



Hubbard County Highway Department Utility Permit Application Procedures

This tutorial has been created to guide you through the Utility Permit application process.

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

Utility Permit – A fee of \$100.00 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 **Utility** click the blue link to begin a new application.

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



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

1. General Information

2. Project Information

3. Terms and Conditions

4. Invoice

5. Review

Utility

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* Description of Work:

* Location of Work:

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 the last point to stop drawing.
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.

* Distance from Center Line:

Feet

* Geographical side of the highway:

-- Select One --

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- 3. Aerial/Underground Construction** – Depending on the type of construction chosen in the General Information tab, you will have additional tabs to fill in details of the utilities that will be installed. Once you have completed each of those tabs, click Next at top or bottom of page.

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* Utility Type: -- Select One --
Specify if Other:

* If Other, Explain:

Voltage:

Number of Conduits:

Size of Conduits: Inches
Feet
Feet

* Conductor Minimum Height Along Highway:

* Conductor Minimum Height at Crossings Over Highway:

Extent and Location of Tree Trimming and/or Clearing:

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* Conduit: -- Select One --
Specify if Other:

Casing: -- Select One --
Specify if Other:

* Size:

* Depth: Inches

* Voltage:

* Number of Conduits:

* Size of Conduits:

* Method of Installing Under Roadbeds: -- Select One --

If Open Trench, Explain why it is Necessary:

* Extent and Location of Tree Trimming and/or Clearing:

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- 4. Terms and Conditions** – Read Utility Terms and Conditions then check the box that you have read and agree to these terms and conditions. Click **Next** at the top or bottom of page.

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☒ I have read and agree to these Terms and Conditions.

Definitions

Utility. Under this order ♦utility♦ shall mean and include all privately or co-operatively owned communication lines and facilities, any systems, lines and facilities for the distribution and transmission of electrical energy, oil, gas, water, sewer, steam and other pipe lines, railways, ditches, flumes or other structures which under the laws of this State or the ordinance of this County, any Village or City may be constructed, placed or maintained across, along or on county highway right of way. Dependent upon the meaning intended in the context, ♦Utility♦ shall also mean the utility company, inclusive of any wholly owned subsidiary.

General

1. Except as otherwise permitted, utility construction and relocation on county highway right of way shall not be commenced until an application for a Permit has been made and such Permit granted. The Permit sketch shall show the location of the proposed utility with reference to county highway center line. A copy of the sketch shall be provided for each copy of such Permit.

2. Burning or diskings operations and/or the use of chemicals to control or kill trees, brush and other vegetation is prohibited without prior approval from the County Highway Engineer.

3. All waterways and lines of drainage shall remain operative.

4. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.

5. The utility facility and installation shall not interfere with any existing utility facilities on the county highway right of way.



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

The screenshot shows the 'Utility' application form, step 4 of 5. The form is titled 'Utility' and has a progress bar on the left with steps: 1. General Information, 2. Project Information, 3. Terms and Conditions, 4. Invoice (selected), and 5. Review. The main content area shows a table with the following data:

Apply	Charge	Cost	Quantity	Total
	Flat Fee	\$ 100	x	\$100.00
Grand Total				\$100.00

Below the table, there is a 'Payment' section with a dropdown menu for 'Expected Payment Method'. Below the dropdown are two buttons: 'Set Method' and 'Create Payment'. At the bottom of the form are navigation buttons: '< Previous', 'Next >', 'Delete', and 'Print'. The form is powered by a system indicated at the bottom right.

6. **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**.