

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

Up We Go LLC

CONTACT PERSON

Dan Carlson

ADDRESS

3601 Nicollet Ave apt 207

CITY

Minneapolis

PHONE NUMBER

6122211845

EMAIL

dannewlifeproperties@gmail.com

COMPANY OR INDIVIDUAL PERFORMING WORK

Up We Go LLC

CONTACT PERSON

Dan Carlson

EMAIL

dannewlifeproperties@gmail.com

PHONE NUMBER

6122211845

PERMIT WORK TO START

07/29/2025

PERMIT WORK TO BE COMPLETED

12/01/2025

DURATION OF JOB

1 week

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

No

ANOKA COUNTY PROJECT NUMBER

WORK SITE ADDRESS

10701 Butternut St. NW

CITY

Coon Rapids

METHOD OF INSTALLATION/CONSTRUCTION

hard work

NATURE OF WORK

Install a turning lane into our new townhome project

SURFACE TO BE DISTURBED

DITCH/BLVD


GRAVEL


☒ BITUMINOUS

CONCRETE

NONE

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).

IS SIGNING AND STRIPING REQUIRED?

Yes

DEPTH FROM SURFACE

60

(60" minimum under county roads)

SIZE AND KIND OF PIPE/CABLE

None

NUMBER OF EXCAVATIONS

1

SIZE OF EXCAVATIONS

see plans

(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.

We are building a turning lane into our townhomes. Please see attached for the details



Anoka County
MINNESOTA

Respectful. Innovative. Fiscally Responsible

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.

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

Signed by:

Dan Carlson

F5346F68950147B...

DATE 7/28/2025

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

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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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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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
DC



	DATE	NAME	<div><div>SPEED LIMIT</div><div>40</div></div> <div></div> <div>I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</div>	PRINT NAME: Janelle LaBorgen, PE		New Life Properties		<div> N</div>	University Ave NW & Butternut St NW, Coon Rapids MN					
CREATION	6/5/2025	Joe Tabios		SIGNATURE: 		DATE 06/10/2025	LICENSE # 42674		Lane Closure		PHASE	N/A	JOB# 41619	1 of 2 SHEETS
REVISION														



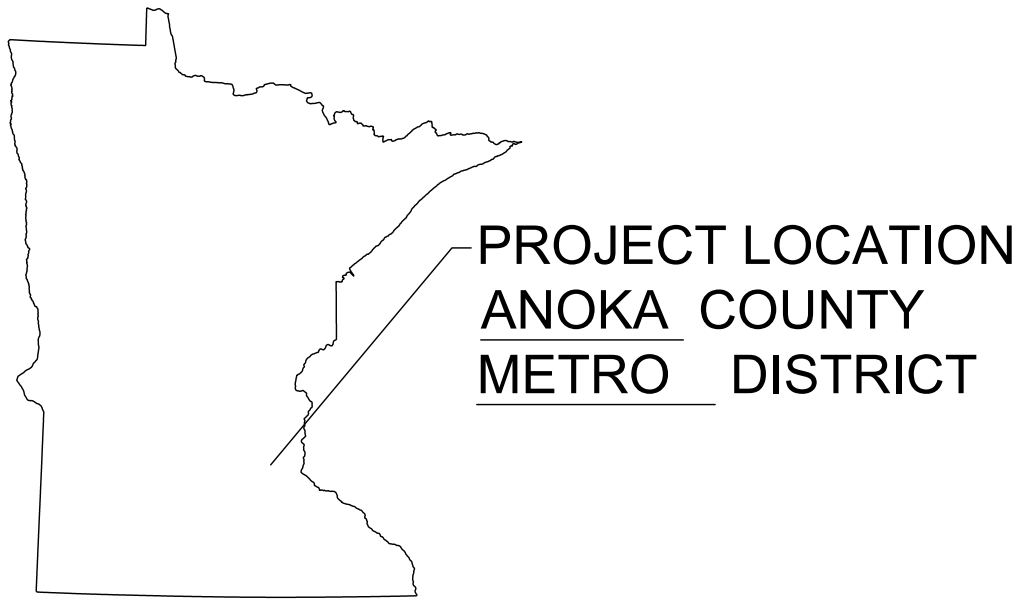
LEGEND			
⊥	= TYPE 3 OR TYPE 2 BARRICADE (REFLECTORIZED BOTH SIDES)	■	= WORK AREA
+	= STANDARD SIGN (POST OR STAND MOUNTED)	■	= Sidewalk closure
●	= DRUM-LIKE (TYPE B CHANNELIZER)	⋯	= PED Route

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CREATION	6/5/2025	Joe Tabios		SIGNATURE: 		Lane Closure			PHASE	N/A	JOB#	41619	2 of 2 SHEETS
REVISION				DATE 06/10/2025 LICENSE # 42674									

WARNING
HIGH PRESSURE PIPELINE(S).
EXCAVATION AND/OR
CONSTRUCTION PROHIBITED
WITHOUT COMPLIANCE WITH
STATE ONE CALL, AND WITHOUT
WRITTEN PERMISSION FROM
PIPELINE COMPANY.

ANOKA COUNTY CITY OF COON RAPIDS CSAH 51 IMPROVEMENTS

CONSTRUCTION PLANS FOR: GRADING, BITUMINOUS SURFACING & ADA IMPROVEMENTS



MASTER LEGEND:

- >>>>

>>>>

EXISTING STORM SEWER
- G

G

EXISTING GAS MAIN
- OH

OH

EXISTING OVERHEAD UTILITIES
- F

F

EXISTING FIBER/COMM LINE
- ⊙

EXISTING STORM MANHOLE
- ⊙

EXISTING CATCH BASIN
- ⊙

EXISTING POWER POLE
- ⊙

EXISTING SIGN
- ⊙

PROPOSED MANHOLE STORM
- ⊙

PROPOSED CATCH BASIN OR CATCH BASIN MANHOLE STORM
- >>>>

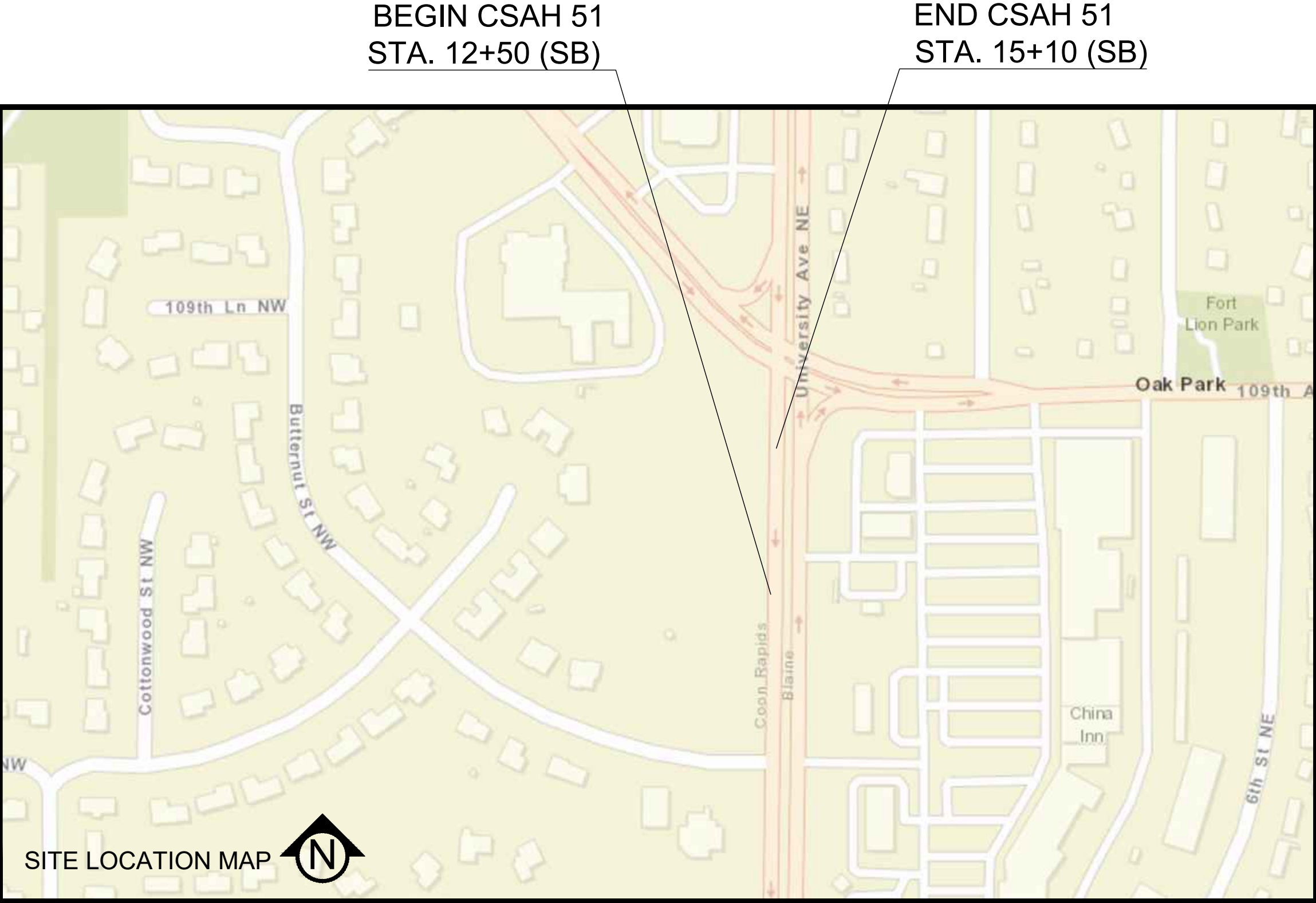
PROPOSED STORM SEWER
- ⊙

PROPOSED SIGN
- 1125

EX. 1' CONTOUR ELEVATION INTERVAL
- 1137

1.0' CONTOUR ELEVATION INTERVAL
- DRAINAGE ARROW
- =====

CURB AND GUTTER
- RIGHT-OF-WAY
- PROPERTY LINE
- LIMITS OF CONSTRUCTION



CSAH 51				
GROSS LENGTH	260	FEET	0.05	MILES
EXCEPTION LENGTH		FEET		MILES
NET LENGTH	260	FEET	0.05	MILES

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- CONTRACTOR SHALL CONFIRM THAT THE EXISTING CONDITIONS FOR THE SITE MATCH WHAT IS SHOWN ON THE DRAWINGS INCLUDED PRIOR TO CONSTRUCTION.
- ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICES COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.
- ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS.
- CIVIL SITE GROUP SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY COSTS ARISING OUT OF THE CLIENT'S DECISION TO OBTAIN BIDS OR PROCEED WITH CONSTRUCTION BEFORE CIVIL SITE GROUP HAS ISSUED FINAL, FULLY-APPROVED PLANS AND SPECIFICATIONS. THE CLIENT ACKNOWLEDGES THAT ALL PRELIMINARY PLANS ARE SUBJECT TO SUBSTANTIAL REVISION UNTIL PLANS ARE FULLY APPROVED AND ALL PERMITS ARE OBTAINED.

PLAN SET SCALES

- LOCATION MAP
- 1" = 200'-0"

100'-0" 0 200'-0"
- PLAN
- 1" = 20'-0"

10'-0" 0 20'-0"
- PROFILE
- 1" = 20'-0"

10'-0" 0 20'-0"
- CROSS-SECTIONS
- 1" = 20'-0"

10'-0" 0 20'-0"
- TURNING MOVEMENT
- 1" = 20'-0"

10'-0" 0 20'-0"

GOVERNING SPECIFICATIONS
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF
TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION"
SHALL GOVERN. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO
THE MOST RECENT EDITION MINNESOTA MANUAL ON UNIFORM
TRAFFIC CONTROL DEVICES, INCLUDING "FIELD MANUAL FOR
TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS."

SHEET INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2-4	CIVIL DETAILS AND CITY STANDARD PLATES
5	REMOVALS PLAN
6	CONSTRUCTION PLAN
7	GRADING PLAN
8	UTILITY PLAN
9-11	STORM WATER POLLUTION PREVENTION PLAN
12-13	TURF ESTABLISHMENT AND EROSION CONTROL PLAN
14	TURNING MOVEMENT / CLEAR ZONES
15	SIGNING AND STRIPING PLAN
16-19	SIGN DETAILS
22	CROSS SECTIONS

THIS PLAN SET CONTAINS 22 SHEETS

CivilSite
GROUP

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

DATE 05/16/2025 LICENSE NO. 58960

ENGINEER *Melby*
Anders S. Melby

APPROVED Joseph MacPherson
ANOKA COUNTY ENGINEER

APPROVED
CITY OF COON RAPIDS ENGINEER

PLAN REVISIONS

DATE	SHEET NO.	APPROVED BY

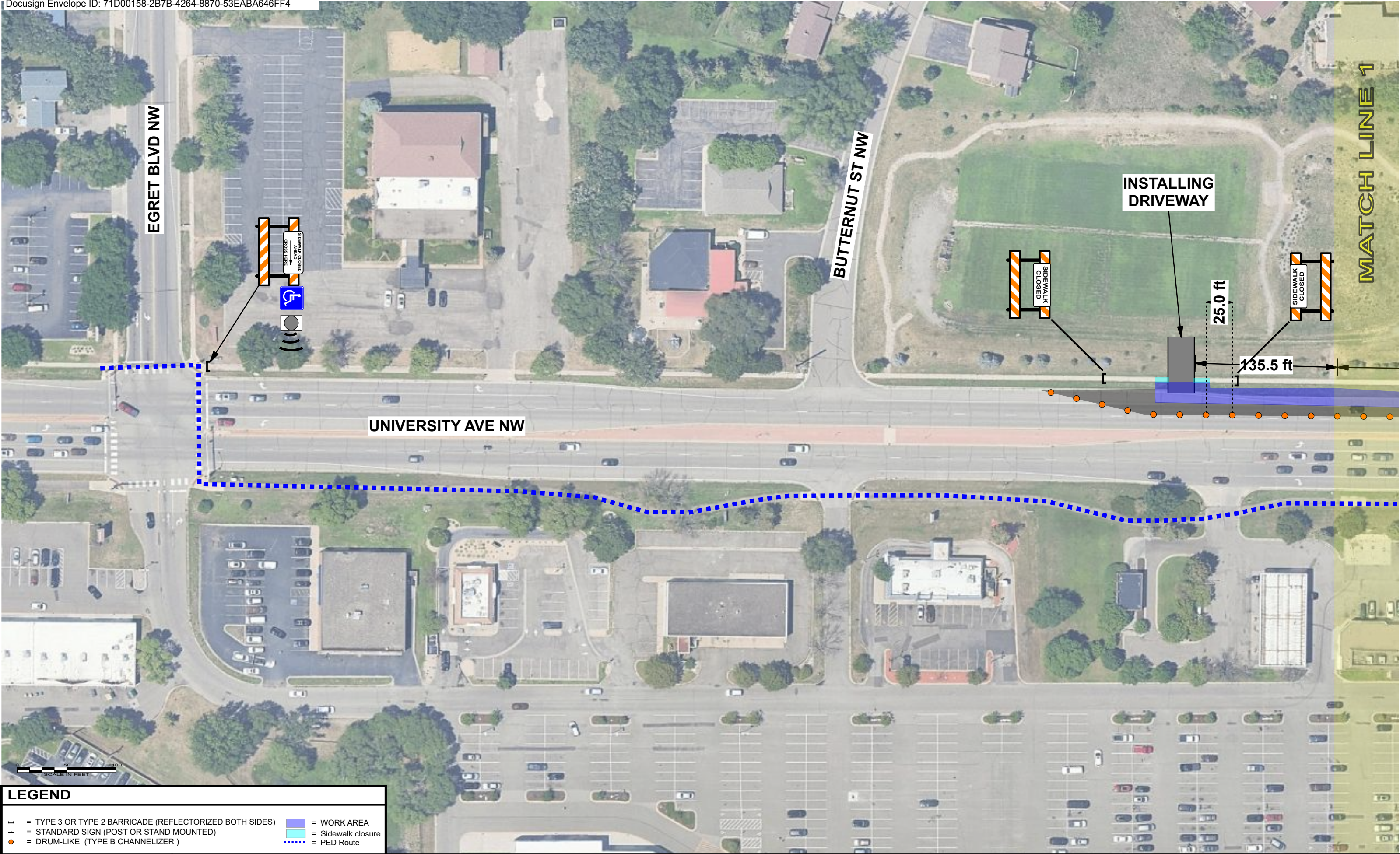


Know what's below.
Call before you dig.

PROJECT CONTACTS		
	NAME & ADDRESS	CONTACT
CIVIL ENGINEER	CIVIL SITE GROUP 5000 GLENWOOD AVE GOLDEN VALLEY, MN 55422	ANDERS MELBY 612-615-0060 AMELBY@CIVILSITEGROUP.COM
LANDSCAPE ARCHITECT	CIVIL SITE GROUP 5000 GLENWOOD AVE GOLDEN VALLEY, MN 55422	PATRICK SARVER 612-615-0060 PSARVER@CIVILSITEGROUP.COM
DEVELOPER / PROPERTY OWNER	NEW LIFE PROPERTIES 1020 E 146TH ST, #289 BURNSVILLE, MN 55337	DANIEL CARLSON 612-221-1845 DANNEWLIFEPROPERTIES@GMAIL.COM
ARCHITECT	SEPTEMBER SON ARCHITECTURE 731 E 51ST ST MINNEAPOLIS, MN	MICHAEL KUNTZ 612-207-1241 MKUNTZ@SEPTEMBERSON.COM
SURVEYOR	CIVIL SITE GROUP 5000 GLENWOOD AVE GOLDEN VALLEY, MN 55422	RORY SYNSTELIEN 612-615-0060 RORY@CIVILSITEGROUP.COM



	DATE	NAME	<div><div>SPEED LIMIT</div><div>40</div></div> <div></div> <div>I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</div>	PRINT NAME: <u>Janelle LaBorgen, PE</u>		New Life Properties		<div> N</div>	University Ave NW & Butternut St NW, Coon Rapids MN				
CREATION	6/5/2025	Joe Tabios		SIGNATURE: 		DATE <u>06/10/2025</u> LICENSE # <u>42674</u>	Lane Closure		PHASE	N/A	JOB# 41619	1 of 2 SHEETS	
REVISION													



LEGEND

—

= TYPE 3 OR TYPE 2 BARRICADE (REFLECTORIZED BOTH SIDES)

+

= STANDARD SIGN (POST OR STAND MOUNTED)

●

= DRUM-LIKE (TYPE B CHANNELIZER)

= WORK AREA

= Sidewalk closure

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	REVISION	6/5/2025				Joe Tabios		SIGNATURE: Janelle LeBorgen		DATE 06/10/2025 LICENSE # 42674	Lane Closure	PHASE N/A

Certificate Of Completion

Envelope Id: 71D00158-2B7B-4264-8870-53EABA646FF4

Status: Sent

Subject: Dan Carlson - 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: 45.86.208.115

Record Tracking

Status: Original

Holder: Highway Permits

Location: DocuSign

7/28/2025 10:01:27 AM

highwaypermits@anokacountymn.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Anoka County

Location: Docusign

Signer Events

Signature

Timestamp

Dan Carlson

dannewlifeproperties@gmail.com

Security Level:

DocuSign.email

ID: 1

7/28/2025 10:01:28 AM

Signed by:

Dan Carlson

F5348F68950147B...

Signature Adoption: Pre-selected Style

Using IP Address: 45.86.208.115

Sent: 7/28/2025 10:01:28 AM

Viewed: 7/28/2025 10:01:57 AM

Signed: 7/28/2025 10:14:47 AM

Electronic Record and Signature Disclosure:

Accepted: 7/28/2025 10:01:57 AM

ID: 478c3d74-fa14-45f2-80e4-d8f58f40be8b

Susan Burgmeier

Susan.Burgmeier@anokacountymn.gov

Associate Traffic Technician

Anoka County

Signing Group: Highway Permits

Security Level: Email, Account Authentication
(Optional)

Sent: 7/28/2025 10:14:49 AM

Viewed: 7/28/2025 10:25:20 AM

Electronic Record and Signature Disclosure:

Accepted: 7/28/2025 7:54:59 AM

ID: c16d1b4b-7911-43c9-9382-b38bc1578d7d

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

Dan Carlson

dannewlifeproperties@gmail.com

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
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Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/28/2025 10:01:28 AM
Envelope Updated	Security Checked	7/28/2025 10:14:47 AM
Certified Delivered	Security Checked	7/28/2025 10:25:20 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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.