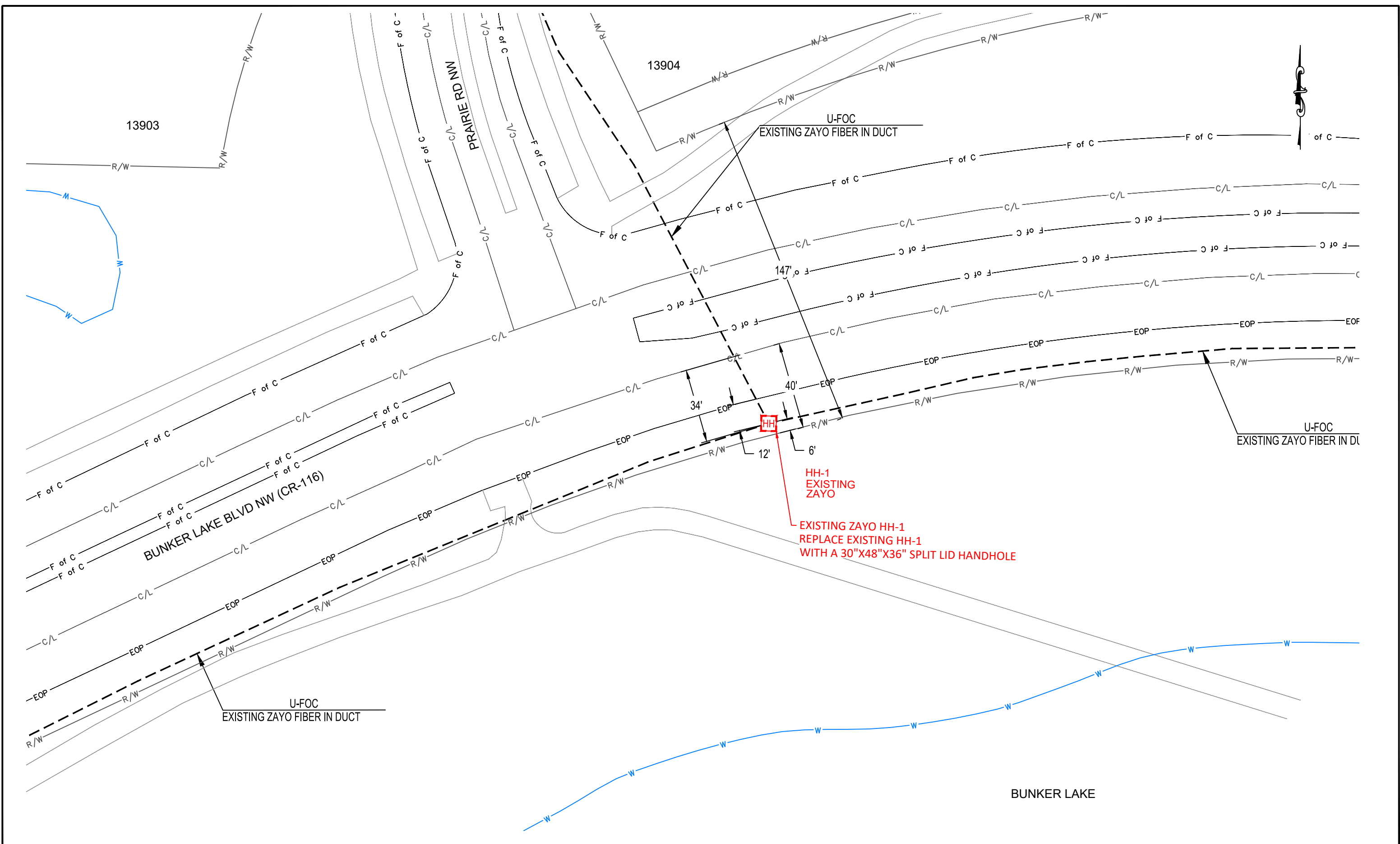
DESIGN		DRAFTING	
FIELD DESIGN	-	BASE	
AS-BUILT	-	FIELD DESIGN	-
		AS-BUILT	-


Prepared By:  
 Mi-Tech  
 21330 John Milless Dr  
 Rogers, MN 55374  
 920.924.3690



SCALE: NTS	DRAWN BY: MI-TECH
PRINT DATE: 5/30/2025	STATUS: PERMIT
AND-Bunker Lake Blvd HH Adj.dwg	
RAKE	

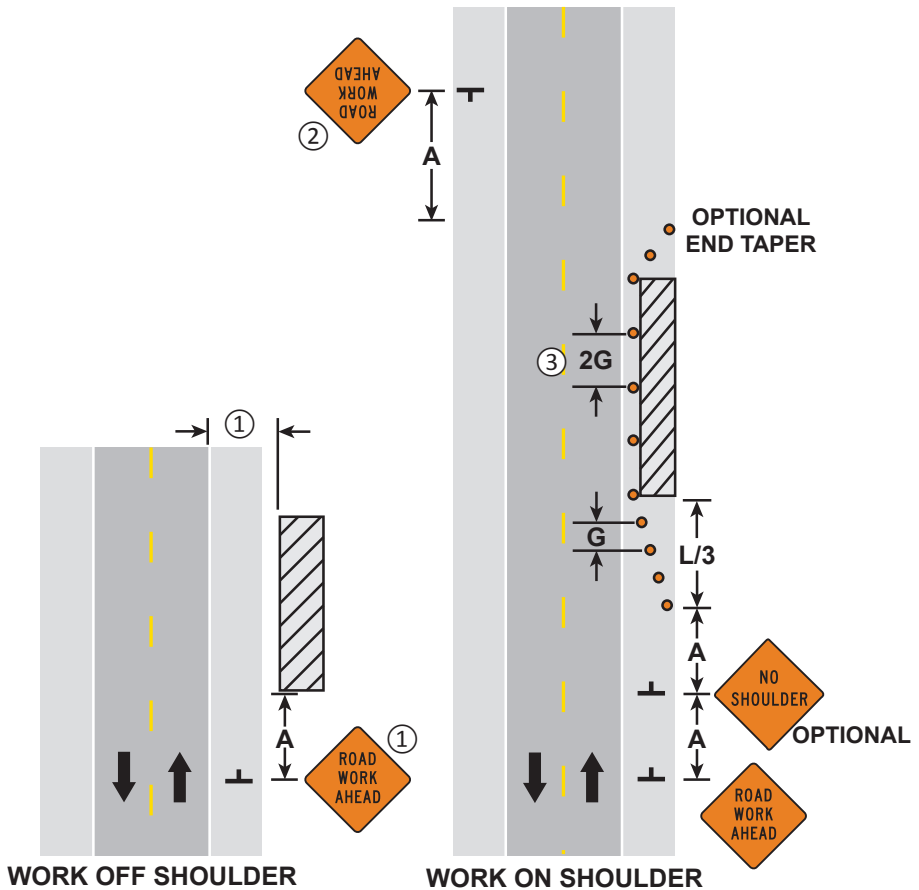




<b>1</b>	<b>ANDOVER ANOKA COUNTY</b>	<b>Zayo Bandwidth</b>	DESIGN	DRAFTING	Prepared By: <b>mi-TECH</b> Mi-Tech 21330 John Millers Dr Rogers, MN 55374 920.924.3690		SCALE: 1:40	DRAWN BY: MI-TECH
			FIELD DESIGN -	BASE -			PRINT DATE: 5/30/2025	STATUS: PERMIT
			AS-BUILT -	FIELD DESIGN -			AND-Bunker Lake Blvd HH Adj.dwg	
			AS-BUILT -	AS-BUILT -			1 of 1	

**NOTES:**

- ① The ROAD WORK AHEAD sign may be omitted for short term daylight operations if a vehicle is displaying and operating a 360-degree flashing beacon and:
  - a. The distance from curb face to the work space is at least 2 feet, or
  - b. The distance from the edge of the roadway to the work space is at least 15 feet.
- ② This ROAD WORK AHEAD sign shall be installed on two-lane, two-way roads if traffic control devices are installed for a work space in the opposite shoulder.
- ③ If this layout is used to close a parking lane that is normally open to vehicle travel during the time of day the closure will be in effect, the lane shall be considered a traveled lane and not a parking lane. [Layout 42](#) shall be used to provide traffic control for the lane closure.
4. If this layout is used to close a parking lane, channelizer spacing may be reduced from 2G to G in high volume areas.



**SHOULDER AND PARKING LANE CLOSURE**

Work On or Near Shoulder

3 DAYS or LESS

LAYOUT 8

## Certificate Of Completion

Envelope Id: 7287ACCC-C072-4248-A39A-6825D96397CC

Status: Sent

Subject: Eder Hernandez - ROW Permit Application

Source Envelope:

Document Pages: 9

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 1

Highway Permits

AutoNav: Enabled

Anoka County Government Center

Envelopeld Stamping: Enabled

2100 3rd Avenue

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

Anoka, MN 55303

highwaypermits@anokacountymn.gov

IP Address: 50.173.203.82

## Record Tracking

Status: Original

Holder: Highway Permits

Location: DocuSign

5/30/2025 1:58:09 PM

highwaypermits@anokacountymn.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Anoka County

Location: Docusign

## Signer Events

DAVID BUSHAW

ehernandez@mi-tech.us

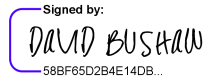
Security Level:

DocuSign.email

ID: 1

5/30/2025 1:58:10 PM

## Signature

Signed by:  
  
58BF65D2B4E14DB...

Signature Adoption: Pre-selected Style

Using IP Address: 50.173.203.82

## Timestamp

Sent: 5/30/2025 1:58:10 PM

Viewed: 5/30/2025 2:00:59 PM

Signed: 5/30/2025 2:19:40 PM

## Electronic Record and Signature Disclosure:

Accepted: 5/30/2025 2:00:59 PM

ID: fa3f9fac-4e9b-4428-ba9d-bc5a42aa1644

Susan Burgmeier

Susan.Burgmeier@anokacountymn.gov

Associate Traffic Technician

Anoka County

Signing Group: Highway Permits

Security Level: Email, Account Authentication  
(Optional)

Sent: 5/30/2025 2:19:42 PM

Viewed: 6/2/2025 1:08:32 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/2/2025 10:48:52 AM

ID: afbc73dc-6be9-4517-b13f-f6241d3edd89

## 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

Eder Hernandez

ehernandez@mi-tech.us

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 Sent	Hashed/Encrypted	5/30/2025 1:58:10 PM
Envelope Updated	Security Checked	5/30/2025 2:19:40 PM
Certified Delivered	Security Checked	6/2/2025 1:08:32 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.

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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.