

McLEOD COUNTY HIGHWAY DEPARTMENT

ePermitting



Right of Way Permit Application

(Utility or Special Use)

User Reference Manual

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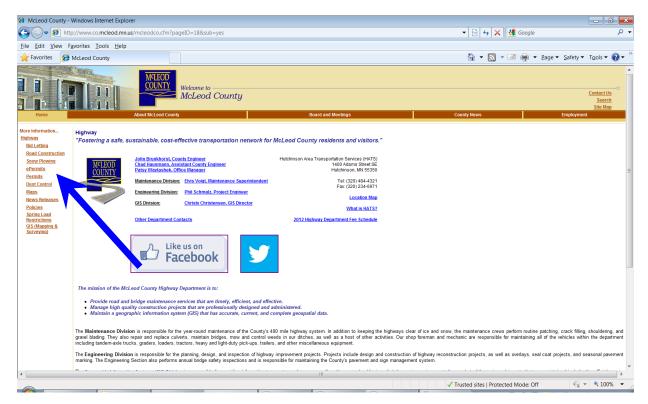
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Introduction

The McLeod County Highway Department has implemented an ePermitting application for utility permits. The ePermitting application is an internet based utility permit where an applicant submits a utility permit application through a website. The paper form of the McLeod County utility permit application will no longer be available. Utility permit applications will only be accepted through the ePermitting application. The ePermitting application provides more efficient, accurate processing and management of utility permit applications and utility permits.

This reference manual provides instructions for creating a new user account, submitting a utility permit application, and managing your utility permits.

The ePermitting link is located on the McLeod County Highway Department website at:



http://www.co.mcleod.mn.us/highway

On the left side of the page select "ePermits"

Select Right of Way (Utility or Special Use) to access the ePermitting application.

New User Account Set-Up

You are required to possess a user account to submit a utility permit application. <u>Setting up a</u> <u>new user account is free.</u> You must possess a valid email address to create a user account. It is recommended that you create one user account for your agency.

To create a new user account, click "New User" in the upper right corner of the *e*Permitting application.

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Enter your profile information into the spaces provided. <u>Make sure you save your email address</u> and password because they are required to log into your user account.

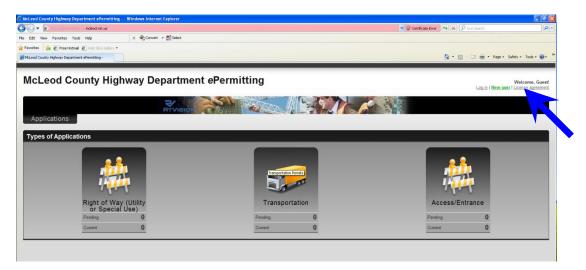
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When you have completed entering your profile information, click "Submit" at the bottom of the page. After you submit your information, you will receive an email stating the new *e*Permitting account must be activated. To activate your account, open the email and click on the web link contained in the email. A new window will open stating your account has been activated.

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Account Log-In

To log into your user account, click "Login" in the upper right corner of the *e*Permitting application.



Enter your email address and password then click "Login". When you are logged in, you may change your password at any time by selecting "Change Password" under "User". <u>Make sure</u> you save your password.

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Submitting a Utility Permit Application

Log into your user account. You will be directed to the main *e*Permitting site. Click on the Utility application.

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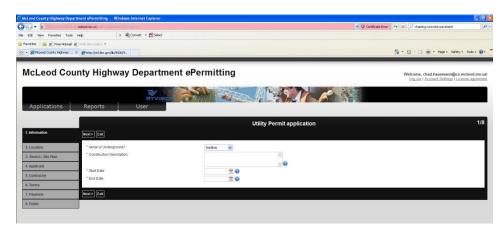
You will be directed to the Right of Way permit main dashboard. The main dashboard is where you create a new permit application. It also lists utility permit applications that were previously submitted. Click "Utility Permit" to begin a new utility permit application.

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Step 1: Information

In this step, you will provide basic information about your project. First, identify if the work will be aerial, underground, both or neither. For example, installing power lines on utility poles would be aerial work. Second, provide a verbal description of the project. And lastly, provide a best

estimate of when the project will begin and end. <u>Utility permits expire one year from the</u> approval date if no work has occurred. When finished, click "Next".



Step 2: Location

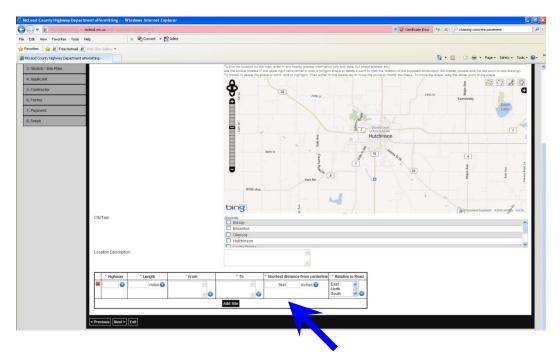
In this step, you will identify the worksite location. In the search field above the map, enter the description of the worksite location and click "Find it". For example, if the worksite is located near Hutchinson, enter "Hutchinson, MN". You may also use the navigation tools on the left side of the map to navigate to the worksite. Once you find the worksite, use the drawing tools in the upper right corner of the map to draw the area of your worksite. You may draw a polygon or place a dot to represent this area. Review the instructions on the left side of the map to assist you with the drawing tools.

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YOU ARE REQUIRED TO DRAW THE WORKSITE LOCATION ON THE MAP.

Scroll down and complete the other description fields. Click the checkbox of the city that is closest to your worksite. You may click "Expand" to see a wider view of the city list. Finally, enter the location information about the road, length of the worksite, beginning and ending

points, relative location to road centerline, and the location relative to the road. If you have multiple worksite locations for the same project, click "Add Site" to add additional sites. When finished, click "Next".



Step 3: Aerial or Underground (Contingent Step)

Depending on whether you identified your work as aerial, underground, or both in Step 1, you will be prompted to provide information in an additional step(s). If you selected neither, you will not be required to complete this information.

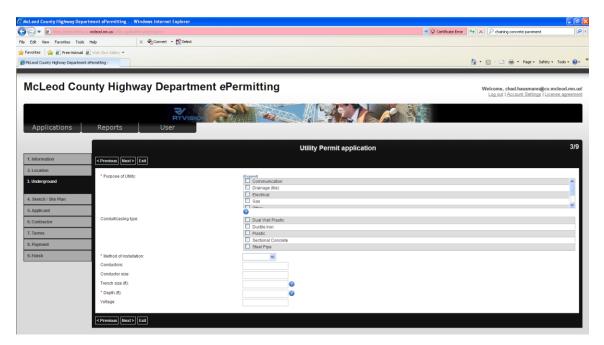
<u>Aerial</u>

If the utility application involves aerial work, complete the description fields then click "Next".

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Underground

If the utility permit application involves underground work, complete the description fields in this step then click "Next".



Step 4: Sketch/Site Plan

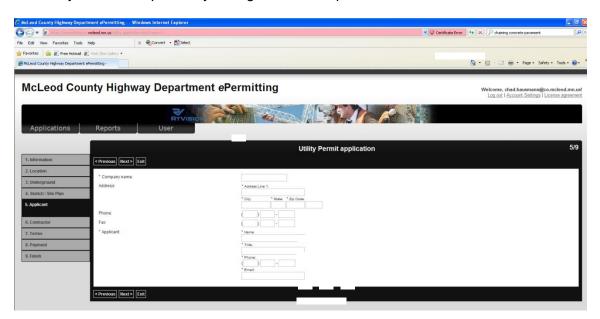
To attach a sketch/site plan, click "Browse" and navigate to the file(s) on your computer. After locating the file(s), click "Attach new file/Save new names for files". <u>You must attach a file in order to submit a permit.</u>

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The sketch/site plans you have attached will be listed for your review. When finished, click "Next".

Step 5: Applicant

In this step, verify your profile information. If any information is missing, not accurate or not upto-date, you can complete any changes in this step. If the information is accurate, click "Next".



Step 6: Contractor

In this step, complete information for contractor performing the work. If same, put "Self". Once complete, click "Next".

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| 3. Underground | | |
| 4. Sketch / Site Plan | * Address Line 1: | |
| 5. Applicant | * City: * State: * Zip Code: | |
| 6. Contractor | Phone: | |
| | Email: | |
| 7. Terms | | |
| 8. Payment | | |
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<u>Step 7: Terms</u> You are required to agree to the utility permit application terms. Please read them carefully so that you understand them completely. Click the checkboxes to accept each term. When finished, click "Next".

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| Sketch / Site Plan | By checking the boxes you are deemed to have read and agreed to the terms. I Except as therwise permitted, utility construction and relocation on County Highway right of way shall not be commenced until an application for a Permit has been | n made and such Permit granted. The Permit sketch shall show the location of | t |
| | the proposed universe for the second of the | ay Engineer. | |
| Applicant | III. All waterways and the of drainage shall remain operative. IV. Wherever topsoin by ore disturbed they shall be replaced and maintained satisfactorily until the turf is established. | | |
| Contractor | V. The utility facility and instant on the second state with any existing utility facilities on the County Highway right of way. VI. When necessary, samcade, the ening devices and flagmen | | |
| Terms | shall be provided by the Utility dux will phases of their construction and maintenance operations on County Highway right of way. VII. At the time of construction of the standard at the times of | | |
| Payment | subsequent maintenance, prior approx, shall be obtained from the County Highway Engineer for the cutting and trimming of trees within the County Highway right of way otherwise provided in the Special Provisions of the Permit. Any holes caused by stump removal shall be backfilled, the area leveled and all materials associated therewith | Wherever trees are cut the resulting stumps shall be removed unless h disposed of outside the county highway right of way. The utility shall advise | |
| | the County Highway Engineer at least 48 hours in advance of its intent to start clearing and grubbing operations so that proper supervision can be provided. VIII. The Utility shall notify the County Highway Engineer of its | | |
| Finish | intent to perform service and maintenance operations, which will interfere with the flow of traffic on county highways, and shall obtain his approval prior to performing such operations on county highways including opening and disturbing the surface of the right of way without prior approval in those instances where an emergency exists that i | is dangerous to the life or safety of the public and which requires immediate | |
| | repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the County Highway Engineer at the earliest poss IX. If at any time McLeod County, acting through its Board of County Commissioners, shall deem it necessary to make any improvements or changes on all or any part of t | the right of way of the County Highway which affect a utility located on county | |
| | highway right of way, then and in such event, the owner of the utility shall within 15 days after written notice from the Board of County Commissioners, or its authorized age Highway right of way so as to conform to said County Highway changes and as directed by the Board of County Commissioners. Such work shall be done without any cos | at whatsoever to McLeod County and shall be completed within the date | |
| | specified in said written notice. The Utility shall assume all liability and save McLeod County harmless from any and all claims of damage of any nature whatsoever occas said notice. | an ann ann a' tha an a' tha an an bhairte | |
| | X. The Utility shall assume all liability for, and save the County, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arb including but not limited to the placing, constructing, reconstructing, maintaining and using of said utility under this application and Permit. | | |
| | XI. The Board of County Commissioners may require the Utility, or its contractor, to furnish a deposit in the form of a certified check, a surety bond or corporate undertaking expense incurred by the County in the repaining of damage to any portion of the County Highway right of way caused by work performed under a Permit, including any out or | | е |
| | County. In those instances wherein a deposit is required the amount of the deposit shall be specified in the Special Provisions of the Permit. If a check is furnished, any monies remaining over and above such expense shall be returned to the app | plicant. | |
| | XU. The permit is issued does not in any way imply an easement on private property. XUI: The installations shall be end in conternity with all applicable laws: regulations and codes covering said installations. All installations shall be made in conformity in XV. Upon completion of an installation, the Utility shall restore the County Highway right of way to its original condition. The Utility shall then notify the office of the County Highway right of way to its original condition. The Utility shall then notify the office of the County Highway right of way to its original condition. | | e |
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| | By checking the boxes you are deemed to have read and agreed to the terms. | | er |

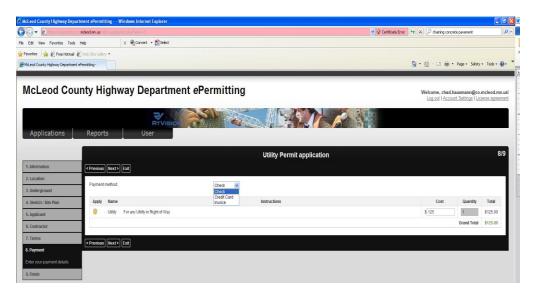
Step 8: Payment

In this step, you are required to select a payment method. The utility permit application fee is listed in the Total column. At this time, you may pay by personal check or credit card. There is NO additional fee to use the Credit Card option. Payment is payable to "McLeod County Auditor-Treasurer". Be sure to reference the utility permit number on the check memo. The check may be mailed or dropped off to the McLeod County Highway Department Office at 1400 Adams St. SE, Hutchinson, MN 55350.

THE UTILITY PERMIT APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED IN FULL.

Once your payment is submitted and receipted into McLeod County, you will receive an email notifying you that payment has been received. The utility permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact McLeod County at 320-484-4321.

YOU ARE NOT YET AUTHORIZED TO BEGIN WORK. SEE "WORK AUTHORIZATION" FOR MORE DETAILS.



When finished, click "Next".

Step 9: Finish

This step prompts you to check for errors in your application. Click "Check For Errors". If an error is found, the step(s) on the left side of the screen with an error will be changed to red text. Click on that step to correct the error. After you have made the necessary corrections, click on the Finish step tab on the left side of the screen. If the application is correct, the statement "No errors were found." will be displayed.

Click "Preview" to review your utility permit application.

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| 1. Information | Utility Permit applicat | tion 9/9 |
| 2. Location | Check for errors | |
| 3. Underground | Check For Errors | |
| 4. Sketch / Site Plan | Preview Click Preview. This will spen in a new window or tab - simply close that to return here. | |
| 5. Applicant | Signatures | |
| 6. Contractor | Please check for errors before signing. | |
| 7. Terms | Previous Exit | |
| 8. Payment | | |
| 9. Finish | | |

After you have verified the information in your utility permit application is correct, click "Finish and Approve Application" to submit your utility permit application to McLeod County for review.

You will be directed back to the main dashboard. The utility permit application you just submitted will be listed under "Your Applications". Click on the document icon to view your utility permit application.

YOU MAY NOT BEGIN WORK UNTIL THE UTILITY PERMIT APPLICATION IS APPROVED.

WORK AUTHORIZATION

Upon submission of your utility permit application, you will receive an email stating McLeod County has received your utility permit application. <u>YOU ARE NOT YET AUTHORIZED TO</u> <u>BEGIN WORK</u>. You must submit payment for the utility permit application to be processed.

Once McLeod County has reviewed and approved your utility permit application, you will receive an email stating your utility permit application is approved and the utility permit status will be changed to "Active" on your main dashboard. Upon receipt of this email confirming the utility permit is approved, you may start your work. <u>YOU ARE NOW AUTHORIZED TO BEGIN</u> <u>WORK.</u>

BEFORE BEGINNING WORK, YOU ARE REQUIRED TO CONTACT MCLEOD COUNTY OF YOUR UTILITY PERMIT AND COMPLY WITH ANY SPECIAL INSTRUCTIONS THEY MAY PROVIDE.

While viewing the utility permit, you can print by clicking the "Print" icon in the upper right corner of the permit application. Your utility permit is automatically assigned a pending permit number when submitted and a permanent permit number when approved. The permanent permit number is listed on top of the permit as XXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.

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| Applications | User | | | | |
| Status | Permit Application | | | | Print 🖨 |
| Pending review With 0 of 1 approvals Actions | Application for McLeod County Highway Departm 1400 Adams Street SE Hutchinson, MN 55360 Phone: (320) 484-4321 | Utility Permit | | Permit Number. Highway: 18 | PENDING #22 |
| Cancel this application | Fax: (320) 234-6971 | A | | Comment Annulline of | |
| Cancel this application | Name: | Applicant mcleod highway-test | Name: | Company of Applicant mcleod highway | |
| | Title: | installer | Address: | 1400 Adams Street SE | |
| | Phone: | (320) 484-4321 | Phone: | Hutchinson, MN 55350 | |
| | Email: | mcleod.highway@co.mcleod.mn.us | Fax: | | |
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YOU MUST POSSESS A COPY OF THE UTILITY PERMIT IN THE FIELD DURING CONSTRUCTION OPERATIONS. YOU WILL BE CONSIDERED UNAUTHORIZED TO BE IN THE RIGHT-OF-WAY IF YOU DO NOT POSSESS A COPY OF THE UTILITY PERMIT IN THE FIELD.

Final Inspection

Upon completion of the work identified in your utility permit, <u>YOU ARE REQUIRED TO FLAG</u> <u>YOUR UTILITY PERMIT FOR INSPECTION</u>. Click the "Flag" icon next to the utility permit that is ready for inspection. This will notify McLeod County to inspect your worksite. Once the utility permit has been inspected and work accepted by McLeod County, the utility permit status will be changed to "Complete". McLeod County will not close-out your utility permit until the worksite has been inspected and has been satisfactorily restored in accordance with the utility permit terms and conditions.

IT IS YOUR RESPONSIBILITY AS THE PERMITTEE TO REQUEST FINAL INSPECTION. FAILURE TO REQUEST INSPECTION AND/OR SATISFACTORLY COMPLETE THE WORKSITE IN ACCORDANCE WITH THE TERMS AND CONDITIONS MAY RESULT IN THE SUSPENSION OF APPROVAL FOR FUTURE UTILITY PERMIT APPLICATIONS.

Managing Your Utility Permits

The main dashboard of the ePermitting application lists all of your utility permit applications and active permits. You may query your listing of permits and applications by using the Show Me feature on the top of the page. To query, click the check box of the status of the permit or application you would like to see.

When working on a new utility permit application, you may exit the ePermitting application at any time and return later to continue your incomplete application. Click on the "Pencil" icon to continue working on the utility permit application. If you want to cancel an incomplete utility permit application, click on the "X" icon.

The following are definitions for each permit status.

| Pending review (0 of 2): | The utility permit application was submitted but has not been reviewed or recommended for approval. |
|--------------------------|--|
| Pending review (1 of 2): | The utility permit application was reviewed and recommended for approval. It is awaiting final approval. |
| Active: | The utility permit application has received final approval. Work may begin at any time. |
| Ready for Inspection: | The Permittee has requested final inspection of the worksite. |
| Complete: | The utility permit has had a final inspection and was marked as complete. All restoration work is complete and satisfactory. |

In the "Statistics" pod located on the left side of the main dashboard, you can track the number of utility permits that are incomplete or complete.

In the "Resources" pod located on the left side of the main dashboard, you can access a copy of the utility permit terms and conditions.

In the "Contact Info" pod located on the left side of the main dashboard, you can view the contact information for the McLeod County Highway Department.

Editing Your Permit

The main dashboard of the ePermitting application lists all of your utility permit applications and active permits. You can edit permit applications and active permits by clicking on the "page" icon next to the status of the permit. To open the permit for editing, you will need to click on the "Remove Signatures" button on the left hand side of the screen.

| Status Permit Appl | ication | | Print d | |
|--|-------------------------|----------|---|--|
| | MN 55350 484-4321 | | Permit Number: PENDING #10 Highway: 23 Municipality: Plato | |
| You must remove all signatures from this permit before you may edit it. | Applicant | | Company of Applicant | |
| Remove signatures | Jennifer Thielen | Name: | | |
| Title. | Office Manager | Address: | | |
| Plone: | (320) 632-0760 | Phone: | | |
| Other Actions | jenthielen@rtvision.com | Fax: | | |
| The second secon | | 20 | | |
| | | unty.Roc | | |
| Inspection notes | | ount | 0 | |
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| Cancel | | | | |
| Permanentiv delete | | | | |
| | | | | |
| Change ID number | | | | |
| Change ib humber | 0 | | | |
| | | | | |
| This box allows you to change the ID number for this permit. | County Road 79 200th St | 200th St | County Road 79 | |
| You can set this to anything as | | | | |

EDITING A PERMIT WILL REMOVE ALL DIGITAL SIGNATURES AND WILL PROMPT THE MCLEOD COUNTY HIGHWAY DEPARTMENT TO REVIEW AND REAPPOVE THE PERMIT APPLICATION.

After you have removed the signatures, click on the "Edit This Permit" button to open up the application for modifications.

Navigate to the information you need to change by using the arrows at the top, or by clicking on the specific step. Once you have made the necessary changes to the application, navigate the "Finish" step to "Finish and Approve". Your digital signature will then be added to the application and an email will be sent to notify the McLeod County Highway Department.

Resources

If you have questions regarding the ePermitting application, please contact McLeod County at the following.

Phone number: 320-484-4321

Email Address: mcleod.highway@co.mcleod.mn.us

McLeod County Highway Department Address:

McLeod County Highway Department 1400 Adams Street SE Hutchinson, MN 55350

McLeod County Highway Department Website: <u>www.co.mcleod.mn.us/highway</u>