



Hubbard County Highway Department Specific Services Sign Request Application Procedures

This tutorial has been created to guide you through the Specific Services Sign Request application process.

If you have any questions, please call us at: (218) 732-3302 or email at: publicworks@co.hubbard.mn.us

Specific Sign Request Application – No fee is due with application.

Log on at: <https://onegov.co.hubbard.mn.us/>

(Sign up for a user profile in the upper right corner if you don't already have one.)

Under **Specific Sign Request** click **Start New** to begin a new application.

The screenshot shows a web interface with a dark header bar containing the text "Specific Sign Request" and a "Hide" button with a dropdown arrow. Below the header is a white content area with the text "Go to: [Dashboard / List of Applications](#)". Underneath this, there is a sub-menu item "Installation" with a small icon, and below that, a "Start New" button with a document icon.

1. Business Information – Fill in fields as requested then click **Next** at top or bottom of page.

The screenshot shows a web form titled "Installation" in a dark header bar. On the left is a vertical sidebar with four menu items: "1. Business Information", "2. Sign Information", "3. Invoice", and "4. Review". The main content area contains the following fields:

- A "Next >" button at the top left of the form area.
- A required field "* Business Location:" with sub-fields for "Address Line 1:" (text input), "Address Line 2:" (text input), "City:" (text input), "State:" (text input), and "Zip Code:" (text input).
- A required field "* Name on Sign Line 1:" with a text input field.
- A sub-label "Line 2: (if needed)" with a text input field.
- A required field "* Type of Business:" with a dropdown menu showing "-- Select One --".
- A "Next >" button at the bottom left of the form area.



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- 2. Sign Information** – Type in a nearby street address to zoom to the location on the map where you are requesting a sign to be installed. From there you can zoom in and out using the blue +/- symbols on the left of the map. Fill in the fields as requested then click **Next** at top or bottom of page.

Installation

1. Business Information

2. Sign Information

3. Invoice

4. Review

< Previous
Next >

* Sign Location: Find it

Enter in a nearby street address (213 1st Ave SE, Little Falls, MN 56345) or street name and zip code (Ridge Street, 64578) to center the map display. Use the toolbar located in the upper right hand corner to draw a polygon shape or create a point to mark the location of the proposed construction. For shapes, double-click. To modify or delete the shape or point, click to highlight. Then either hit the Delete key or move the points to modify the shape. To move the shape, drag the center point of the shape.

* Number of Approaching Intersection Signs Requested*:

* Exact distance from signed intersection to Business: Miles

< Previous
Next >

- 3. Invoice** – Choose a payment option from the drop-down menu. Click **Next**.

Installation

1. Business Information

2. Sign Information

3. Invoice

4. Review

< Previous
Next >

Mode: Automatic ? Manual ?

Apply	Charge	Cost	Quantity
Grand Total			

Payment

Expected Payment Method:

Set Method
Create Payment

< Previous
Next >

- 4. Review** - If you wish to review your data, click **View the Application**. When ready to submit your application click **Finish**. This submits your application for review, and you will be notified by email and be able to click a link to view your application.

- If you choose to pay by check, make it payable to Hubbard County Highway Department and mail to: 101 Crocus Hill Street E, Park Rapids, MN 56470. Include a note that your check is for a Utility Permit.
- If you choose to pay online, you will start the online payment process when you click **Finish**.