



McLEOD COUNTY HIGHWAY DEPARTMENT

ePermitting



Right of Way Permit Application

(Utility or Special Use)

User Reference Manual

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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”

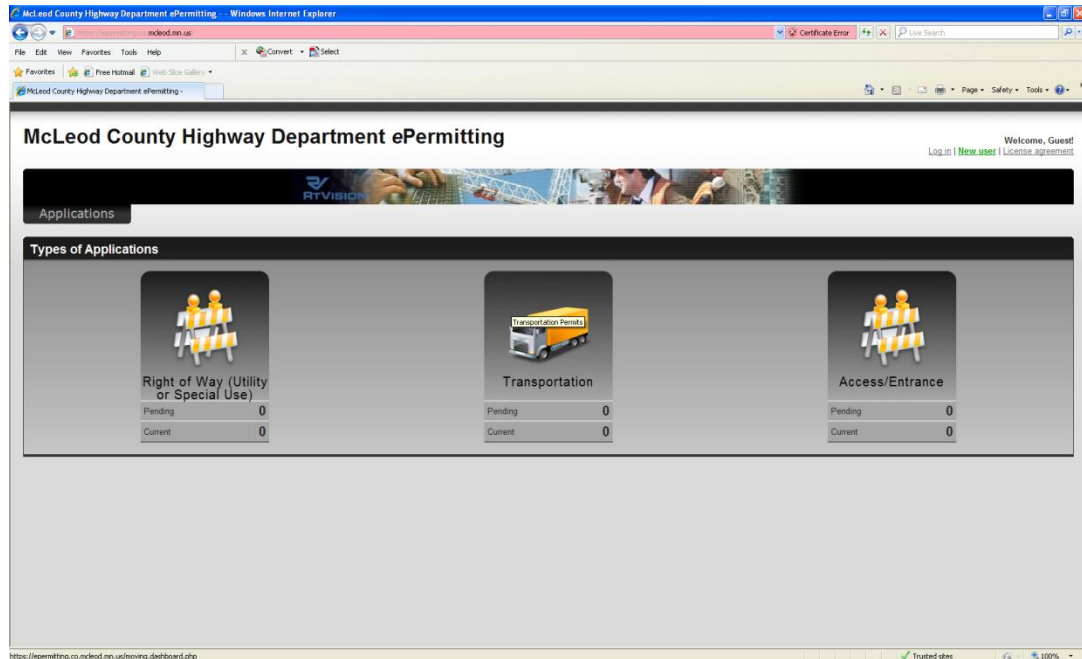


Select Right of Way (Utility or Special Use) to access the ePermitting application.

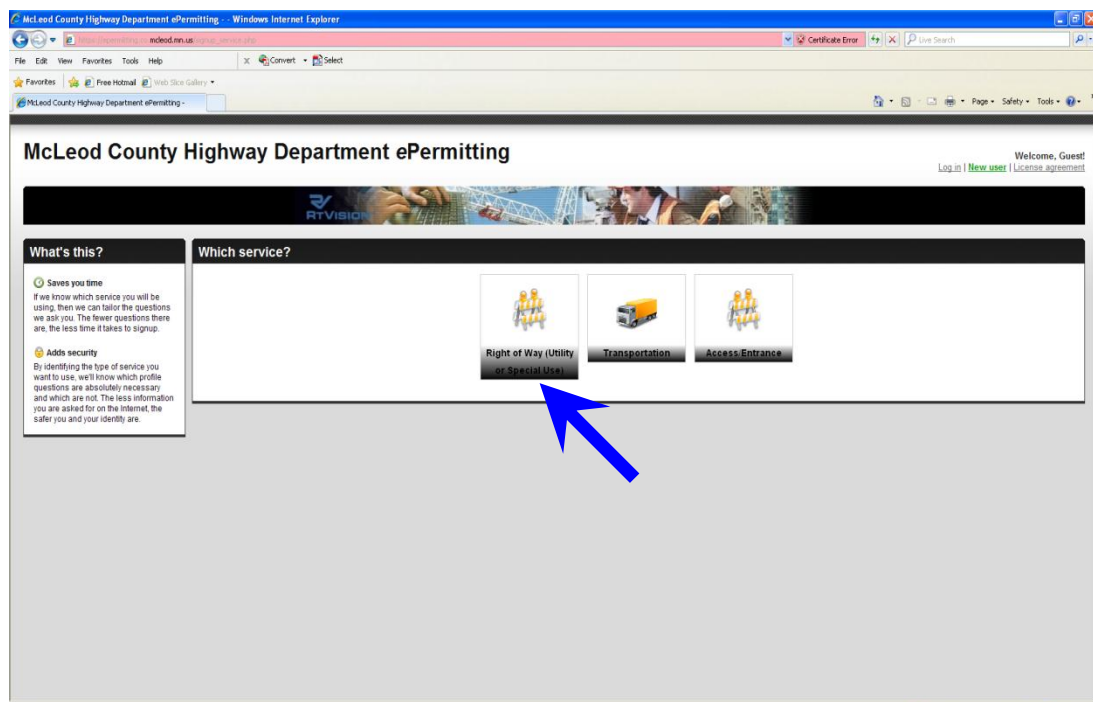
New User Account Set-Up

You are required to possess a user account to submit a utility permit application. Setting up a new user account is free. 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 ePermitting application.



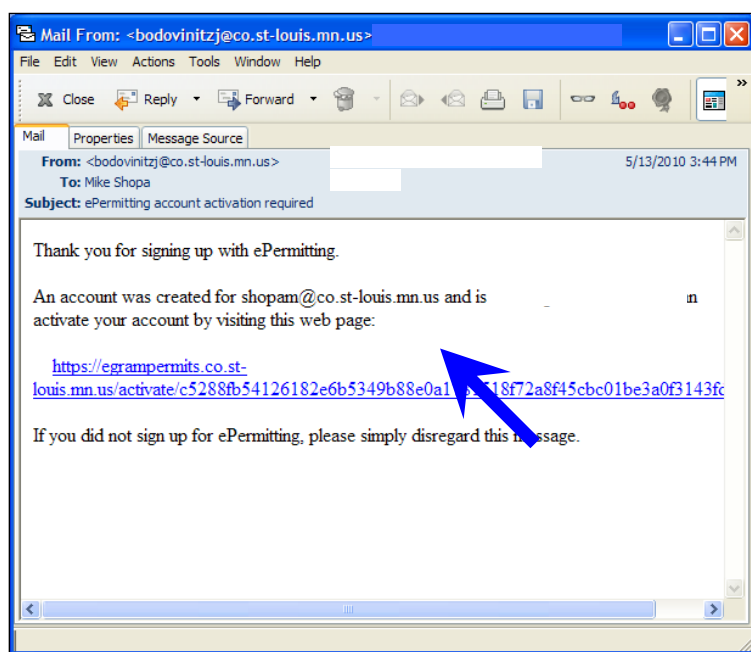
Click on the “Right of Way (Utility or Special Use)” pod.



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

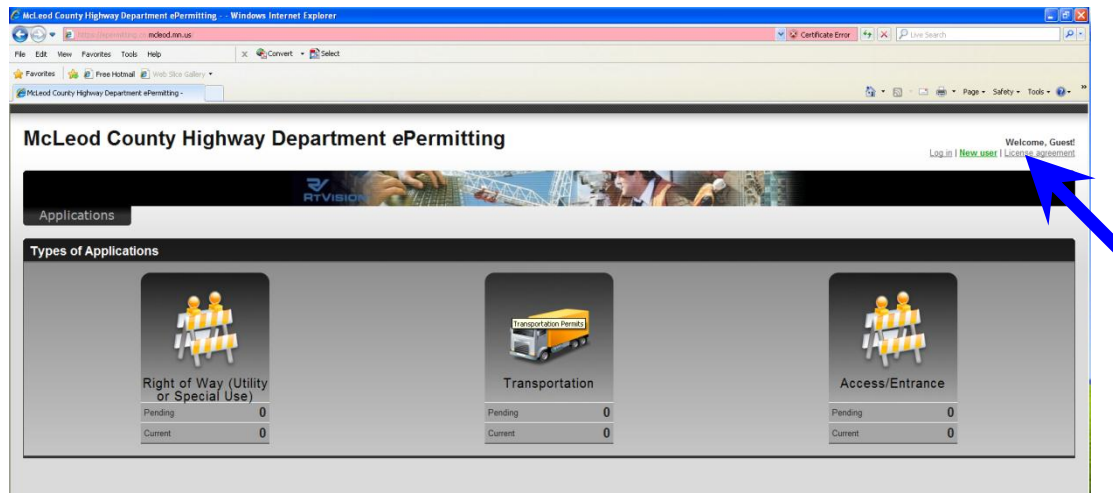
The screenshot shows a web browser window displaying the 'McLeod County Highway Department ePermitting' registration page. The page has a header with the department name and a 'Welcome, Guest!' message. A sidebar on the left contains 'Tips' and 'Required fields' information. The main content area is titled 'Your Profile' and contains a 'General Information' section with various input fields: Email Address, Confirm Email Address, Password, Confirm Password, First Name, Middle Initial, Last Name, Address, City, State, Zip Code, and Phone Number. A blue arrow points to the Password field, which has a note indicating it must be a strong password. At the bottom of the form are 'Submit' and 'Clear' buttons.

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 ePermitting 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.

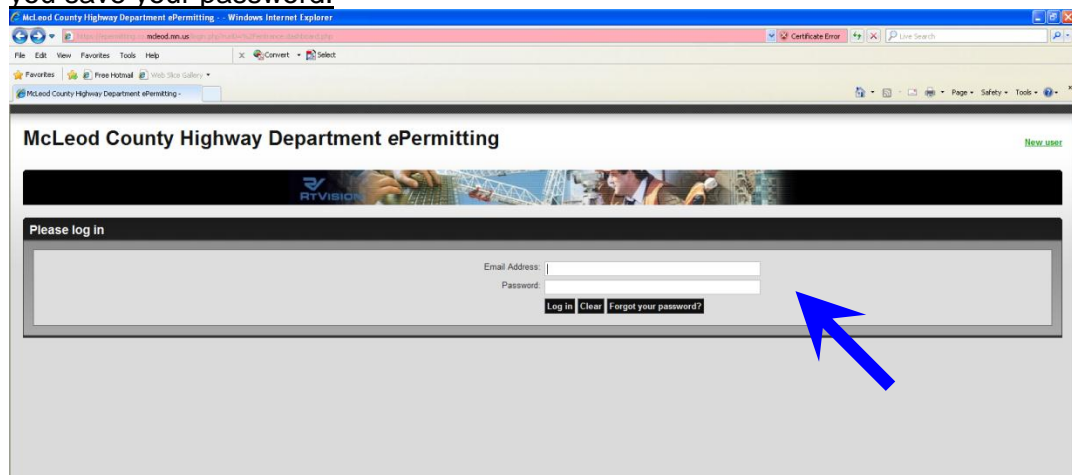


Account Log-In

To log into your user account, click “Login” in the upper right corner of the ePermitting application.

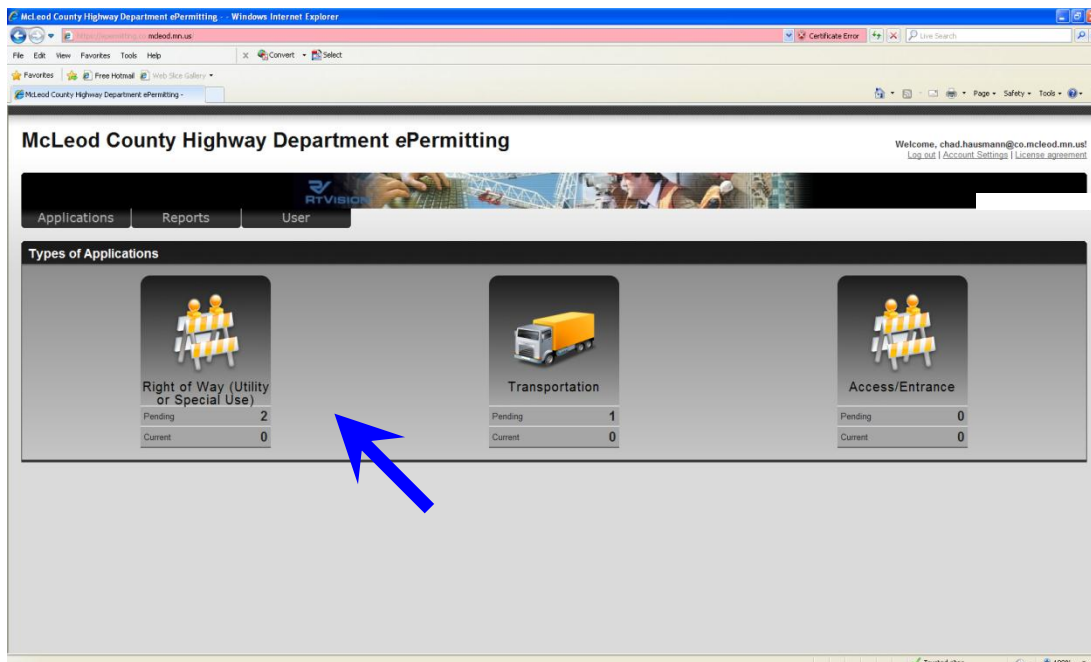


Enter your email address and password then click “Login”. When you are logged in, you may change your password at any time by selecting “Change Password” under “User”. Make sure you save your password.

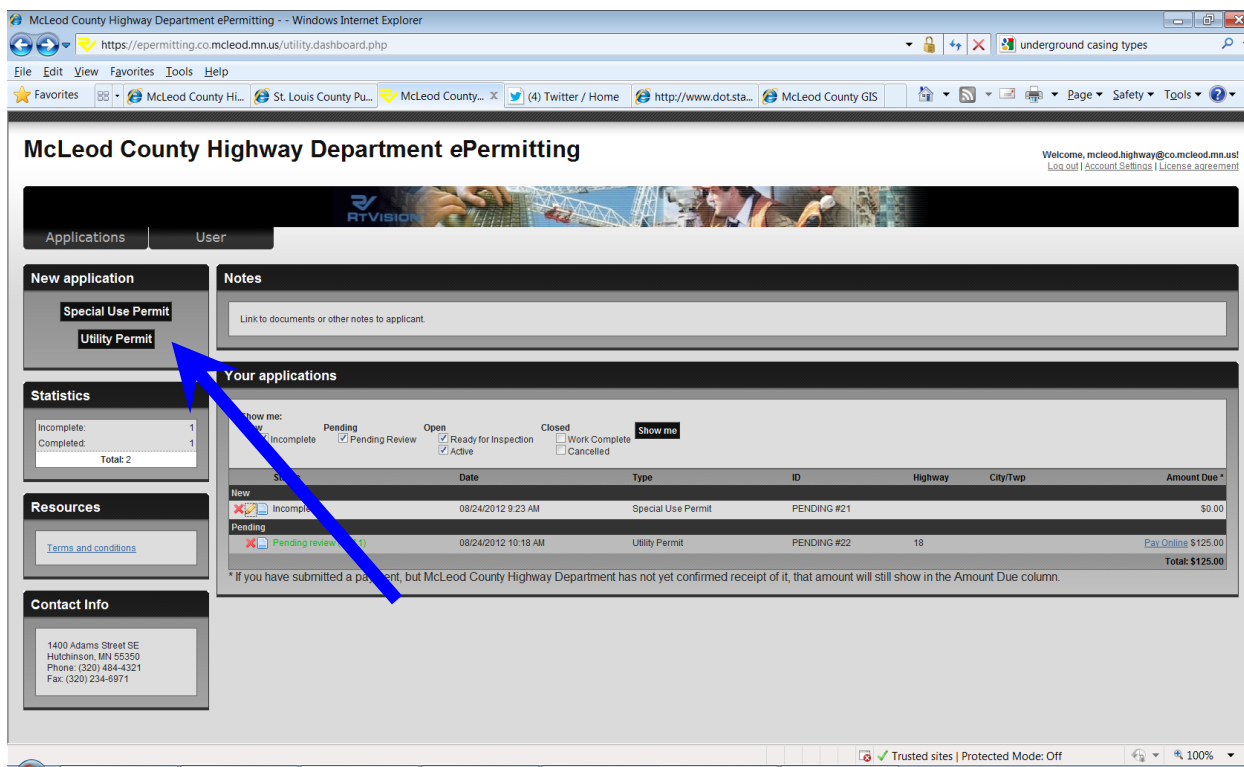


Submitting a Utility Permit Application

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



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.



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. Utility permits expire one year from the approval date if no work has occurred. When finished, click “Next”.

The screenshot shows the 'McLeod County Highway Department ePermitting' web application. The user is logged in as 'chad.hausmann@co.mcleod.mn.us'. The application is titled 'Utility Permit application' and is at step 1 of 8. The left sidebar lists steps: 1. Information, 2. Location, 3. Sketch / Site Plan, 4. Applicant, 5. Contractor, 6. Terms, 7. Payment, 8. Finish. The main content area for Step 1 includes fields for 'Aerial or Underground?' (set to 'Underground'), 'Construction Description', 'Start Date', and 'End Date'. Navigation buttons 'Next' and 'Exit' are visible.

Step 2: Location

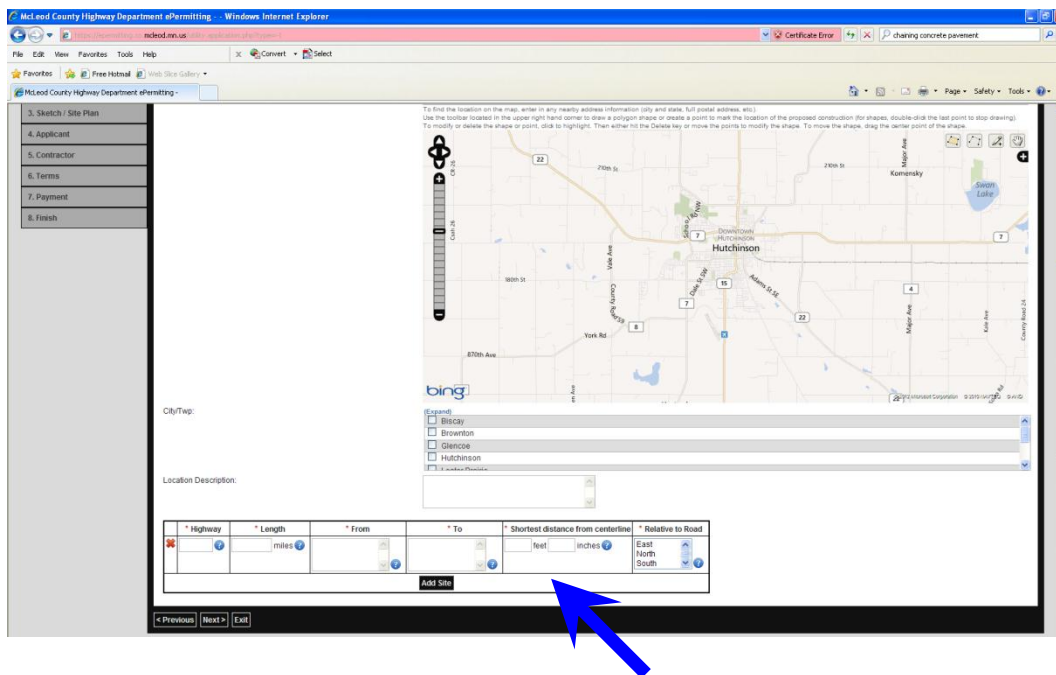
In this step, you will identify the worksite location. In the search field above the map, enter the description of the worksite location and click “Find it”. For example, if the worksite is located near Hutchinson, enter “Hutchinson, MN”. You may also use the navigation tools on the left side of the 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.

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

The screenshot shows the 'McLeod County Highway Department ePermitting' web application at step 2 of 8, 'Location'. The left sidebar highlights '2. Location'. The main content area features a map of Hutchinson, MN. A search bar at the top of the map contains 'Hutchinson, mn' and a 'Find it' button. A blue arrow points to the search bar. Below the map, there are instructions on how to use the map tools and a legend for map layers (Biscay, Brownston, Glenview). The map shows various streets and landmarks in Hutchinson, MN.

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”.

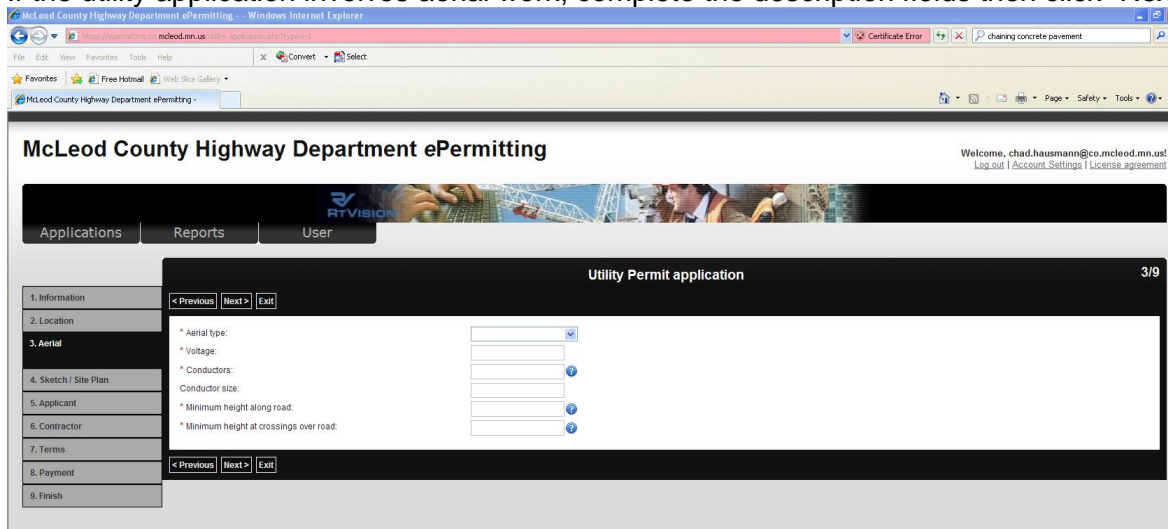


Step 3: Aerial or Underground (Contingent Step)

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.

Aerial

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



Underground

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

The screenshot shows the 'Utility Permit application' form at step 3 of 9, 'Underground'. The left sidebar lists steps 1 through 9, with 'Underground' selected. The main form area contains the following fields:

- Purpose of Utility:** A list of checkboxes for Communication, Drainage (tile), Electrical, Gas, and Sewer. 'Sewer' is selected.
- Conduit/casing type:** A list of checkboxes for Dual Wall Plastic, Ductile Iron, Plastic, Sectional Concrete, and Steel Pipe. 'Plastic' is selected.
- Method of installation:** A dropdown menu.
- Conductors:** A text input field.
- Conductor size:** A text input field.
- Trench size (ft):** A text input field.
- Depth (ft):** A text input field.
- Voltage:** A text input field.

Navigation buttons at the bottom include '< Previous', 'Next >', and 'Exit'.

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”. You must attach a file in order to submit a permit.

The screenshot shows the 'Utility Permit application' form at step 4 of 9, 'Sketch / Site Plan'. The left sidebar lists steps 1 through 9, with 'Sketch / Site Plan' selected. The main form area contains the following fields:

- Upload sketch:** A section with a 'New file:' label and a 'Browse...' button. Below this, it states 'Acceptable file types you may upload include: png, jpg, gif'. At the bottom of this section, there are two buttons: 'Attach new file / Save new names for files' and 'Cancel'.

A blue arrow points to the 'Attach new file / Save new names for files' button. Navigation buttons at the bottom include '< Previous', 'Next >', and 'Exit'.

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 up-to-date, you can complete any changes in this step. If the information is accurate, click “Next”.

The screenshot shows the 'Utility Permit application' form in Step 5 of 9. The left sidebar lists steps 1 through 9, with '5. Applicant' highlighted. The main form area contains fields for: Company name, Address (Address Line 1, City, State, Zip Code), Phone, Fax, and Applicant (Name, Title, Phone, Email). Navigation buttons '< Previous', 'Next >', and 'Exit' are at the top and bottom of the form area.

Step 6: Contractor

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

The screenshot shows the 'Utility Permit application' form in Step 6 of 9. The left sidebar lists steps 1 through 9, with '6. Contractor' highlighted. The main form area contains fields for: Contractor (Name, Address Line 1, City, State, Zip Code, Phone, Email). Navigation buttons '< Previous', 'Next >', and 'Exit' are at the top and bottom of the form area.

Step 7: Terms

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”.

Step 8: Payment

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

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

The screenshot shows the 'Utility Permit application' form at Step 8 of 9. The left sidebar lists steps 1 through 9. The main content area has a 'Payment method' dropdown set to 'Check'. Below this is a table with columns: Apply, Name, Instructions, Cost, Quantity, and Total. The table contains one row for 'Utility' with a cost of \$125 and a total of \$125.00. A 'Grand Total' of \$125.00 is shown at the bottom right. Navigation buttons '< Previous', 'Next >', and 'Exit' are visible.

Apply	Name	Instructions	Cost	Quantity	Total
Utility	For any Utility in Right of Way		\$ 125	1	\$125.00
Grand Total					\$125.00

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.

The screenshot shows the 'Utility Permit application' form at Step 9 of 9. The left sidebar lists steps 1 through 9. The main content area has a 'Check for errors' button. Below it, a 'Preview' section contains the text: 'Click Preview. This will open in a new window or tab - simply close that to return here. Signatures. Please check for errors before signing.' Navigation buttons '< Previous' and 'Exit' are visible.

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. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK.** 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. **YOU ARE NOW AUTHORIZED TO BEGIN WORK.**

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.

McLeod County Highway Department ePermitting

Welcome, mcleod.highway@co.mcleod.mn.us!
Log out | Account Settings | License agreement

Applications User

Status

Pending review
With 0 of 1 approvals

Actions

Cancel this application

Permit Application

Print

Application for Utility Permit

McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350
Phone: (320) 484-4321
Fax: (320) 234-6971

Permit Number: PENDING #22
Highway: 18

Applicant		Company of Applicant	
Name:	mcleod highway-test	Name:	mcleod highway
Title:	installer	Address:	1400 Adams Street SE
Phone:	(320) 484-4321		Hutchinson, MN 55350
Email:	mcleod.highway@co.mcleod.mn.us	Phone:	
		Fax:	

Map

County Road 18 150th St

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, **YOU ARE REQUIRED TO FLAG YOUR UTILITY PERMIT FOR INSPECTION.** 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 SATISFACTORILY 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.

The screenshot displays the 'Permit Application' interface for a 'Special Use Permit'. On the left sidebar, the 'Edit' button is circled in red. Below it, a message states: 'You must remove all signatures from this permit before you may edit it.' and a 'Remove signatures' button is visible. Other sidebar options include 'Status' (Pending review), 'Other Actions' (Approve, Inspection notes, Charges & invoices, Cancel, Permanently delete), and 'Change ID number'. The main content area shows the permit details for the 'McLeod County Highway Department' and a table for 'Applicant' and 'Company of Applicant' information. A map at the bottom shows the location at the intersection of County Road 79 and 200th St.

EDITING A PERMIT WILL REMOVE ALL DIGITAL SIGNATURES AND WILL PROMPT THE MCLEOD COUNTY HIGHWAY DEPARTMENT TO REVIEW AND REAPPROVE 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: www.co.mcleod.mn.us/highway