



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013 Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: Anoka County *County: Anoka
(city, county, municipality, government agency or other entity)
*Mailing address: 1440 Bunker Lake Boulevard NW
*City: Andover *State: Minnesota *Zip code: 55304
*Phone (including area code): 763-862-4213 *E-mail: doug.fischer@co.anoka.mn.us

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Dobda *First name: Nick
(department head, MS4 coordinator, consultant, etc.)
*Title: Engineer three
*Mailing address: 1440 Bunker Lake Boulevard NW
*City: Andover *State: Minnesota *Zip code: 55304
*Phone (including area code): 763-862-4261 *E-mail: nicholas.dobda@co.anoka.mn.us

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Fristed First name: Travis
(department head, MS4 coordinator, consultant, etc.)
Title: Environmental Scientist/Technical Associate
Mailing address: 701 Xenia Avenue South, Suite 300
City: Minneapolis State: MN Zip code: 55416
Phone (including area code): 763-287-7169 E-mail: tfried@wsbeng.com

Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. Yes

Certification (All fields are required)

- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Douglas Fischer
(This document has been electronically signed)

Title: County Engineer Date (mm/dd/yyyy): 01/27/2014

Mailing address: 1440 Bunker Lake Boulevard NW

City: Anoka State: Minnesota Zip code: 55304

Phone (including area code): 763-862-4213 E-mail: douglas.fischer@co.anoka.mn.us

Note: The application will not be processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
<i>The Anoka County Highway Department (ACHD) has numerous Joint Powers Agreements (JPA) and Memorandum of Understanding (MOU) with other MS4s within Anoka County. JPA's and MOU's are project specific and define the adjacent Township, City, or other entity as the responsible party for the routine inspection, maintenance, and repair of stormwater facilities located within Anoka County lands and right-of-way.</i>	MCM 3, 5, & 6

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? Yes No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Anoka County has drafted an Illicit Discharge ordinance and is in the process of formally adopting the ordinance in 2014. The final ordinance will be implemented within 12 months of the date permit coverage is extended to the County.

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? Yes No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

Ordinance Contract language
 Policy/Standards Permits

- Rules
- Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation: *Anoka County does not have landuse/zoning authority, however ACHD Right of Way (ROW) ordinance No. 2000-2 Sections 1.11 (Subd. 2) and 1.16 (Subd. 1) requires compliance to other laws (watershed district, NPDES, etc.) as a standard to ROW and driveway access permits. The ACHD Development Review Process Manual defines a minimum standard as conforming to NPDES Phase II permit requirements (attached). All ROW and driveway access permits and road construction projects must meet NPDES-CSW permit standards and obtain permit coverage (if one acre or larger).*

Direct link: http://ww2.anokacounty.us/v3_highway/documents/Right-of-WayOrdinance2000-20001.pdf

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? Yes No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? Yes No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
- Policy/Standards Permits
- Rules
- Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation: *Anoka County does not have landuse/zoning authority, however ACHD Right of Way (ROW) ordinance No. 2000-2 Sections 1.11 (Subd. 2) and 1.16 (Subd. 1) requires compliance to other laws (watershed district, NPDES, etc.) as a standard to ROW permits. The ACHD Development Review Process Manual defines a minimum standard as conforming to NPDES Phase II permit requirements (refer to attached "Anoka County_CSWreg.pdf"). All ROW permits and road construction projects must meet all NPDES-CSW & MS4 permit standards (if one acre or larger).*

Direct link: http://ww2.anokacounty.us/v3_highway/documents/Right-of-WayOrdinance2000-20001.pdf

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming

convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. Yes No
 4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
 - a. Mitigation project areas are selected in the following order of preference: Yes No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.

- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. Yes No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

Anoka County currently designs all Post-Construction Stormwater Management facilities to NPDES Phase II standards (in addition to local City and/or Watershed District requirements). Inspection, maintenance, and repair of these facilities is deferred to the local Township or City through a JPA or MOU per project. Anoka County does not permit ponding within the County Right-of-Way, therefore all permanent ponding is provided off-site of the Right-of-Way in a Drainage and Utility easement. The County will not provide regulatory authority for mitigation provisions, as it is not applicable to its current design practices and policies.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? Yes No
1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
 2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

Internal written enforcement response procedures are not defined, therefore the County will draft internal ERPs for MCMs 3 and 4 in 2014, and finalize the ERPs within 12 months from the date MS4 permit coverage is extended to the County. ERPs will utilize the existing enforcement mechanisms that are defined in ordinance. ERPs for MCM 5 are the responsibility of the inheriting MS4 per each project's JPA or MOU.

- B. Describe your ERPs

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The County's storm sewer inventory is reviewed and revised as needed throughout each year to include new construction and reconstruction projects.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. Yes No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
3. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No
4. All receiving waters. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Anoka County will update the stormsewer mapping to include pipes 12" and larger in diameter, identify responsible parties for each structure (per JPA/MOU), and revise the mapped outfalls and ponds per new MS4 permit definitions. This mapping update will occur in 2014, and be completed within 12 months from the date permit coverage is extended to the County.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. Yes No
2. A geographic coordinate. Yes No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Anoka County completes mapping of the stormsewer system as projects are constructed. The County does not own or operate any outfalls, ponds, or structural stormwater BMP facilities (refer to I.A. Partnerships).

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. Yes No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

Anoka County completes mapping of the stormsewer system as projects are constructed. The County does not own or operate any outfalls, ponds, or structural stormwater BMP facilities (refer to I.A. Partnerships).

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The County intends to discuss the potential of forming a working partnership with each Township, City, Watershed District, and Watershed Management Organization to deliver educational programs and materials on the effects of point source/non-point source pollution to our waterbodies. The County newsletter and highway department webpage is primarily used for public education and outreach materials. The County also plans to update the existing educational materials, to include three high priority topics (street sweeping, pet waste management, and illicit discharge recognition and reporting).

- List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Newsletter	The County will continue to provide a minimum of two different stormwater related articles per year for the quarterly County Newsletter. The County will continue this BMP throughout the MS4 permit cycle.
Highway Dept. Webpage	The Highway Department Webpage will continue to be used for posting MS4 documents, such as the current annual report and SWPPP. The City will update this webpage on an annual basis throughout the MS4 permit cycle.
BMP categories to be implemented	Measurable goals and timeframes
Highway Dept. Webpage	The City will provide a minimum of three different stormwater related articles on the Highway Department webpage. County staff will review the content and appropriateness of all materials on the webpage a minimum of once per calendar year of the MS4 permit cycle. New/revised articles for existing topics or high priority topics of interest will be posted periodically at the discretion of County staff.
Public Service Announcements (PSA)	The County will provide a minimum of three short stormwater related PSA's on all closed circuit monitors at all County owned buildings. The first PSA will be aired within 12 months from the date MS4 permit coverage is extended to the County.
Annual SWPPP Assessment & Annual Reporting	County staff will conduct an annual SWPPP assessment in preparation of each annual report. Proposed SWPPP modifications are subject to Part II.G of the MS4 permit. County staff will submit the annual report to the MPCA prior to June 30 th for the previous calendar year.

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Curt Kobilarcsik, Engineering Program Manager

B. MCM 2: Public participation and involvement

- The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The City's current MCM 2 BMPs consist of the annual public meeting and Project Open Houses. County staff intends to explore using social media and providing educational materials at the County Fair to expand interest in the County's stormwater related activities after receiving MS4 permit coverage.

- List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Annual Public Meeting</i>	<i>Present the draft MS4 annual report and solicit public input. Public input received (oral and written) will be recorded in meeting minutes and evaluated by the County's MS4 General Contact. County responses (if relevant) will be made in writing to each commenter. Hold one meeting per calendar year (between January and June for the previous year) of the MS4 permit cycle.</i>
<i>ACHD Public Open House</i>	<i>ACHD hosts public open house meetings to discuss federally funded and significant local public road projects that are planned for the near future. Stormwater management and other environmental issues are presented and available for the public to comment (written and verbal). Comments are discussed with County staff at the meetings and/or recorded for the appropriate County staff to follow-up after the meeting. All public comments and responses are retained by the County in each project file.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Explore Social Media</i>	<i>County staff will evaluate the need and use of multiple social media outlets to the increase public participation and encourage feedback on stormwater related topics. County staff will evaluate this need in 2014, and implement the social media outlet (if applicable) within 12 months from the date MS4 permit coverage is extended to the County.</i>
<i>County Fair Booth</i>	<i>Anoka County will provide staff and printed stormwater related educational materials at a minimum of one County sponsored booth during the annual Anoka County Fair. Educational materials and booth(s) will vary each year. County staff will implement this BMP beginning in 2014, and annually during the MS4 permit cycle.</i>

3. Do you have a process for receiving and documenting citizen input? Yes No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Curt Kobilarcsik, Engineering Program Manager

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The County's IDDE program consists of training of Road Maintenance, Park Maintenance, and Engineering staff to identify potential illicit discharges on County lands and right-of-way when conducting routine work activities, and public reporting through the "Report-A-Problem" webpage of the County website. The County relies on emergency response staff of local Cities/Townships to respond to spills within the County. Each City/Township is responsible for management of hazardous wastes, routine visual inspections (per Part III.D.6.e-f) and spills within their respective municipal limits. Potential illicit discharges that are reported by County staff or the "Report-A-Problem" webpage are coordinated with each local City/Township to conduct investigation and clean-up activities (if applicable).

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). Yes No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. Yes No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Yes No

- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. Yes No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges. Yes No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. Yes No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. Yes No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The County's IDDE program will be revised to include a map of high priority areas (based on current landuse, history of discharges, and active NPDES Industrial Stormwater permits) and internal procedures for emergency and non-emergency response to reported spills, illicit discharges, and connections. Draft revisions will be completed in 2014 and implemented within 12 months from the date MS4 permit coverage is extended to the County.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Employee Training</i>	<i>The County will continue to provide annual training and re-train Park Maintenance, Road Maintenance, and Engineering (construction observers) staff on the visual recognition and new reporting procedures of illicit discharges. Training will be scheduled within 12 months from the date MS4 permit coverage is extended to the County.</i>
<i>Report-A-Problem website</i>	<i>The County will continue to administer and respond to public complaints of potential illicit discharges on County lands and Right-of-Way, that are reported through the Report-A-Problem website (http://ww2.anokacounty.us/v3_highway/report-request.aspx). This BMP will continue to be implemented throughout the MS4 permit.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Written Procedures for Emergency/Non-Emergency Response</i>	<i>Draft written procedures for emergency and non-emergency response to non-stormwater spills, discharges, and connections in 2014. Implement final written procedures within 12 months from the date MS4 permit coverage is extended to the County.</i>
<i>IDDE Priority Map</i>	<i>Develop IDDE inspection map in 2014. Distribute the final map to each Township/City for inspections within 12 months from the date MS4 permit coverage is extended.</i>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Jim Christenson, Road Maintenance Superintendent

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The County requires all Right-of-Way and Driveway Access Permits to meet the standards of the ACHD Development Review Process Manual, which requires all sites one acre and larger to meet current NPDES Phase II permit requirements. Engineering staff completes plan reviews (sites one acre and larger) and responds to public complaints of County projects. Engineering staff conducts ESC inspections concurrently with their regular construction oversight inspections. Right-of-Way and Driveway Access permits are issued and administered by the County's Traffic Section.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
 - a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? Yes No
 - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? Yes No
 - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? Yes No
 - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? Yes No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? Yes No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? Yes No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? Yes No
 - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? Yes No
 - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? Yes No
 - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The County intends to draft written procedures for the receipt and consideration of public complaints, definitions for identifying priority sites and the frequency of County inspections, and inspection checklists for County staff to determine compliance. Draft revisions will be completed in 2014 and formally adopted for implementation within 12 months of the date MS4 permit coverage is extended to the County.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Right-of-Way & Driveway Access Permits</i>	<i>The County will continue to process ROW and Driveway Access permits that meet the erosion and sediment control standards of the ACHD Development Review Manual. This BMP will continue throughout the MS4 permit cycle.</i>
<i>Field Inspector Training</i>	<i>All County Highway Department field inspectors have current erosion and sediment control training and/or certification. The County will continue to ensure that all staff training certifications remain valid and current for each field inspector during the MS4 permit cycle.</i>

BMP categories to be implemented	Measurable goals and timeframes
<i>Written Procedures for Public Complaints</i>	<i>Engineering staff will develop written internal procedures for the receipt and consideration of public complaints on County Construction sites. County staff will create a draft in 2014, to be finalized within 12 months from the date MS4 permit coverage is extended.</i>
<i>Develop Site Inspection checklist & Definitions of Priority Sites</i>	<i>The City will draft an Erosion and sediment control checklist to meet current NPDES Construction Stormwater Permit requirements. The checklist will include definitions of priority site conditions and increased inspection procedures. This update will occur in 2014 and be implemented within 12 months from the date MS4 permit coverage is extended.</i>

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Curt Kobilarcsik, Engineering Program Manager

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

The County requires all Right-of-Way and Driveway Access Permits to meet the standards of the ACHD Development Review Process Manual, which requires all sites one acre and larger to meet current NPDES Phase II permit requirements. Refer to E.3 narrative for additional information.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
 - b. All supporting documentation associated with mitigation projects that you authorize? Yes No
 - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

Anoka County currently designs all Post-Construction Stormwater Management facilities to NPDES Phase II standards (in addition to local City and/or Watershed District requirements). Inspection, maintenance, and repair of these facilities is deferred to the local township or City thorough a JPA or MOU per project. Anoka County does not permit ponding within the County Right-of-Way, therefore all permanent ponding is provided off-site of the Right-of-Way in a Drainage and Utility easement. The County will not provide regulatory authority for mitigation provisions, as it is not applicable to its current design practices and policies.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Joint Powers Agreements (JPA) and Memorandum of Understanding (MOU)</i>	<i>The County will continue to require JPA's and MOU's with other MS4s for each applicable County project. JPA's and MOU's are project specific and define the adjacent Township, City, or other entity as the responsible party for the routine inspection, maintenance, and repair of stormwater facilities located within Anoka County lands and right-of-way.</i>

BMP categories to be implemented	Measurable goals and timeframes
<i>Update ACHD Development Review Process Manual</i>	<i>County Engineering staff will revise the ACHD Development Review Process Manual/and or plan review checklists to include new MS4 permit requirements (post-construction design conditions, limitations, and restrictions) in 2014. County staff will begin to require these new design standards on all projects that reviewed within 12 months from the date MS4 permit coverage is extended to the County.</i>

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Curt Kobilarcsik, Engineering Program Manager

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The Road Maintenance section of the County Highway Department is primarily responsible for MCM 6 permit requirements. These activities include staff training, street sweeping, snow removal/salt applications, general maintenance within County lands and ROW, and managing the highway department and truck station stockpiles, storage and material handling areas. Inspection, maintenance, and repair of all post-construction stormwater management facilities is the responsibility of the local Township or City through a JPA or MOU per project. In addition, written procedures for conducting inspections of illicit discharge detection, outfalls, ponds and structural pollution control devices and pond testing procedures are the responsibility of the local Township, City or other entity.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? Yes No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

City staff will conduct a facility inspection within 12 months of the date permit coverage is extended to the City.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Street sweeping</i>	<i>The County will continue to conduct street sweeping operations of all curbed public streets and bridges a minimum of twice annually (record the sweeping route and date per occurrence). Review and revise (as needed) street sweeping operations (including schedule, equipment, and disposal), stormwater quality priority areas, and routes annually through the end of the MS4 permit cycle (July 31, 2018).</i>
<i>Employee Training</i>	<i>Continue to host a minimum of one staff training event per year to discuss stormwater related topics. County staff will develop an annual training schedule, record the employee names, topics covered, and date of each event, annually through the end of the MS4 permit cycle.</i>
<i>Salt Reduction Program</i>	<i>The County will continue to monitor and record salt usage, storage, and calibration of equipment each year of the MS4 permit. Salt alternatives and new technologies to reduce salt usage will be evaluated as they become available.</i>

BMP categories to be implemented	Measurable goals and timeframes
<i>Stockpiles, Storage and Material Handling Area Inspections</i>	<i>Conduct quarterly written inspections of all stockpile, storage and material handling areas (per the 2014 facility inventory),</i>

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? Yes No
- b. Covers the requirements of the permit relevant to the duties of the employee? Yes No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The County will develop a schedule for regular employee training within 12 months of the date permit coverage is extended to the County. Inspection, maintenance, and repair of all post-construction stormwater management facilities is deferred to the local Township or City through a JPA or MOU per project. In addition, written procedures for conducting inspections of illicit discharge detection, outfalls, ponds and structural pollution control devices and pond testing procedures are the responsibility of the local Township, City or other entity.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Jim Christenson, Road Maintenance Superintendent

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

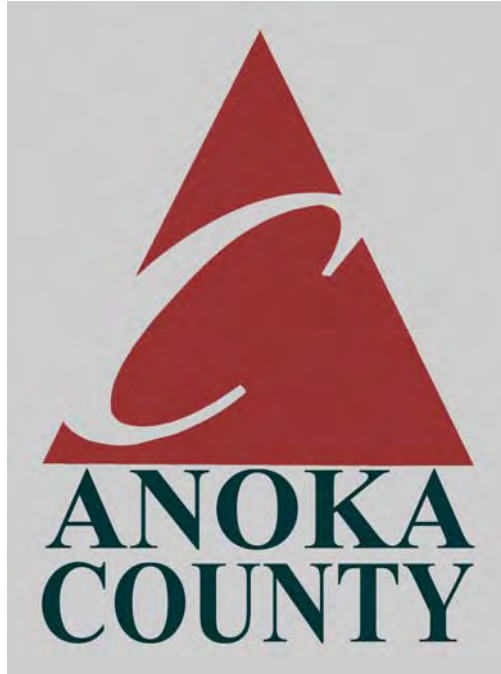
VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? Yes No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program



Anoka County Highway Department
Development Review Process

December, 2003

Anoka County Highway Department

Development Review Process

December, 2003

- I. Index..... 2.
- II. Introduction..... 3.
- III. Planning Document Review..... 6.
- IV. Plat/Site Plan Review Process..... 8.
- V. Engineering Plan Review Process..... 23.
- VI. Permit Process..... 34.
- VII. Construction Inspection Process..... 65.
- VIII. Contacts..... 67.

II. Introduction

Anoka County Highway Department

Development Review Process

December, 2003

December 10, 2003

Dear City/Township Official:

The Anoka County Highway Department is pleased to present to you our first edition of our “Anoka County Highway Department Development Review Process” manual. We hope that this manual, along with our presentation today, will assist you in understanding the Highway Department’s development review process and provide the framework for achieving timely and agreeable development reviews.

As one of the fastest growing counties in the nation, we recognize and support the planned and orderly development and redevelopment of the county. Vital to this growth is a strong infrastructure system, which includes the County Highway System. Unfortunately, Anoka County has fewer miles of state trunk highway than any other county in the Twin Cities Metropolitan area except for Scott County, fewer trunk highway miles in relation to population than all but Hennepin and Ramsey Counties, and fewer trunk highway miles per square mile than any of the other metropolitan counties. Yet Anoka county ranks fourth in the number of average daily vehicle miles traveled on the state trunk highway system, fourth in average daily vehicle miles traveled on all roads, and third in average daily vehicle miles traveled on all roads per square mile of area. This being the case, it is vitally important that the County Highway System be improved and maintained to be a viable transportation network.

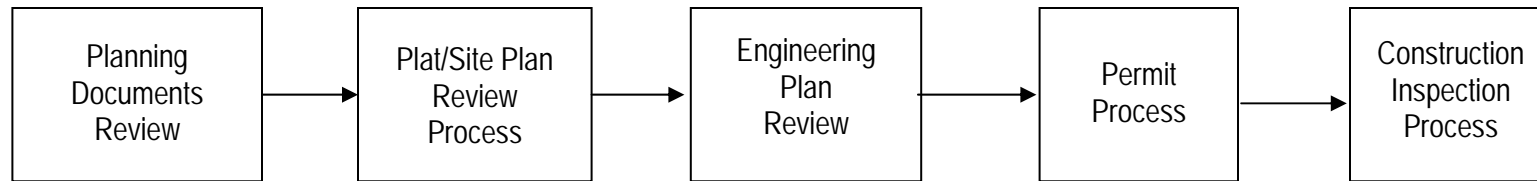
A safe and efficient Highway System is not only essential for the traveling public, but it is essential for business and good for your communities. Maintaining this safe and efficient highway system, in spite of all the growth occurring around it, can only be achieved through the combined efforts of your planning and zoning actions and our development review process. Right-of-way dedications, access spacing, drainage impacts and, in some cases, minor road improvements due to development is a logical and necessary way to maintain the safety and capacity characteristics of the existing highway and to allow for future improvements. Together, we are confident that we can work towards achieving the growth that your community desires without the further deterioration of the County Highway System.

Again, we hope that you find this book is beneficial in your understanding of our responsibilities in maintaining and improving the Anoka County Highway System and we look forward to working together with you on future developments in your community.

Sincerely,

Douglas W. Fischer, P.E.
County Engineer

Anoka County Development Review Processes



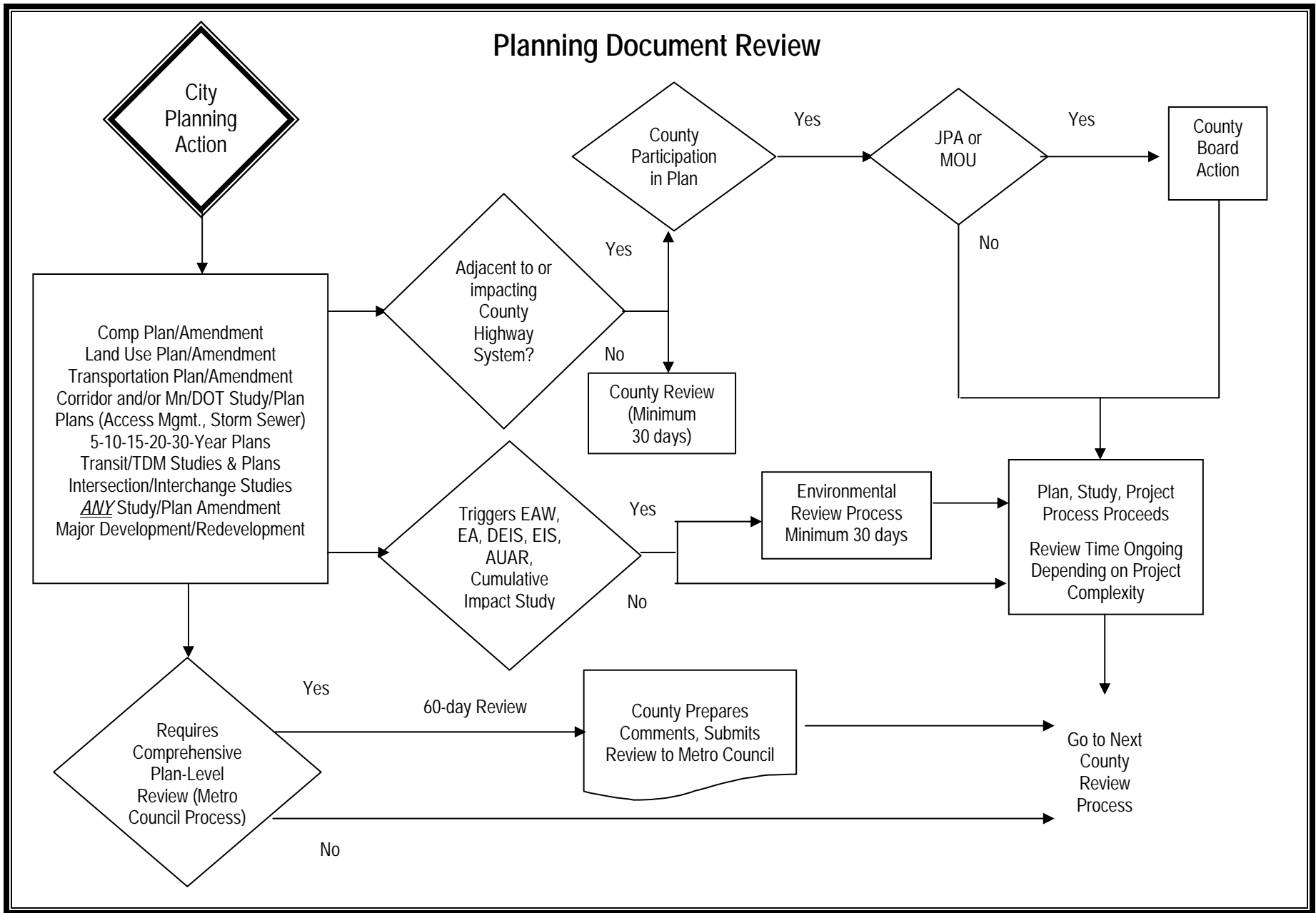
III. Planning Document Review

Anoka County Highway Department

Development Review Process

December, 2003

Planning Document Review



IV. Plat/Site Plan Review Process

Anoka County Highway Department

Development Review Process

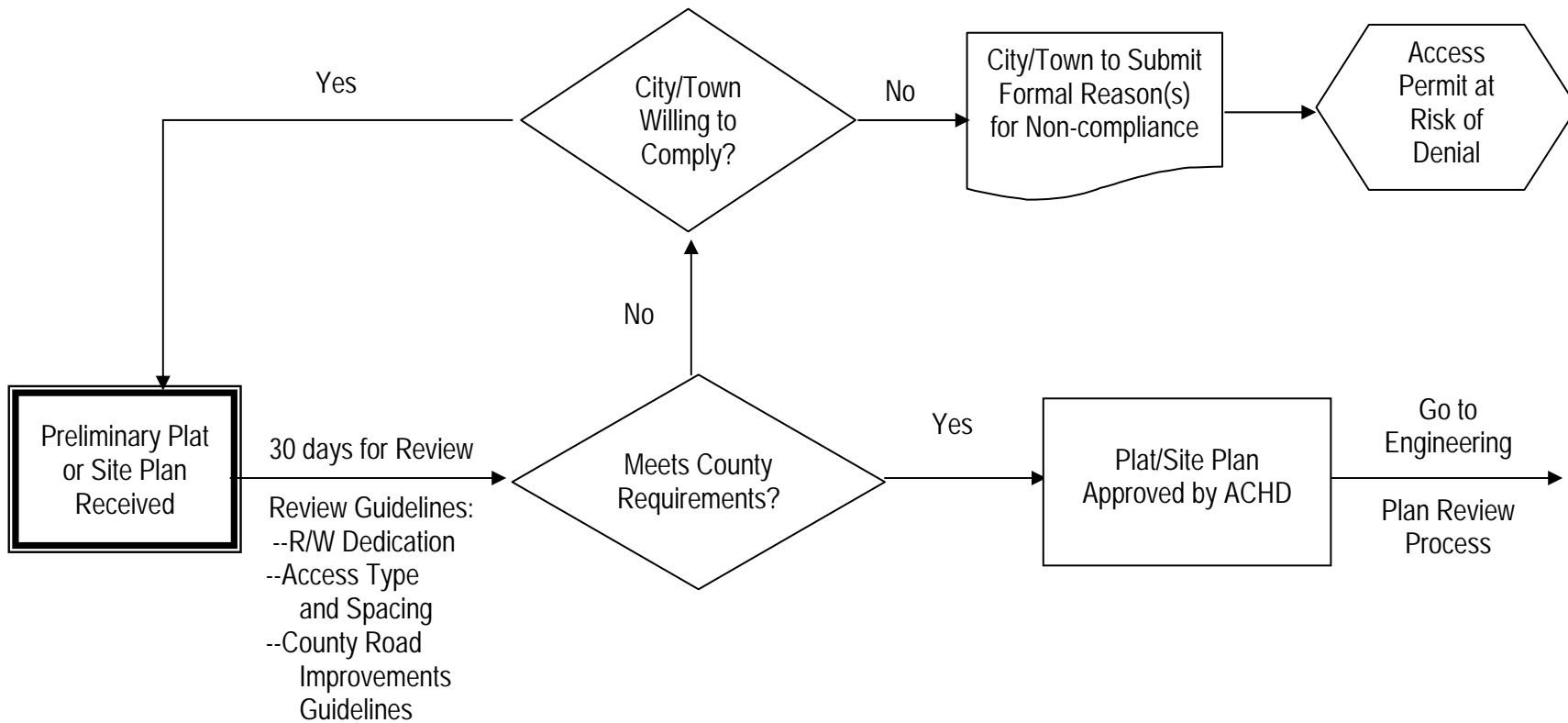
December, 2003

Minnesota Statutes 2003, 505.03

505.03 Subd. 2. Plat approval; road review.

- (a) Any proposed preliminary plat in a city, town, or county, which includes lands abutting upon any existing or established trunk highway or proposed highway which has been designated by a centerline order filed in the office of the county recorder shall first be presented by the city, town, or county to the commissioner of transportation for written comments and recommendations. **Preliminary plats in a city or town involving both a trunk highway and a highway under county jurisdiction shall be submitted by the city or town to the county highway engineer as provided in paragraphs (b) and (c) and to the commissioner of transportation.** Plats shall be submitted by the city, town, or county to the commissioner of transportation for review at least 30 days prior to the home rule charter or statutory city, town or county taking final action on the preliminary plat. The commissioner of transportation shall submit the written comments and recommendations to the city, town, or county within 30 days after receipt by the commissioner of such a plat. Final action on such plat by the city, town, or county shall not be taken until after these required comments and recommendations have been received or until the 30-day period has elapsed.
- (b) **Any proposed preliminary plat or initial plat filing that includes land located in a city or town bordering an existing or proposed county road, highway, or county state-aid highway that is designated on a map or county highway plan filed in the office of the county recorder or registrar of titles, must be submitted by the city or town to the county engineer within five business days after receipt by the city or town of the preliminary plat or initial plat filing for written comments and recommendations.** The county engineer's review shall be limited to factors of county significance in conformance with adopted county guidelines developed through a public hearing or a comprehensive planning process with comment by the cities and towns. The guidelines must provide for development and redevelopment scenarios, allow for variances, and reflect consideration of city or town adopted guidelines.
- (c) **Within 30 days after county receipt from the city or town of the preliminary plat or initial plat filing, the county engineer shall provide to the city or town written comments stating whether the plat meets county guidelines and describing any modifications necessary to bring the plat into conformity with the county guidelines. No city or town may approve a preliminary plat until it has received the county engineer's written comments and recommendations or until the county engineer's comment period has expired, whichever occurs first. Within ten business days following a city's or town's approval of a preliminary plat, the city or town shall submit to the county board notice of its approval, along with a statement addressing the disposition of any written comments or recommendations made by the county engineer. In the event the city or town does not amend the plat to conform to the recommendations made by the county engineer, representatives from the county and city or town shall meet to discuss the differences and determine whether changes to the plat are appropriate prior to final approval.** This requirement shall not extend the time deadlines for preliminary or final approval as required under this section, section 15.99 or 462.358, or any other law, nor shall this requirement prohibit final approval as required by this section.

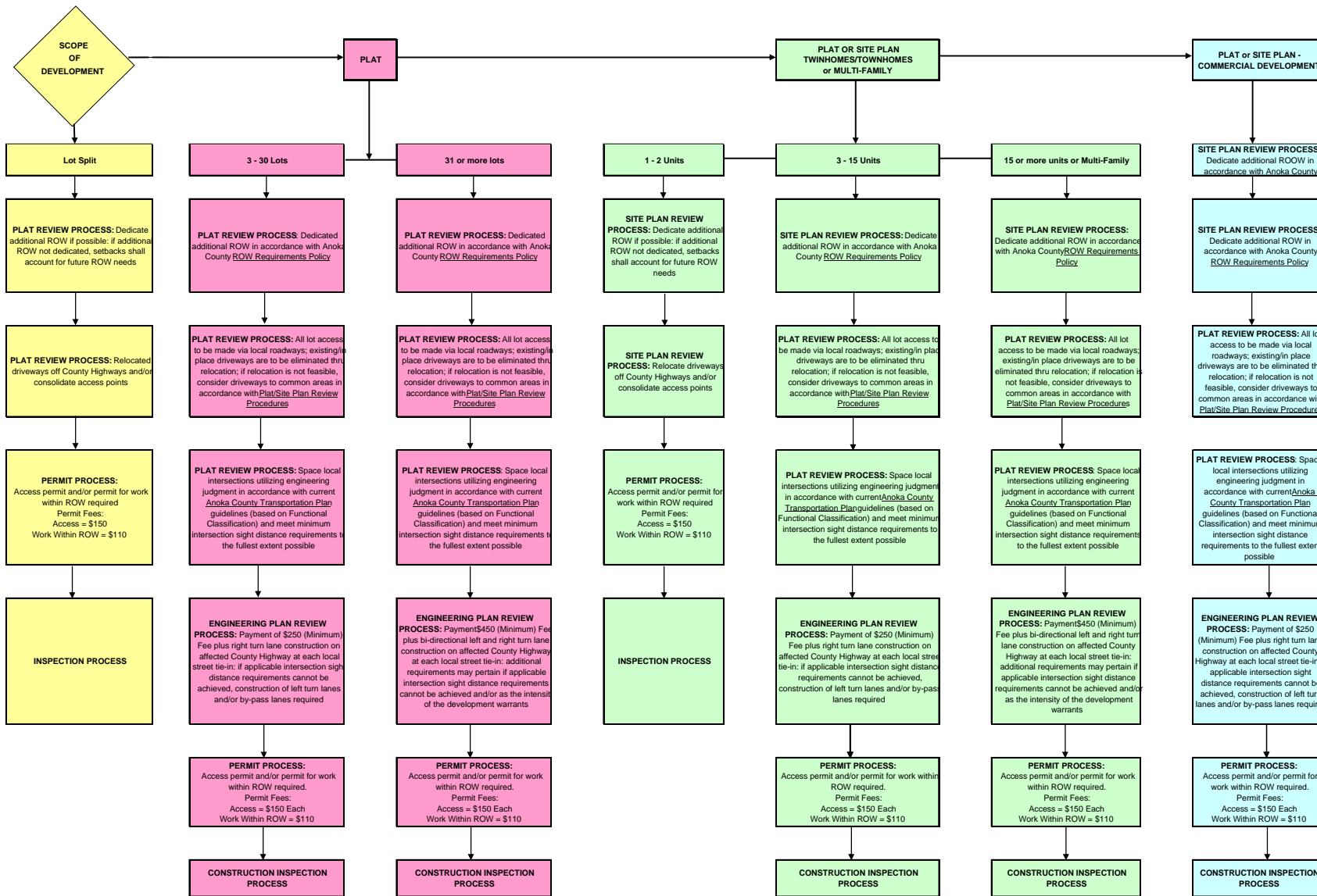
Plat/Site Plan Review Process



Anoka County Highway Department Lot Splits, Plats, and Site Plans (Residential and Commercial) Review Process Flowchart

Click here to go to a full-size, four-page view of this flowchart.

FOR ALL DEVELOPMENTS: The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, R/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above. The intensity of the development and/or other inherent safety issues may also require the completion of a detailed traffic study, construction of raised median channelization or possible full reconstruction of a portion of the affected County Highway(s) by the developer/development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD judgement in the review of all development proposals and vary from the Matrix For Roadway Improvements as applicable.



ANOKA COUNTY HIGHWAY DEPARTMENT
Plat/Site Plan Review – MATRIX FOR ROADWAY IMPROVEMENTS:

Lot Splits

CREATED: DECEMBER 1, 2002; REVISED NOVEMBER 2003

LOT SPLITS:

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway whenever possible in accordance with the *Right-of-way Requirements Policy*;
- If additional r/w cannot or is not dedicated, local building setbacks shall account for the future r/w needs;
- Relocate existing driveways off county highways and onto local roadways whenever possible. If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures* and *ACHD Access Spacing Guidelines*;
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS).

FOR ALL LOT SPLITS:

The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, RI/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above. Although not likely with typical small-scale lot splits, the intensity of the development and/or other inherent safety issues may also require the completion of a detailed Traffic Study, construction of raised median channelization, or possible full reconstruction of a portion of the affected county highway(s) by the developer/City/Township in conjunction with the proposed development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD reserves the right to exercise engineering judgment in the review of all development proposals and vary from the Matrix outlined above as applicable.

ANOKA COUNTY HIGHWAY DEPARTMENT
Plat/Site Plan Review – MATRIX FOR ROADWAY IMPROVEMENTS:
Residential Developments

CREATED: DECEMBER 1, 2002; REVISED NOVEMBER 2003

RESIDENTIAL DEVELOPMENTS:

3 – 30 LOTS

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway shall be completed in accordance with the *Right-of-way Requirements Policy*;
- All lot access is to be made from local roadways; Existing/inplace driveways are to be eliminated thru relocation onto local roadways; If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures*;
- Local roadway intersections on the county highway system are to be spaced utilizing engineering judgment, in accordance with the current *ACHD Access Spacing Guidelines* (based upon the speed limit and/or functional classification of the affected roadway) and shall meet minimum intersection sight distance requirements to the fullest extent possible as outlined in the *Plat/Site Plan Review Procedures*;
- As a part of the ACHD permit process, right turn lane construction on the affected county highway shall be required at each new local street tie-in. If the applicable intersection sight distance requirements cannot be achieved at an approved local street tie-in, the construction of left turn lane(s) and/or by-pass lane(s) will be required. Cost for the design and construction of the turn lane(s) shall be borne by the developer/City/Township. Design details for the turn lane construction shall meet State Aid and/or ACHD standards (see the ENGINEERING PLAN REVIEW PROCESS);
- The City/Township should anticipate that left turn lane construction will be required in the future as adjacent property develops, and give consideration to escrowing funds thru the present development for the future turn lane construction needs.
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS)

31 + LOTS

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway shall be completed in accordance with the *Right-of-way Requirements Policy*;
- All lot access is to be made from local roadways; Existing/inplace driveways are to be eliminated thru relocation onto local roadways; If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures*;
- Local roadway intersections on the county highway system are to be spaced utilizing engineering judgment, in accordance with the current *ACHD Access Spacing Guidelines* (based upon the speed limit and/or functional classification of the affected roadway) and shall meet minimum intersection sight distance requirements to the fullest extent possible as outlined in the *Plat/Site Plan Review Procedures*;
- As a part of the ACHD permit process, left and right turn lane construction on the affected county highway shall be required at each new local street tie-in. Additional requirements may pertain if the applicable intersection sight distance requirements cannot be achieved at an approved local street tie-in and/or as the intensity of the development warrants. Cost for the design and construction of the turn lane(s) shall be borne by the developer/City/Township. Design details for the turn lane construction shall meet State Aid and/or ACHD standards (see the ENGINEERING PLAN REVIEW PROCESS);
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS).

FOR ALL RESIDENTIAL DEVELOPMENTS:

The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, RI/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above. The intensity of the development and/or other inherent safety issues may also require the completion of a detailed Traffic Study, construction of raised median channelization or possible full reconstruction of a portion of the affected county highway(s) by the developer/City/Township in conjunction with the proposed development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD reserves the right to exercise engineering judgment in the review of all development proposals and vary from the Matrix outlined above as applicable.

ANOKA COUNTY HIGHWAY DEPARTMENT
Plat/Site Plan Review – MATRIX FOR ROADWAY IMPROVEMENTS:
Townhomes, Twinhomes, Duplex or Multi-Family Developments

CREATED: DECEMBER 1, 2002; REVISED NOVEMBER 2003

TOWNHOME, TWINHOME AND DUPLEX DEVELOPMENTS:

1 – 2 UNITS

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway whenever possible in accordance with the *Right-of-way Requirements Policy*;
- If additional r/w cannot or is not dedicated, local building setbacks shall account for the future r/w needs;
- Relocate existing driveways off county highways and onto local roadways whenever possible. If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures* and the *ACHD Access Spacing Guidelines*;
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction.

3 – 15 UNITS

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway shall be completed in accordance with the *Right-of-way Requirements Policy*;
- All lot access is to be made from local roadways; Existing/inplace driveways are to be eliminated thru relocation onto local roadways; If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures*;
- Local roadway intersections on the county highway system are to be spaced utilizing engineering judgment, in accordance with the current *ACHD Access Spacing Guidelines* (based upon the speed limit and/or functional classification of the affected roadway) and shall meet minimum intersection sight distance requirements to the fullest extent possible as outlined in the *Plat/Site Plan Review Procedures*;
- As a part of the ACHD permit process, right turn lane construction on the affected county highway shall be required at each new local street tie-in. If the applicable intersection sight distance requirements cannot be achieved at an approved local street tie-in, the construction of left turn lane(s) and/or by-pass lane(s) will be required. Cost for the design and construction of the turn lane(s) shall be borne by the developer/City/Township. Design

details for the turn lane construction shall meet State Aid and/or ACHD standards (see the ENGINEERING PLAN REVIEW PROCESS);

- The City/Township should anticipate that left turn lane construction will be required in the future as adjacent property develops, and give consideration to escrowing funds thru the present development for the future turn lane construction needs.
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS).

TOWNHOME, TWINHOME, DUPLEX OR MULTI-FAMILY DEVELOPMENTS:

**MULTI-FAMILY or
15+ UNITS TWINHOME,
TOENHOME OR DUPLEX**

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway shall be completed in accordance with the *Right-of-way Requirements Policy*;
- All lot access is to be made from local roadways; Existing/inplace driveways are to be eliminated thru relocation onto local roadways; If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures*;
- Local roadway intersections on the county highway system are to be spaced utilizing engineering judgment, in accordance with the current *ACHD Access Spacing Guidelines* (based upon the functional classification of the affected roadway) and shall meet minimum intersection sight distance requirements to the fullest extent possible as outlined in the *Plat/Site Plan Review Procedures*;
- As a part of the ACHD permit process, left and right turn lane construction on the affected county highway shall be required at each new local street tie-in. Additional requirements may pertain if the applicable intersection sight distance requirements cannot be achieved at an approved local street tie-in and/or as the intensity of the development warrants. Cost for the design and construction of the turn lane(s) shall be borne by the developer/City/Township. Design details for the turn lane construction shall meet State Aid and/or ACHD standards; (see the ENGINEERING PLAN REVIEW PROCESS);
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;

- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS).

FOR ALL TOWNHOME, TWINHOME, DUPLEX OR MULTI-FAMILY DEVELOPMENTS:

The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, RI/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above. The intensity of the development and/or other inherent safety issues may also require the completion of a detailed Traffic Study, construction of raised median channelization or possible full reconstruction of a portion of the affected county highway(s) by the developer/City/Township in conjunction with the proposed development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD reserves the right to exercise engineering judgment in the review of all development proposals and vary from the Matrix outlined above as applicable.

ANOKA COUNTY HIGHWAY DEPARTMENT
Plat/Site Plan Review – MATRIX FOR ROADWAY IMPROVEMENTS:
Commercial Developments

CREATED: DECEMBER 1, 2002; REVISED NOVEMBER 2003

ALL COMMERCIAL DEVELOPMENTS:

Utilizing engineering judgment:

- Dedication of additional r/w adjacent to the county highway shall be completed in accordance with the *Right-of-way Requirements Policy*;
- All lot access is to be made from local roadways; Existing/inplace driveways are to be eliminated thru relocation onto local roadways; If driveway relocation is not feasible, consolidate driveways to common area(s) in accordance with the *Plat/Site Plan Review Procedures*;
- Local roadway intersections on the county highway system are to be spaced utilizing engineering judgment, in accordance with the current *ACHD Access Spacing Guidelines* (based upon the speed limit and/or functional classification of the affected roadway) and shall meet minimum intersection sight distance requirements to the fullest extent possible as outlined in the *Plat/Site Plan Review Procedures*; Whenever possible, Commercial Developments shall obtain cross easements with adjacent commercial properties or create/construct frontage roads so as to minimize the proliferation of access points on the county highway system; If cross easements and/or frontage roads are not initially necessary, Commercial Development building setbacks and site plan design shall accommodate this future need without requiring major internal relocation/reconstruction by the developer/owner;
- As a part of the ACHD permit process, turn lane construction on the affected county highway shall be required at each new local street tie-in and/or access point (consisting of right turn lane construction and/or left turn lane construction). Additional requirements may pertain if the applicable intersection sight distance requirements cannot be achieved at an approved local street tie-in/access point and/or as the intensity of the development warrants. Cost for the design and construction of the turn lane(s) shall be borne by the developer/City/Township. Design details for the turn lane construction shall meet State Aid and/or ACHD standards (see the ENGINEERING PLAN REVIEW PROCESS);
- In rural areas, if driveways must be located on the county highway system, they shall include culverts with 6:1 safety grates and aprons;
- An *Access Permit* and/or *Permit For Work Within The County Right-of-way* is required and must be obtained prior to the commencement of construction (see the PERMIT PROCESS).

FOR ALL COMMERCIAL DEVELOPMENTS:

The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, RI/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above.

The intensity of the development and/or other inherent safety issues may also require the completion of a detailed Traffic Study, construction of raised median channelization or possible full reconstruction of a portion of the affected county highway(s) by the developer/City/Township in conjunction with the proposed development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD reserves the right to exercise engineering judgment in the review of all development proposals and vary from the Matrix outlined above as applicable.

ANOKA COUNTY HIGHWAY DEPARTMENT

PLAT /SITE PLAN REVIEW PROCEDURES

Developed: February 27, 1995; Revised December 2003

Typical plat and site plan review procedures consist of an evaluation of the following elements:

RIGHT-OF-WAY DEDICATION

Additional right-of-way is requested based on functional classification of the roadway and future roadway design.

Rural Sections = 60 feet r/w each side of centerline depending on functional classification

Urban Sections = 60 feet r/w each side of centerline depending on functional classification

Principal arterials = 60-75 feet r/w each side of centerline; request additional setback

ACCESS SPACING – STREETS

Accesses onto the County Highway System are eliminated or consolidated whenever possible. If new street accesses cannot be eliminated, they are requested to meet minimum intersection sight distance requirements (including landscaping plans), which are based on speed limits and are detailed in MN/DOT'S Design Manual. Turn lane construction or other safety improvements are required to be completed by the Developer and/or City in conjunction with almost all developments impacting the County Highway System (see 9/2003 fee schedule and applicable matrix for roadway improvements). The anticipated required county highway improvements and the associated engineering plan review fees will be outlined as a part of the Plat/Site Plan review process.

ACCESS SPACING – DRIVEWAYS

If a parcel has access to a local roadway as well as a County Highway, access for that parcel shall be made from the Local Roadway only. If a parcel must access a County Highway directly, access points are assigned based on engineering judgment. Factors considered are: maximizing the available sight distance, location of adjacent access points, proximity to major intersection, etc. Whenever possible, access for adjacent parcels are located within 30 feet of a common lot line, rather than forcing the property owners to share a common access.

FUTURE RECONSTRUCTION

The likelihood of anticipated future roadway reconstruction is evaluated, and the associated impacts to the site/plat are communicated to the Developer as well as to the City/Township. Required interim roadway improvements are identified as applicable, and specific mention is made regarding any possible channelization or median construction which will change access points in the future, making them right turn in/right turn out accesses only.

DRAINAGE – DISCHARGE INTO COUNTY DRAINAGE SYSTEM

The Plat/Development/Site Plan shall conform to the following requirements: Cities less than or equal to 10,000 population and Townships: The post-developed rate of runoff must not exceed the pre-developed rate runoff for the 5-year, critical design storm. Cities greater than 10,000 populations: Same as above, except the 10-year, critical design storm shall be used to calculate the runoff rates.

NOISE

It should be noted that residential land use adjacent to highways usually results in complaints regarding traffic noise. Traffic noise adjacent to residential areas could exceed noise standards established by the U.S. Department of Housing and Urban Development and the Minnesota

Pollution Control Agency. Anoka County policy regarding new developments adjacent to existing county highways prohibits the expenditure of highway funds for noise mitigation measures. The City and/or the Developer should assess the noise situation and take any action deemed necessary to minimize associated impacts at this site from any traffic noise.

ENGINEERING PLAN REVIEW PROCESS

Any improvements required on the County Highway system shall be shown on the Site Plan. Detailed design will be reviewed following submittals of engineering plans and specifications upon Plat/Site Plan completion.

PERMIT PROCESS

If any work is to be performed within the County right-of-way, a permit is required and must be obtained prior to the commencement of any construction (see permit fee schedule). License permit bonding, method of construction, design details, work zone traffic control, landscaping plans, restoration requirements and follow-up inspections are typical elements of the permitting process. A driveway/access permit is also often times applicable (see permit fee schedule). Final permits for access or work within the County right-of-way shall not be issued prior to:

- 1) Receipt of engineering plans that meet ACHD standards/approval;
- 2) Registration as an Anoka County Highway Department right-of-way user;
- 3) Receipt of all applicable permit fees, access fees and Commercial Site Plan/Plat/Twinhome/Townhome Plan review fees.

**Anoka County Highway Department
Access Spacing Guidelines**

Functional Class	Route Speed (MPH)	Area or Facility Type	Intersection Spacing		Signal Spacing	Private Access
			Primary Full Movement Intersection	Conditional Secondary Intersection		
Principal Arterials	50 - 55	Rural	1 mi.	1/2 mi.	1 mi.	By Deviation Only
	40 - 45	Urbanizing	1/2 mi.	1/4 mi.	1/2 mi.	By Exception or Deviation
	< 40	Urban Core	1/8 mi.	300 - 660 feet*	1/4 mi.	Subject to Conditions
A Minor Arterials	50 - 55	Rural	1/2 mi.	1/4 mi.	1/2 mi.	Subject to Conditions
	40 - 45	Urbanizing	1/4 mi.	1/8 mi.	1/4 mi.	By Exception or Deviation
	<40	Urban Core	1/8 mi.	300 - 660 feet*	1/4 mi.	Subject to Conditions
B Minor Arterials	50 - 55	Rural	1/2 mi.	1/4 mi.	1/2 mi.	Subject to Conditions
	40 - 45	Urbanizing	1/4 mi.	1/8 mi.	1/4 mi.	By Exception or Deviation
	<40	Urban Core	1/8 mi.	300 - 660 feet*	1/4 mi.	Subject to Conditions
Collectors	50 - 55	Rural	1/2 mi.	1/4 mi.	1/2 mi.	Subject to Conditions
	40 - 45	Urbanizing	1/8 mi.	N/A	1/4 mi.	Subject to Conditions
	<40	Urban Core	1/8 mi.	300 - 660 feet*	1/8 mi.	Subject to Conditions
Local	50 - 55	Rural	1/2 mi.	1/4 mi.	1/2 mi.	Subject to Conditions
	40 - 45	Urbanizing	1/8 mi.	N/A	1/2 mi.	Subject to Conditions
	<40	Urban Core	1/8 mi.	300 - 660 feet*	1/8 mi.	Subject to Conditions
Specific Access Plan		All	By adopted plan/agreement/covenant on land			

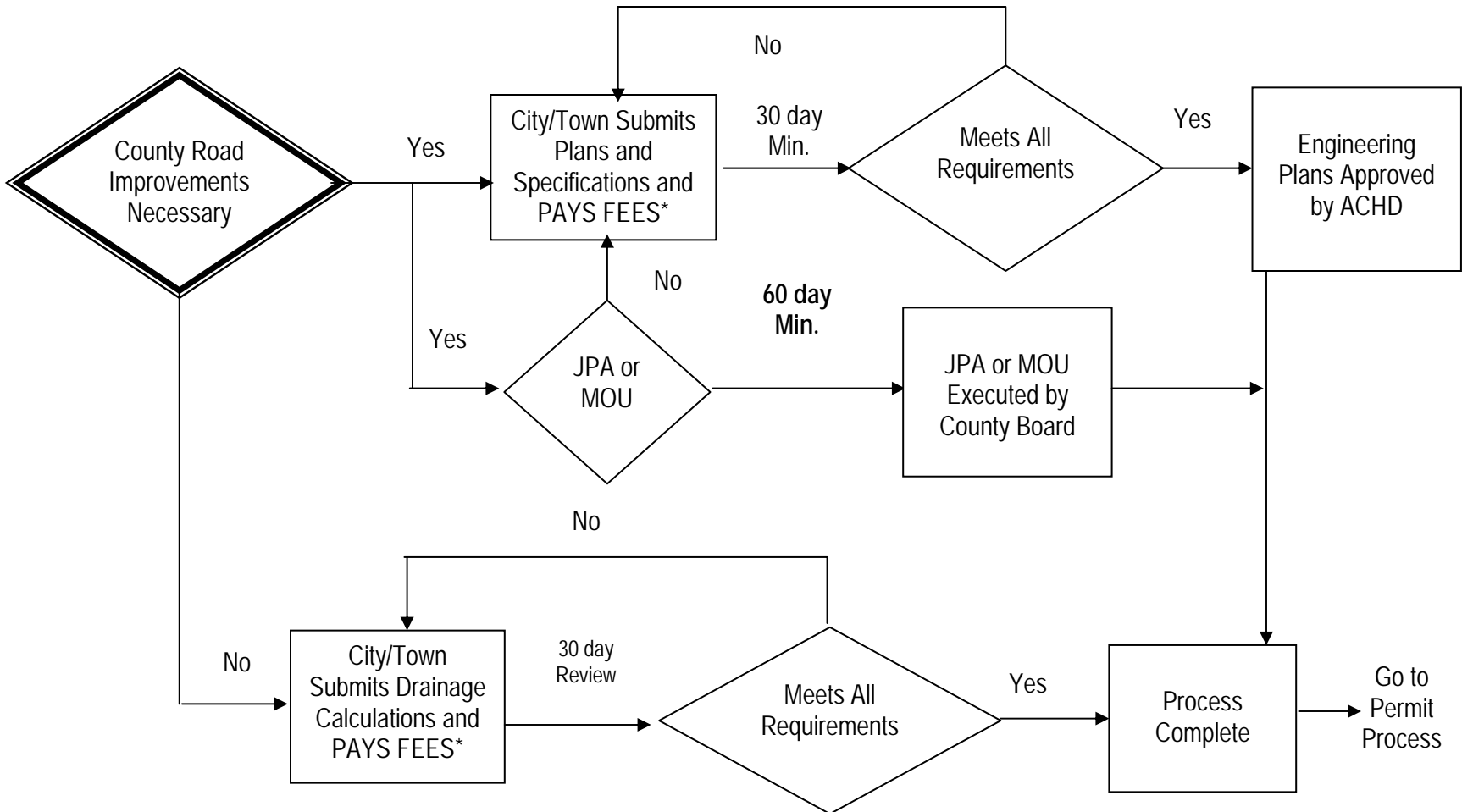
V. Engineering Plan Review Process

Anoka County Highway Department

Development Review Process

December, 2003

Engineering Plan Review Process



*Fees to be Made Payable to Anoka County

ANOKA COUNTY HIGHWAY DEPARTMENT
Design Requirements Checklist for County Highway Modifications
 (To be submitted with plans and specifications)

Development/Project Name: _____

County Highway No.(s): _____

Submittal Date: _____

All design shall meet State Aid Standards and the following:

Revised: December 10, 2003

Design Detail <i>(Items highlighted should be shown in plans or specs)</i>	Desired Standard	Minimum Standard	Standard Achieved (Yes* or No** or NA)	Notes * - if Yes, circle, highlight or note standard ** - if No provide value used with justification (additional documentation if necessary)
GENERAL				
Design Year	20-yr traffic	Existing Traffic		
Design Vehicle	WB-62	WB-50		
Design Speed	Posted	Posted		
VERTICAL ALIGNMENT				
Highway Grade		0.50%		
Street Approach Grade	0.5% - 25' Landing	2% - 20' Landing		
Entrance Grades:				
Residential	<10%	15% Max		
Commercial	<6%	8% Max		
INTERSECTION ELEMENTS				
Street Approach Radius	Design Vehicle	30'		
Traffic Signal	Contact ACHD Traffic Department; If Applicable			
Crosswalk	If signal	If signal		
Stop Bar	If signal	If signal		
ADA Ramp	All sidewalk/trail crossings	All sidewalk/trail crossings		
Sight Distance	MnDOT Road Design Manual Chapter 5	MnDOT Road Design Manual Chapter 5		
CROSS SECTION ELEMENTS				
Typical Section	Show widths, slopes, depths, materials, curb etc.	Show widths, slopes, depths, materials, curb etc.		
Cross Sections	50' Intervals. Show ditches	100' Intervals. Show ditches		
Section depth and materials:				
Through Lane	Using R value and 20-yr ESALs	1.5" Wear (MVWE35035C), 1.5" Binder (MVNW35035C), 2" Base (LVNW35030B), 6" CI 5		
Left Turn Lane	Using Through Lane R value and 20-yr ESALs	1.5" Wear (MVWE35035C), 1.5" Binder (MVNW35035C), 2" Base (LVNW35030B), 6" CI 5		

Design Detail (Items highlighted should be shown in plans or specs)	Desired Standard	Minimum Standard	Standard Achieved (Yes* or No** or NA)	Notes * - if Yes, circle, highlight or note standard ** - if No provide value used with justification (additional documentation if necessary)
Right Turn/Bypass Lane (See attached details)	Using Through Lane R value and 20-yr ESALS	Proj. ADT <= 4300: 1.5" Wear (MVWE35035C), 2" Base (LVNW35030B), 6" CI 5		
		Proj. ADT <= 11,000: 1.5" Wear (MVWE35035C), 1.5" Binder (MVNW35035C), 2" Base (LVNW35030B), 6" CI 5		
Lane Width:				
Through Lane	12'			
Turn Lane	12'	11'		
Curb Reaction Distance	2'	1' (inside median)		
Cross Slopes:				
Through Lane	2%	2%		
Left Turn Lane	2%	2%		
Right Turn Lane	2.5%	2%		
Shoulder	4%	1% (With 6% Super on through lane)		
Turn lane length (See attached details)	Based of Peak hour traffic	300'		
Turn lane taper (See attached details)	1:15	1:10 (if 1:15 not possible)		
Type of Curb and Gutter:				
With design speed > 40mph	B424	B418 (or match existing)		
With Design Speed < 40mph	B624	B618 (or match existing)		
Median Width		4' (at turn lanes)		
Median Surface Material	concrete			
Shoulder Width:				
Urban	8'	2' (B-minor and below)		
Rural (ADT>1500)	8'	6' (collector and below)		
Rural (ADT<1500)	6'	2' or existing if greater		
Inslope:				
Urban	1:4	1:3 outside clear zone		
Rural	1:4	1:3 outside clear zone		
Backslope	1:4	1:3		
Ditch Bottom Width	8'	5'		

All design shall meet State Aid Standards and the following:

Revised: December 10, 2003

Design Detail <i>(Items highlighted should be shown in plans or specs)</i>	Desired Standard	Minimum Standard	Standard Achieved (Yes* or No** or NA)	Notes * - if Yes, circle, highlight or note standard ** - if No provide value used with justification (additional documentation if necessary)
Clear Zones (from through lane):				
Urban	10'	10'		
Rural	30'	30'		
Bike Path	2'	2'		
Bike Path Width		8'		
Bike Path Surface	bituminous			
Rural: Distance between Path and Through Lane	22'	10' (Design Speed < 40 mph)		
Urban: Distance Between Path and Gutter	10'	6.5' (2.5' paved at turn lane)		
Distance Between Path and Right of Way	4'	2' (if no power poles)		
Right-of-Way Width:				
Principal Arterial	150	150		
Minor Arterial (urban)	120	120		
Minor Arterial (2-lane rural)	120	120		
Minor Arterial (4-lane rural)	150	140 (no trail)		
Collector	120	120		
DRAINAGE				
<i>GENERAL</i>	Conform to NPDES Phase II Requirements	Conform to NPDES Phase II Requirements		
Hydrology	Rural areas and mixed urban and rural areas use SCS CN method	Urban areas with less than 25 acres use Rational method		
<i>STORM SEWER</i>				
Design Frequency	10-year, 50-year at sags	10-year, 50-year at sags		
Pipe Size:				
Laterals	15"	12"		
Main	By Hydraulic Design	15"		
Type of Pipe	RCP Design 3006	RCP Design 3006		
Maximum Spread	MndOT State Aid Manual	MndOT State Aid Manual		
Pipe Cover		2'		
Pipe Velocity		3 ft./sec.		
Structure Type	Precast Concrete	Precast Concrete		
Casting Assemblies:				

Design Detail <i>(Items highlighted should be shown in plans or specs)</i>	Desired Standard	Minimum Standard	Standard Achieved (Yes* or No** or NA)	Notes * - if Yes, circle, highlight or note standard ** - if No provide value used with justification (additional documentation if necessary)
Catch Basins	MnDOT 816, 806, 825			
Manholes	MnDOT 715,700-4			
Drop Inlets	MnDOT 731			
CULVERTS				
Design Frequencies:				
Street Approach/Driveway	10-year	10-year		
Centerline	50-year	50-year		
Pipe Size:				
Driveway	By Hydraulic Design	15" (18" if L >= 60')		
Street Approach	By Hydraulic Design	18" (24" if L >= 60')		
Centerline	By Hydraulic Design	24"		
Culvert Type:				
Residential Driveway	CSP	CSP		
Commercial Driveway	RCP Design 3006	RCP Design 3006		
Street Approach	RCP Design 3006	RCP Design 3006		
Centerline	RCP Design 3006	RCP Design 3006		
Pipe Cover		2'		
Pipe Bedding		Per Mn/DOT Guidelines		
Safety Aprons:				
Pipe perpendicular to roadway	If = 30" pipe end inside clear zone	If = 30" pipe end inside clear zone		
Pipe parallel to roadway	If pipe end inside clear zone	If pipe end inside clear zone		
Safety Grate - Perpendicular Pipe	If = 30" pipe inside clear zone	If = 30" pipe inside clear zone		
Safety Grate - Parallel Pipe	If = 24" pipe end inside clear zone	If = 24" pipe end inside clear zone		
Trash Guard		If outlet, then all inlets		
Concrete Pipe Ties	All Culvert Joints	Last 3 joints to outlet		
PONDS				
Grading Plan	1' contour interval	1' contour interval		
Typical Slopes/Benches	1:10 at NWL for 10'; 1:4 above and below NWL	1:6 above and below NWL		
Permanent Pool Volume	Per watershed district requirement	equal to runoff from 2.5" rainfall		

All design shall meet State Aid Standards and the following:

Revised: December 10, 2003

Design Detail (Items highlighted should be shown in plans or specs)	Desired Standard	Minimum Standard	Standard Achieved (Yes* or No** or NA)	Notes * - if Yes, circle, highlight or note standard ** - if No provide value used with justification (additional documentation if necessary)
100-Year Water Level	1' below shoulder PI	1' below shoulder PI		
Outlet Structure Design	control the proposed 1- or 2-year and 100-year runoff rates to pre-project rates	control the proposed 1- or 2-year and 100-year runoff rates to pre-project rates		
Emergency Spillway	provide for events larger than 100-year	provide for events larger than 100-year		
EROSION CONTROL				
Requirement	Conform to NPDES Phase II	Conform to NPDES Phase II		
Silt Fence	Placed around project perimeter.	All points of discharge off the project		
Rock Entrances, 1.5" washed rock	Length 100'	Length 50'		
Reference	Mn/DOT Erosion Control Handbook, by Office of Environmental Services			
MISCELLANEOUS				
Landscaping/Streetscaping	Conform to ACHD Landscape/Streetscape Guidelines	Conform to ACHD Landscape/Streetscape Guidelines		
Turf establishment:				
Sod	residential yards, commercial boulevards where irrigated	residential yards, commercial boulevards where irrigated		
Seed and Mulch	All other areas, including blvds that are not irrigated.	All other areas, including blvds that are not irrigated.		
Seed Type	28B - ditches, 60B - boulevards	28B - ditches, 60B - boulevards		
Mulch Type	Type 1	Type 1		
Erosion Control Blanket	Slopes 1:3 and steeper	Slopes 1:3 and steeper		
Pavement Markings:				
Lane Markings	epoxy	latex		
Pavement Messages, Arrows, X-Walks, Stop Lines	Poly preform/Tape	Poly preform/Tape		

****Design Requirements not to be construed as comprehensive. Additional items may be required.

ANOKA COUNTY HIGHWAY DEPARTMENT
Drainage Requirements Checklist for Discharge into Anoka County Drainage System
 (To be submitted with plans)

Development/Project/Owner Name: _____

County Highway No.(s): _____

Submittal Date: _____

	Desired Standard	Minimum Standard	Standard Achieved (Yes or No* or NA)	Notes (* - if No provide value used with justification)
GENERAL				
Requirements	Conform to NPDES Phase II	Conform to NPDES Phase II		
Hydrology	Rural areas and mixed urban and rural areas use SCS CN method	Urban areas with less than 25 acres use rational method		
Design Storm: (For discharge into County R/W)				
Cities/Townships < 5000	5-year critical event	5-year critical event		
Cities/Townships > 5000	10-year critical event	10-year critical event		
Discharge Rate	Post-development < Pre-development	Post-development < Pre-development		
Pipe Cover		2'		
Pipe Velocity		3 ft./sec.		
Structure Type in County R/W	Precast Concrete (masonry only in special conditions)			
Drop Inlets in County R/W	731			
CULVERTS, in County				
Design Frequencies:				
Driveway/Street	10-year			
County Road	50-year			
Allowable Headwater		1' from shoulder PI		
Pipe Size:				

	Desired Standard	Minimum Standard	Standard Achieved (Yes or No* or NA)	Notes (* - if No provide value used with justification)
Driveway-Residential		15" If L>=60 ft., then 18"		
Driveway-Commercial		18" If L>=60 ft., then 24"		
Culvert Type:				
Driveway-Residential	RCP Design 3006	CSP		
Driveway-Commercial	RCP Design 3006	RCP Design 3006		
Safety Apron - Perpendicular Pipe	If = 30" pipe inside clear zone	If = 30" pipe inside clear zone		
Safety Apron - Parallel Pipe	If pipe inside clear zone	If pipe inside clear zone		
Safety Grate - Perpendicular Pipe	If = 30" pipe inside clear zone	If = 30" pipe inside clear zone		
Safety Grate - Parallel Pipe	If = 27" pipe inside clear zone	If = 27" pipe inside clear zone		
Pipe Ties	All culvert joints	Last 3 joints at outlet		
PONDS				
<i>Pond Volume</i>	<i>No ponding in Anoka County R/W</i>			
EROSION CONTROL				
Requirement	Conform to NPDES Phase II	Conform to NPDES Phase II		
Silt Fence	Placed around project perimeter	All points of discharge off the project		
Reference	Mn/DOT Erosion Control Handbook, by Office of Environmental Services			

****Design Requirements not to be construed as comprehensive. Additional items may be required.

Anoka County Highway Department

Engineering Fee Review, September 2003

Resolution #2003-114

Service	Unit Measure	Current Fee	Proposed Fee	Effective Date
Commercial Site Plans, Plats Twinhome/Townhome Review				
No county highway improvements required		\$0	\$150	1/1/04
RTL Construction at existing local roadway	1 direction	\$0	\$250	1/1/04
	2 directions	\$0	\$360	1/1/04
RTL & LTL construction at existing local roadway	1 direction	\$0	\$350	1/1/04
	2 directions	\$0	\$550	1/1/04
Bypass lane construction at existing local roadway	1 direction	\$0	\$400	1/1/04
RTL construction at new local roadway	1 direction	\$0	\$350	1/1/04
	2 directions	\$0	\$450	1/1/04
RTL & LTL construction at new local roadway	1 direction	\$0	\$450	1/1/04
	2 directions	\$0	\$650	1/1/04
Bypass lane construction at new local roadway	1 direction	\$0	\$500	1/1/04
City/Developer Full Reconstruct of Existing County Highway; Plan & Spec Review				
No New Access points		\$0	\$550, up to first half mile	1/1/04
1 new access point		\$0	\$750, up to first half mile	1/1/04
2 new access points*		\$0	\$950, up to first half mile	1/1/04
* additional \$250/half mile for each new access point added over 2				
City/Developer initiated Traffic Signal Plan & Spec & SJR Review				
Revision of existing traffic signal	Warrants met	\$0	\$500	1/1/04
	Warrants not met	\$0	\$750	1/1/04
Construction of new traffic signal	Warrants met	\$0	\$800	1/1/04
	Warrants not met	\$0	\$1,000	1/1/04

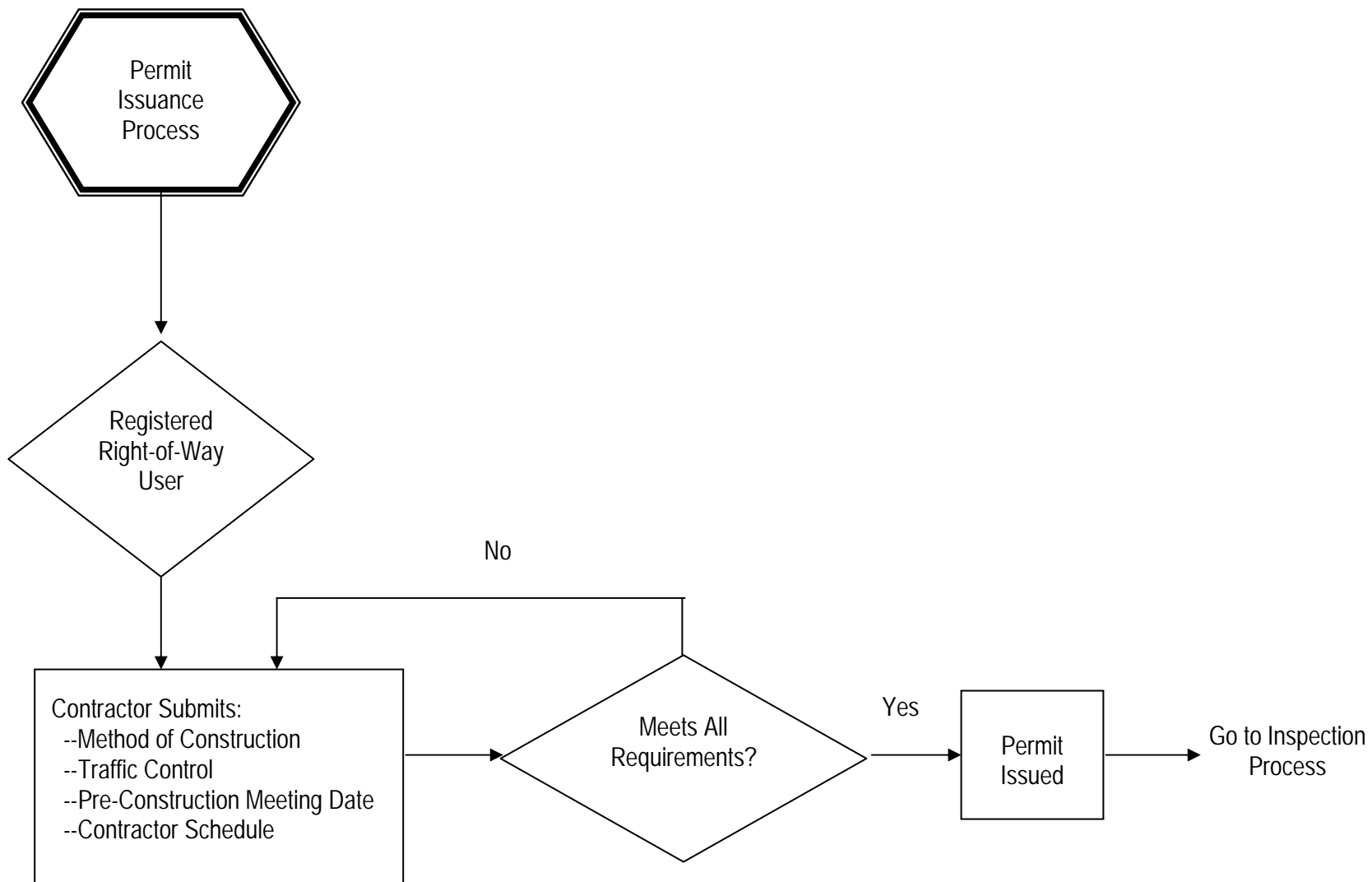
VI. Permit Process

Anoka County Highway Department

Development Review Process

December, 2003

Permit Process



Permits

Access Permits:

Typically access permits are issued to the owner of the property onto which access is being made.

Local roadways (on public Rights of Way) do not require an access permit.

Commercial Access Permits carry a fee of \$150 each.

Residential Access Permits carry a fee of \$150 each.

Permits for Work Within Anoka County Right of Way:

Permits for working within Anoka County Right of Way are typically issued to the contractor(s) working in the Right of Way. However, on large-scale commercial developments permits for working in the Right of Way may be issued to the developer or the developer's representative. In this case sub-contractors are listed and covered under the same permit.

One permit is required for each County Highway that work is being done on.

The fee for a permit to work within Anoka County Right of Way is \$110.

Permits for work within Anoka County Right of Way are only issued to Registered Right of Way Users. The process to become a Registered Right of Way User is as follows:

- Complete an Anoka County Right of Way User Registration form.
- Provide insurance certificate(s) showing coverage of 2 million dollars on Liability and 1 million dollars on Workers Comp.
- Provide a \$10,000 dollar Construction Performance Bond as outlined in the Anoka County Right of Way Ordinance for the Management of Utilities in the Public Right of Way.

For all permits:

Access Permits and Work in Right of Way Permits are issued at the Anoka County Highway Department. The applicant must appear in person and make payment of the permit fees at the time of issuance. One set of plans shall be provided (preferably half size) and filed with the permit.

The completion stub on the bottom of each permit shall be filled out and returned to Anoka County Highway Department upon completion of project. Final inspection of the work site will be made by Anoka County Highway Department upon receipt of this stub.

Filing Fee \$150.00

PERMIT NUMBER

ANOKA COUNTY HIGHWAY DEPARTMENT
RURAL RESIDENTIAL DRIVEWAY/ACCESS PERMIT

THIS APPLICATION MUST BE ACCOMPANIED BY A SKETCH OR SITE PLAN

Form with fields for APPLICANT, PROPERTY OWNER, ADDRESS, CITY/STATE/ZIP, PHONE, FAX, ADDRESS OF WORK SITE, IN THE CITY/TOWNSHIP OF

I, We, the undersigned, herewith accept the terms and conditions of the regulations as laid down by the County of Anoka and agree to fully comply therewith to the satisfaction of the Anoka County Highway Department. The County of Anoka, Its officials and employees shall be held harmless, by the permittee, from any demands, claims, or suits arising out of the granting of this permit.
Date Applicant's Signature

BELOW THIS LINE FOR HIGHWAY DEPARTMENT USE ONLY

LOCATION OF DRIVEWAY ON THE NORTH EAST SOUTH WEST SIDE OF Number (AKA) CSAH CR

SITE REVIEWS COMPLETED: YES NO PROPERTY IS: PLATTED UNPLATTED LOT SPLIT RIGHT OF ACCESS DEDICATION: YES NO (If YES, County Board action required)

PROPOSED WIDTH OF DRIVEWAY (Min.=12', Max.=22', Recommended=16') TYPE OF SURFACE BITUMINOUS CONCRETE GRAVEL/SAND OTHER

IS CULVERT NEEDED? YES NO LENGTH DIAM. APRONS BANDS

CULVERT PURCHASED FROM? ACHD OTHER MAILBOX SUPPORT PURCHASED FROM? ACHD OTHER PAID? YES NO CHECK NO

DELIVERY DATE REQUESTED AMOUNT \$

TOTAL DUE TO ACHD \$

AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with regulations of the ACHD 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: (SEE REVERSE SIDE OF THIS FORM FOR SPECIAL CONDITIONS). It is expressly understood that this permit is conditioned upon replacement of and restoration of the County Highway and its right of way to its original or to a satisfactory condition.

RESTRICTIONS:

Approved by Issued by Date (Initial)

Distribution: White - Applicant Yellow - Highway Department Permit Office Pink - Other

DETACH AND RETURN THIS STUB UPON COMPLETION

SEND TO:

PERMIT NUMBER DATE OF COMPLETION NAME OF APPLICANT

PERMIT SECTION ANOKA COUNTY HIGHWAY DEPT. 1440 BUNKER LAKE BLVD. ANDOVER, MN. 55304

GENERAL REQUIREMENTS

1. No work under this application may be started until application is approved and Permit issued.
2. No changes or alterations to accesses may be made at any time without written permission from ACHD.
3. Issuance of this Permit does not supersede any special Permits or variances required by Local Agencies.
4. Fees, Bonds and Sureties:
 - A. A \$150.00 Filing Fee is required with each application at the time it is submitted.
 - B. A L/P Bond is generally required of licensed general contractors working for the homeowner, the amount of which will be determined by nature of the work.
5. Upon completion of access and restoration of highway right of way, detach and return stub from bottom of permit to initiate site inspection.

SPECIAL CONDITIONS

1. Where work on traveled roadway is necessary, proper Traffic Control Devices and Procedures must be used. 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 January 2001 of the same manual.
2. Neither supplies nor excavated materials shall be placed on the bituminous or concrete surface at any time.
3. Driveway fill and ditch entrance slopes shall be in Accordance with Figure E 5-892.210 of the MnDOT State Aid Manual.
4. All culverts, ditches, shoulders and backslopes shall be restored to their original condition unless otherwise directed by ACHD. 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 or to the satisfaction of the ACHD Maintenance Superintendent.
5. Any mailbox support installed for this property must meet the guidelines described in Anoka County's mailbox policy.
6. Any culverts or drainage devices deemed necessary by ACHD are to be furnished and installed by the applicant. Culverts may be purchased from and delivered by ACHD.
7. The Applicant shall be held responsible to correct any settling or erosion problems caused by construction of this access for a period of one year following the completion of work.
8. SECTION CORNER MONUMENTS
 - A. Driveway locations shall not interfere with the location of any section, quarter, witness or R.O.W. monuments. For assistance in locations, contact the Anoka County Surveyor's Office.
 - B. The applicant shall be responsible for replacement of any existing property irons disturbed during construction.
 - C. The applicant shall notify the Anoka County Surveyor's Office 3 working days in advance of any anticipated disturbance of any Benchmarks or section, quarter, witness or R.O.W. monuments.
 - D. Any monuments disturbed during the course of construction shall be reset by the Anoka County Surveyor's Office the expense of the applicant.

Additional Requirements, Sketches or Comments:

SAMPLE

Sample Permit Form For Utility/Commercial Access/Work Within R.O.W.

ANOKA COUNTY HIGHWAY DEPARTMENT
 1440 BUNKER LAKE BLVD. N.W.
 ANDOVER, MN 55304
 PHONE (763) 862-4200

APPLICATION FOR PERMIT FOR INSTALLATION OF UTILITIES OR FOR PLACING OBSTRUCTIONS ON COUNTY HIGHWAY SYSTEM

OFFICE USE ONLY Permit Number _____ CSAH/C.R. _____ License/Permit Bond Required \$ _____	
Permit Fee \$ _____	
Name of applicant: _____	Telephone: _____
Address (street, city, state, zip code): _____	
Name of individual/company performing work: _____	
Nature of work: _____	Method of installation/construction: _____
Address of work site: _____	In the city/township of: _____
Surface to be disturbed: <input type="checkbox"/> Ditch <input type="checkbox"/> Gravel <input type="checkbox"/> Bituminous <input type="checkbox"/> Concrete <input type="checkbox"/> None	Is the shoulder to be disturbed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number and size of excavations: _____	Will traffic be obstructed in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No
Size and kind of pipe/cable: _____	Depth from surface: _____
Work to start on or after: _____	Work to be completed by: _____
Restrictions: _____	

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. The utility/contractor, under these conditions, is permitted to begin and/or complete the necessary repairs. A written permit is to be completed at the earliest possible date.

A license-permit bond is generally required of the contractor, 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 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 (listed on the reverse side of this form) apply to each permit.

The Anoka County Highway Department (ACHD) reserves the right to revoke any utility permit and halt work if, upon inspection of any job site, the special conditions listed on the reverse side of this form are not met and/or a hazard exists for the applicant or public safety is threatened.

The applicant shall notify ACHD immediately upon completion of project so that the ACHD can inspect the site to determine whether or not restoration has been satisfactorily completed.

<p>I, We, the undersigned, herewith accept the terms and conditions of the regulations as laid down by the County of Anoka and agree to fully comply therewith to the satisfaction of the ACHD. The County of Anoka, its officials and employees shall be held harmless, by the permittee, from any demands, claims or suits arising out of the granting of the permit.</p> <p>Date ____/____/____ Applicant's Signature _____</p>

AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the regulations of the ACHD 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: (SEE REVERSE SIDE OF THIS FORM FOR SPECIAL CONDITIONS).

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.

ANOKA COUNTY HIGHWAY DEPARTMENT

Approved by _____ Issued by _____ Date ____/____/____

Distribution: White-Applicant Yellow-Highway Department Permit Office

DETACH AND RETURN THIS SUB
 Permit Number _____

Date Completed ____/____/____

Name Of Applicant _____

Send to: Permit Section
 Anoka County Highway Department
 1440 Bunker Lake Blvd. N.W.
 Andover, MN 55304

SPECIAL CONDITIONS

TRAFFIC CONTROL

- I. 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. One week's 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 48 hours 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.
- II. 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 dated January 2001 of the same manual.

CONSTRUCTION REQUIREMENTS

- I. Open cutting of bituminous or concrete surfaced roads will be allowed only at the discretion of the County Engineer.
- II. Neither supplies nor excavated materials shall be placed on the bituminous or concrete surface at any time.
- III. No trenches will be allowed to remain open overnight.
- IV. 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 backcasting 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 ACHD. 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.
- V. All culverts, ditches, shoulders and backslopes shall be restored to their original condition unless otherwise directed by the ACHD. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guardposts, etc. are the sole responsibility of the applicant and shall be restored to their original condition.
- VI. 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 1 year after completion of the project. Upon completion of the restoration work, the applicant shall request a final inspection by the ACHD. The ACHD's approved completion date shall be the starting date of the applicant's 1-year responsibility.

HORIZONTAL BORING AND JACKING

- I. All hard surface roadways shall be jacked or bored.
- II. 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 lag the casing or carrier pipe by at least 6 inches whenever possible and never lead the carrier pipe by more than 1 inch.
- III. 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.
- IV. If a pneumatic device is used for the work permitted herein, the installation must be kept to a minimum of 4 feet below the surface of the roadway if the pneumatic device is less than 2 inches in diameter, and a minimum of 5 feet below the surface of the roadway if the pneumatic device is 2 inches in diameter or larger.

BITUMINOUS RESTORATION

- I. The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the ACHD prior to any cutting or any surface opening operations.
- II. All openings in bituminous surfaces shall be cut in a straight line with sides smooth and vertical. No ragged edges will be permitted. Cutting shall be done with a concrete saw.
- III. All necessary dust control operations shall be carried out by the applicant at no expense to Anoka County.
- IV. The minimum requirement for subgrade replacement shall be the upper 12 inches of material and shall meet MnDOT specifications for Class 5 placed in 6-inch layers compacted to 100 percent of optimum density.
- V. All manhole casings, gate valves and other utility structures shall be set one-quarter inch below the top of the finished surface.
- VI. Bituminous tack coat materials and application thereof shall conform to MnDOT specification 2357.
- VII. All bituminous surfacing shall be replaced as soon as practical after the base construction. All bituminous surfacing shall be machine laid. Any exceptions must be approved by the ACHD. Bituminous surfacing shall be replaced to original pavement depth or to a minimum of six (6) inches of bituminous mixture (2341), whichever is greater. Bituminous mixtures must be placed in lifts not exceeding three (3) inches in thickness for base and binder courses and not exceeding two (2) inches for the wear course.
- VIII. All surface restoration regardless of size shall conform to existing grades.
- IX. 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 ACHD.

CONCRETE RESTORATION

- I. Curb and gutter, sidewalks and driveways shall be restored in accordance with MnDOT specifications 2531 and 2521.

UTILITY LINES

- I. There shall be only a single pole line on the county right-of-way on either side of the center line thereof.
- II. Exact locations of longitudinal installations on county highways shall be located as directed by ACHD.

SECTION CORNER MONUMENTS

- I. Utility locations shall not interfere with the location of any section, quarter, witness or R.O.W. monuments. For assistance in locations, contact the Anoka County Surveyor's Office.
- II. The applicant shall be responsible for replacement of any existing property irons disturbed during construction.
- III. The applicant shall notify the Anoka County Surveyor's Office 3 working days in advance of any anticipated disturbance of any section, quarter, witness or R.O.W. monuments.
- IV. 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

- I. 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.

LIMITATION

- I. Applicant understands and agrees that if the ACHD shall make any improvements and/or changes on all or any part of County right-of-way, then in every case the Applicant shall, after notice from the County Engineer or his authorized agent, proceed to alter, change, vacate, and/or remove from the County right-of-way said utility and/or obstruction necessary to conform with said change without cost whatsoever to the County.

ANOKA COUNTY HIGHWAY DEPARTMENT PERMIT FEE SCHEDULE

Adopted By Anoka County Board 2003

(Implemented 6-1-03)

UTILITY PERMIT / WORK	PUBLIC	\$110.00
WITHIN COUNTY RIGHT-OF-WAY:	PRIVATE	\$110.00
 SMALL BUILDING:	SINGLE TRIP	\$50.00
	SEASONAL	\$35.00
	<small>(Maximum Width 14'6")</small>	
 HOUSES:		\$50.00
 OVERSIZE LOAD:	SINGLE TRIP	\$5.00
	SEASONAL	\$40.00
 ACCESS PERMIT / RESIDENTIAL DRIVEWAY:		\$150.00
At Present:	Mailbox Support =	\$45.44
	Galvanized Post =	<u>\$5.45</u>
		\$50.89
 ACCESS PERMIT / COMMERCIAL DRIVEWAY:		\$150.00
 SPECIAL EVENT PERMIT:		\$40.00

ORDINANCE #2000-2

Adopted by County Board Action on November 28, 2000

**COUNTY OF ANOKA
Anoka County, Minnesota**

**ANOKA COUNTY RIGHT OF WAY ORDINANCE
FOR THE MANAGEMENT OF UTILITIES IN THE PUBLIC
RIGHT OF WAY OF ROADS
UNDER THE COUNTY'S JURISDICTION**

An ordinance to enact a new Chapter of the Anoka County Code of Ordinances to administer and regulate utilities in the public right of way in the public interest, and to provide for the issuance and regulation of Right of Way Permits.

The Anoka County Board of Commissioners ordains:

**Chapter 1
Right of Way Management**

Sec. 1.01. Findings, Purpose, and Intent.

To provide for health, safety and welfare of its citizens, and to ensure the integrity of its roads and streets and the appropriate use of the right of ways, the County strives to keep its right of way in a state of good repair and free from unnecessary encumbrances.

Accordingly, the County hereby enacts this new chapter of this code relating to right of way permits and administration. This chapter imposes regulation on the placement and maintenance of facilities and equipment currently within its right of way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this chapter, persons excavating and obstructing the right of way will bear financial responsibility for their work. Finally, this chapter provides for recovery of out-of-pocket and projected costs from persons using the public right of way.

This chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minn. Stat. §§ 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the "Act") and the other laws governing applicable rights of the County and users of the right of way. This chapter shall also be interpreted consistent with Minn. Rules 7819.0050 to 7819.9950 where possible. To the extent any provision of this chapter cannot be interpreted consistently with the Minn. Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This chapter shall not be interpreted to limit the regulatory and police powers of the County to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public.

Sec. 1.02. Election to Manage the Public Right of Way

Pursuant to the authority granted to the County under state and federal statutory, administrative and common law, the County hereby elects pursuant Minn. Stat. 237.163 subd.2(b), to manage right of way under its jurisdiction.

“Manage the Right of Way”, means the authority of the County to do any of all of the following:

- require registration;
- require construction performance bonds and insurance coverage;
- establish installation and construction standards;
- establish and define location and relocation requirements for equipment and facilities;
- establish coordination and timing requirements;
- require right of way users to submit henceforth required by the County project data reasonably necessary to allow the County to develop a right of way mapping system including GIS system information;
- require right of way users to submit, upon request of the County, existing data on the location of user's facilities occupying the public right of way within the County. The data may be submitted in the form maintained by the user in a reasonable time after receipt of the request based on the amount of data requested;
- establish right of way permitting requirements for excavation and obstruction;
- establish removal requirements for abandoned equipment or facilities, if required in conjunction with other right of way repair, excavation or construction; and
- impose reasonable penalties for unreasonable delays in construction.

Sec. 1.03. Definitions.

The following definitions apply in this Chapter of this Code. References hereafter to "sections" are unless otherwise specified references to sections in this Chapter. Defined terms remain defined terms whether or not capitalized.

“Abandoned Facility” means a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right of way user.

"Applicant" means any Person requesting permission to Excavate or Obstruct a Right of Way.

“Commission” means the State Public Utilities Commission.

“Congested Right of Way” means a crowded condition in the subsurface of the public right of way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minn. Stat. § 216D.04, subd. 3, over a continuous length in excess of 500 feet.

"Construction Performance Bond" means any of the following forms of security provided at Permittee's option:

- (a) Individual project bond;
- (b) Cash deposit;
- (c) Security of a form listed or approved under Minn. Stat. § 15.73, sub3;
- (d) Letter of Credit, in form acceptable to the County;
- (e) Self-insurance in form acceptable to the County;
- (f) Blanket bond for projects within the county or construction bond for a specified time and in a form acceptable to the County.

"County" means the County of Anoka, Minnesota. For purposes of section 1.28 Indemnification and Liability, County means its elected and appointed officials, officers, employees and agents.

"Degradation" means a decrease in the useful life of the Right of Way caused by excavation in or disturbance of the Right of Way, resulting in the need to reconstruct such Right of Way earlier than would be required if the excavation did not occur.

"Degradation Cost" subject to Minn. Rules 7819.1100 means the cost to achieve a level of restoration as determined by the County at the time the permit is issued, not to exceed the maximum Restoration shown in plates 1 to 13, set forth in Minn. Rules parts 7819.9900 to 7819.9950.

"Degradation Fee" means the estimated fee established at the time of permitting by the County to recover costs associated with the decrease in the useful life of the Right of Way caused by the excavation, and which equals the Degradation Costs.

"Delay Penalty" is the penalty imposed as a result of unreasonable delays in Right of Way excavation, obstruction, patching, or restoration as established by permit.

"Department" means the Anoka County Highway Department.

"Department Inspector" means any Person authorized by the director to carry out inspections related to the provisions of this Chapter.

"Director" means the County Engineer, or her or his designee.

"Emergency" means a condition that (1) poses danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of Facilities in order to restore Service to a customer.

"Equipment" means any tangible asset used to install, repair, or maintain

Facilities in any Right of Way.

"Excavate" means to dig into or in any way remove or physically disturb or penetrate any part of a public Right of Way.

"Facility or Facilities" means any tangible asset in the Right of Way required to provide Utility Service.

"Five-year project plan" shows projects adopted by the County and proposed for construction within the next five years.

"High Density Corridor" means a designated portion of the public right of way within which telecommunications right of way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

"Hole" means an excavation in the pavement, with the excavation having a length less than the width of the pavement.

"Local Representative" means a local Person or Persons, or designee of such Person or Persons, authorized by a Registrant to accept legal notice or service and to accept communications and to make decisions for that Registrant regarding all matters within the scope of this Chapter.

"Management Costs" means the actual costs the County incurs in managing its public Rights of Way, including such costs, if incurred, as those associated with registering Applicants; issuing, processing, and verifying Right of Way Permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user Equipment and Facilities during public Right of Way work; determining the adequacy of Right of Way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking Right of Way Permits. Management costs do not include payment by a Telecommunications Right of Way User for the use of the Right of Way, the fees and cost of litigation relating to the interpretation of Minn. Session Laws 1997, Chapter 123; Minn. Stat. §§ 237.162 or 237.163 or any ordinance enacted under those sections, or the County fees and costs related to appeals taken pursuant to Section 130 of this Chapter.

"Obstruct" means to place any tangible object in a public Right of Way so as to hinder free and open passage over that or any part of the Right of Way.

"Patch or Patching" means a method of pavement replacement that is temporary in nature. A Patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A Patch is considered full Restoration only when the pavement is included in a project programmed by the County, or as approved by the Director.

"Pavement" means any type of improved surface that is within the public right of way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

"Permit" has the meaning given "right of way permit" in Minn. Stat. § 237.162.

"Permittee" means any Person to whom a Permit For Installation Of Utilities Or For Placing Obstructions On County Highway System has been granted by the County under this Chapter.

"Permit For The Installation Of Utilities Or For Placing Obstructions On County Highway System" means the permit which, pursuant to this Chapter, must be obtained before a Person may excavate in or obstruct any part of a Right of Way.

"Permit Fee" means money paid to the County by an Applicant to cover the costs as provided in Section 1.12.

"Person" means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

"Probation" means the status of a person that has not complied with the conditions of this chapter.

"Probationary Period" means one year from the date that a Person has been notified in writing that they have been put on Probation.

"Public Right of Way" means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane and public sidewalk in which the County has an interest, including other dedicated rights of way for travel purposes and utility easements of the County. A public Right of Way does not include the airwaves above a Right of Way with regard to cellular or other nonwire telecommunications or broadcast service. The lands described by an easement, deed, dedication, title, law or occupation of a road, highway, street, cartway, bicycle lane, or sidewalk are included as right of way.

"Registrant" means any person who (1) has or seeks to have its equipment or facilities located in any right of way, or (2) in any way occupies or uses, or seeks to occupy or use, the right of way or place its facilities or equipment in the right of way.

"Restoration Cost" means the amount of money paid to the County by a Permittee to achieve the level of restoration according to plates 1 to 13 of the Minnesota Public Utilities Commission rules.

"Restore or Restoration" means the process by which an excavated public Right of Way and surrounding area including pavement foundation is returned to the same condition (and life expectancy) that existed before excavation.

"Right of Way Permit" means the Anoka County Highway Department Permit For Installation Of Utilities Or For Placing Obstructions On The County Highway System, required by this Chapter.

"Right of Way User" means (1) a telecommunications right of way user as defined by Minn. Stat. § 237.162, subd. 4; or (2) a person owning or controlling a facility in the right of way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right of way.

"Service" or "Utility Service" includes (1) those services provided by a public

utility as defined in Minn. Stat. § 216B.02, subds. 4 and 6; (2) services of a telecommunications right of way user, including transporting of voice or data information; (3) services of a cable communications system as defined in Minn. Stat. Chapter. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., Chapter 308A; and (6) water, sewer, steam, cooling or heating services.

"Supplementary Application" means an application made to Excavate or Obstruct more of the Right of Way than allowed in, or to extend, a permit that had already been issued.

"Telecommunication Rights of Way User" means a Person owning or controlling a Facility in the Right of Way, or seeking to own or control a Facility in the Right of Way, that is used or is intended to be used for transporting telecommunication or other voice or data information. For purposes of this Chapter, a cable communication system defined and regulated under Minn. Stat. Chap. 238, and telecommunication activities related to providing natural gas or electric energy services whether provided by a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Chaps. 453 and 453A, or a cooperative electric association organized under Minn. Stat. Chap. 308A, are not Telecommunications Right of Way Users for purposes of this Chapter.

"Temporary Surface" means the compaction of subbase and aggregate base and replacement, in kind, of existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the current year or the year following the current year in the County's Five Year Project Plan.

"Trench" means an excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

"Unusable or unused Equipment and Facilities" means equipment and Facilities in the Right of Way which have remained unused for one year or for facilities that are not registered or located by Gopher One Call; or for which the Registrant is unable to provide proof that it has either a plan to begin using it within the next twelve (12) months or a potential purchaser or user of the equipment or facilities.

Sec. 1.04. Administration.

The Director is the principal County official responsible for the administration of the Rights of Way, Right of Way Permits, and the ordinances related thereto. The Director may delegate any or all of the duties hereunder.

Sec. 1.05. Utility Coordination Committee

The County may create an advisory utility coordination committee. Participation on the committee is voluntary. It will be composed of any registrants that wish to assist the County in obtaining information and by making recommendations regarding use of the right of way, and to improve the process of performing construction work therein. The Director may determine the size of such committee and shall appoint members from a list of registrants that have expressed a desire to assist the County.

Sec. 1.06. Registration and Right of Way Occupancy.

Subd. 1. Registration. Each Person who occupies, uses, or seeks to occupy or use, the Right of Way or place any Equipment or Facilities in the Right of Way, including Persons with installation and maintenance responsibilities by lease, sublease or assignment, must register with the County. Registration will consist of providing application information and paying a registration fee. Registration fees shall be set by the County Board as prescribed by law.

Subd. 2. Registration Prior to Work. No Person may construct, install, repair, remove, relocate, or perform any other work on, or use any Facilities or any part thereof in any Right of Way without first being registered with the County.

Subd. 3. Exceptions. Resident owned sewer and water service lines to a city main and resident owned drain tile lines shall not be required to register, unless requested by the County, but shall be required to obtain permits for excavation and obstruction.

However, nothing herein relieves a Person from complying with the provisions of the Minn. Stat. Chap. 216D, "Gopher One call" Law.

Sec. 1.07. Registration Information.

Subd. 1. Information Required. The information provided to the Director at the time of registration shall include, and be on the form approved by the County or this ordinance, but not be limited to:

- (a) Each Registrant's name, Gopher One-Call registration certificate number, address and e-mail address if applicable, and telephone and facsimile numbers.
- (b) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a Local Representative. The Local Representative or designee shall be available at all times. Current information regarding how to contact the Local Representative in an Emergency shall be provided at the time of registration.
- (c) A certificate of insurance or self-insurance:
 - (1) Verifying that an insurance policy has been issued to the Registrant by an insurance company licensed to do business in the State of Minnesota, or a form of self insurance acceptable to the Director;
 - (2) Verifying that the Registrant is insured against claims for Personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the Right of Way by the Registrant, its officers, agents, employees and Permittees, and(ii) placement and use of Facilities in the Right of Way by

the Registrant, its officers, agents, employees and Permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground Facilities and collapse of property;

- (3) Naming the County as an additional insured as to whom he coverage required herein are in force and applicable and for whom defense will be provided as to all such coverage;
 - (4) Requiring that the Director be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term;
 - (5) Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the Director in amounts sufficient to protect the County and the public and to carry out the purposes and policies of this Chapter.
- (d) The County may require a copy of the actual insurance policies.
- (e) If the Person is a corporation, a copy of the certificate required to be filed under Minn. Stat. § 300.06 as recorded and certified to by the Secretary of State.
- (f) A copy of the Person's order granting a certificate of authority from the Minnesota Public Utilities Commission (PUC) or other applicable state or federal agency, where the Person is lawfully required to have such certificate from said Commission or other state or federal agency.

Subd. 2. Notice of Changes. The Registrant shall keep all of the information listed above current at all times by providing to the Director information as to changes within fifteen (15) days following the date on which the Registrant has knowledge of any change.

Sec. 1.08. Reporting Obligations.

Subd. 1. Operations. Each Registrant that provides utility service shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground Facilities with the Director. Such plan shall be submitted using a format designated by the Director and shall contain the information determined by the Director to be necessary to facilitate the coordination and reduction in the frequency of excavations and Obstructions of Rights of Way. The county shall maintain in the file a copy of the county's construction plan for construction projects. The utility facility plans shall be kept up-to-date by the Registrant. The plans shall be on file and available for public inspection.

The plan shall include, but not be limited to, the following information:

- (a) The locations and the estimated beginning and ending dates of all Projects to be commenced during the next calendar year (in this section, a "Next-Year Project");
- (b) How the registrant will accommodate the county plan;
- (c) To the extent known, the tentative locations and estimated beginning and ending dates for all Projects contemplated for the five years following the next calendar year (in this section, a "Five-Year Project").

It is the registrant's responsibility to keep informed on available plans.

The term "project" in this section shall include both Next-year Projects and Five-year Projects but does not include individual service line hookups and minor maintenance unless they are part of an area wide program.

Subd. 2. Additional Next-year Projects. Notwithstanding the foregoing, the Director will not deny an application for a Right of Way Permit for failure to include a project in a plan submitted to the County if the Registrant has used commercially reasonable efforts to anticipate and plan for the project.

Sec. 1.09. Permit Requirement.

Subd. 1. Permit Required. Except as otherwise provided in this Code, no Person may Obstruct, or Excavate any Right of Way without first registering and having obtained the appropriate Right of Way Permit from the County to do so.

Subd. 2. Permit Extensions. No Person may Excavate or Obstruct the Right of Way beyond the date or dates specified in the permit unless such Person (i) makes a Supplementary Application for another Right of Way Permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

Subd. 3. Delay Penalty. In accordance with Minn. Rule 7819.1000 subp. 3 notwithstanding subd. 2 of this Section, the County shall establish and impose a Delay Penalty for unreasonable delays in Right of Way excavation, Obstruction, Patching, or Restoration. The Delay Penalty shall be established from time to time by County Board action and shall include any delays or damages charged by the county's construction contractor and may include liquidated damages consistent with the contract.

Subd. 4. Permit Display. Permits issued under this Chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the County.

Sec. 1.10. Permit Applications.

Application for a permit is made to the Director. Right of Way Permit applications shall contain, and will be considered complete only upon compliance with the requirements of, the following provisions:

- (a) Registration with the County pursuant to this Chapter;
- (b) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed Facilities.
- (c) Payment of money due the County for:
 - (1) permit fees, estimated Restoration Costs and other Management Costs;
 - (2) prior Obstructions or Excavations;
 - (3) any undisputed loss, damage, or expense suffered by the County because of Applicant's prior excavations or Obstructions of the right of way or any Emergency actions taken by the County;
 - (4) franchise fees or other charges, if applicable.
- (d) Payment of disputed amounts due the County by posting security or depositing in an escrow account an amount equal to at least 110% of the amount owing.
- (e) Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation or obstruction permit to install additional facilities and the County deems the existing construction performance bond inadequate under applicable standards.

Sec. 1.11. Issuance of Permit; Conditions.

Subd. 1. Permit Issuance. If the Applicant has satisfied the requirements of this Chapter, the County shall issue a permit.

Subd. 2. Conditions. The Director may impose reasonable conditions upon the issuance of the permit and the performance of the Applicant thereunder to protect the health, safety and welfare or, when necessary, to protect the Right of Way and its current and future use.

Sec. 1.12. Permit Fees.

Subd. 1. Permit Fee. The county shall establish a Permit For Installation Of Utilities Or For Placing Obstructions On County Highway System fee in an amount sufficient to recover the following costs. Permit fees shall be established by the County Board and may be amended at any public meeting.

- (a) the County Management Costs;
- (b) Degradation Costs, if applicable.

Subd. 2. Payment of Permit Fees. No Right of Way Permit shall be issued without payment of the Permit Fee unless the County allows Applicants to pay such fees within thirty (30) days of billing.

Subd. 3. Non refundable. Permit fees that were paid for a permit that the Director has revoked for a breach as stated in Section 1.22 are not refundable.

Subd. 4. Application to Franchises. Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right of way user in the franchise.

Sec. 1.13. Right of Way Patching and Restoration.

Subd. 1. Timing. The work to be done under the Excavation Permit, and the Patching and Restoration of the Right of Way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of extraordinary circumstances beyond the control of the Permittee or when work was prohibited as unseasonable or unreasonable under Section 1.15.

Subd. 2. Temporary Surfacing, Patch and Restoration. Permittee shall Patch its own work.

- (a) County Restoration. If the County restores any part of the Right of Way, Permittee shall pay the costs thereof within thirty (30) days of billing. If, the County restores only the surface of the right of way and during the thirty-six (36) months following such Restoration, the pavement settles, the Permittee shall pay to the County, within thirty (30) days of billing, all costs related to restoring the Right of Way or associated with having to correct the defective work, which may include removal and replacement of any or all work done by the Permittee. These costs shall include administrative, overhead mobilization, material, labor, and equipment.
- (b) Permittee Restoration. If the Permittee Restores the Right of Way itself, it shall at the time of application for a Right of Way Permit requiring excavation within Anoka County Right of Way post a Construction Performance Bond in an amount determined by the Director to be sufficient to cover the cost of Restoration. If, within thirty-six (36) months after completion of the Restoration of the Right of Way, the Director determines that the Right of Way has been properly Restored, the surety on the Construction Performance Bond shall be released.
- (c) Degradation Fee and Patching in Lieu of Restoration to PUC

Standards. In lieu of right of way restoration, a right of way user may elect to pay a degradation fee. However, the right of way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.

Subd. 3. Standards. The Permittee shall perform Temporary Surfacing Patching and Restoration including backfill, compaction, and landscaping according to the standards and with the materials specified by the Director. The Director shall have the authority to prescribe the manner and extent of the Restoration, and may do so in written procedures of general application or on a case-by-case basis. The Director in exercising this authority shall comply with PUC standards for Right of Way Restoration (see PUC Rules 7819.990 to 7819.9950) and require conformance to Minnesota Department of Transportation (MnDOT) standard specifications and local government specifications and drawing and shall further be guided by the following considerations:

- (a) The number, size, depth and duration of the excavations, disruptions or damage to the Right of Way;
- (b) The traffic volume carried by the Right of Way; the character of the neighborhood surrounding the Right of Way;
- (c) The pre-excavation condition of the Right of Way; the remaining life-expectancy of the Right of Way affected by the excavation;
- (d) Whether the relative cost of the method of restoration to the Permittee is in reasonable balance with the prevention of an accelerated depreciation of the right of way that would otherwise result from the excavation, disturbance or damage to the Right of Way; and
- (e) The likelihood that the particular method of restoration would be effective in slowing the depreciation of the Right of Way that would otherwise take place.

Subd. 4. Guarantees. The Permittee guarantees its work and shall maintain it for thirty-six (36) months following its completion. During this 36-month period it shall, upon notification from the Director, correct all restoration work to the extent necessary, using the method required by the Director. Said work shall be completed within five (5) calendar days of the receipt of the notice from the Director, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under Section 1.16.

Subd. 4(a). Duty to Correct Defects. The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee, upon notification from the County, shall correct all restoration work to the extent necessary, using the method required by the County. Said work shall be completed within five (5) calendar days of the receipt of the notice from the County, not including days during which work cannot be done because of circumstances constituting force majeure or

days when work is prohibited as unseasonal or unreasonable under Section 1.16.

Subd. 5. Failure to Restore. If the Permittee fails to Restore the Right of Way in the manner and to the condition required by the Director, or fails to satisfactorily and timely complete all Restoration required by the Director, the Director at its option may do such work. In that event the Permittee shall pay to the County, within thirty (30) days of billing, the cost of Restoring the Right of Way. If Permittee fails to pay as required, the County may exercise its rights under the Construction Performance Bond.

Sec. 1.14. Joint Applications.

Subd. 1. Joint Application. Registrants may jointly apply for a Permit For Installation Of Utilities Or For Placing Obstructions On County Highway System at the same place and time.

Subd. 2. Shared Fees. Registrants who apply for permits for the same Obstruction or Excavation, which the Director does not perform, may share in the payment of the Permit Fee. Registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.

Subd. 3. With County Construction Projects. Registrants who join in a scheduled Obstruction or excavation coordinated with a County construction project by the Director, whether or not it is a joint application by two or more Registrants or a single application, are not required to pay the Obstruction and Degradation portions of the permit fee, but a permit is still required.

Sec. 1.15. Supplementary Applications.

Subd. 1. Limitation on Area. A Right of Way Permit is valid only for the area of the Right of Way specified in the permit. No Permittee may do any work outside the area specified in the permit, except as provided herein. Any Permittee which determines that an area greater than that specified in the permit must be Obstructed or Excavated must before working in that greater area (i) make application for a permit extension and pay any additional fees required thereby, and (ii) be granted a new permit or permit extension.

Subd. 2. Limitation on dates. A Right of Way Permit is valid only for the dates specified in the permit. No Permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a Permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This Supplementary Application must be done before the permit end date. Permits for non-emergency work shall be submitted at least 72 hours prior to the planned start of work.

Sec. 1.16. Other Obligations.

Subd. 1. Compliance With Other Laws. The applicant must notify and obtain a permit from any township or city through which it passes if said township or city so requires. Obtaining a Right of Way Permit does not relieve Permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the County or other applicable rule, law or regulation. Permittee shall comply with other local codes and with road load restrictions. A Permittee shall comply with all requirements of local, state and federal laws, including Minn. Stat. § 216D.01-.09 ("Gopher One Call Excavation Notice System"). A Permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the Right of Way pursuant to its permit, regardless of who does the work.

Subd. 2. Prohibited Work. Except in an Emergency, and with the approval of the County, no Right of Way Obstruction or Excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

Subd. 3. Interference with Right of Way. A Permittee shall not so Obstruct a Right of Way that the natural free and clear passage of water through the gutters, culverts, ditches tiles or other waterways shall be interfered. Private vehicles of those doing work in the Right of Way may not be parked within or next to a permit area, unless parked in conformance with county or applicable township and city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

Traffic control shall conform to the MMUTCD and its field manual and any written directions of the county engineer or his or her designee.

Sec. 1.17. Denial of Permit.

The County may deny a permit for failure to meet the requirements and conditions of this Chapter or if the County determines that the denial is necessary to protect the public health, safety, and welfare or when necessary to protect the Right of Way and its current and future use. The County may deny a permit if the utility has failed to comply with previous permit conditions. The County may withhold issuance of a permit until conditions of previous permit are complied with.

Sec. 1.18. Installation Requirements.

The excavation, backfilling, Patching and Restoration, and all other work performed in the Right of Way shall be done in conformance with Minn. Rules 7819.1100 and 7819.5000 and shall conform to MnDOT standard specifications and other applicable local requirements, in so far as they are not inconsistent with the Minn. Stat. §§ 237.162 and 237.163.

Sec. 1.19. Inspection.

Subd. 1. Notice of Completion. When the work under any permit hereunder is completed, the Permittee shall furnish a Completion

Certificate in accordance with Minn. Rule 7819.1300.

Subd. 2. Site Inspection. Permittee shall make the work-site available to the County and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

Subd 3. Authority of County.

- (a) At the time of inspection the Director may order the immediate cessation and correction of any work which poses a serious threat to the life, health, safety or well being of the public.
- (b) The Director may issue an order to the Permittee for any work which does not conform to the terms of the permit or other applicable standards, rules, laws, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the Permittee shall present proof to the Director that the violation has been corrected. If such proof has not been presented within the required time, the Director may revoke the permit pursuant to Sec. 1.22.
- (c) The cost of any action required by the County shall be paid by the permittee.

Sec. 1.20. Work Done Without a Permit

Subd. 1. Emergency Situations. Each Registrant shall immediately notify the Director of any event regarding its Facilities that it considers to be an Emergency. The Registrant may proceed to take whatever actions are necessary to respond to the Emergency. Within two business days after the occurrence of the Emergency the Registrant shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this Chapter for the actions it took in response to the Emergency.

If the County becomes aware of an Emergency regarding a Registrant's Facilities, the County will attempt to contact the Local Representative of each Registrant affected, or potentially affected, by the Emergency. In any event, the County may take whatever action it deems necessary to correct the Emergency, the cost of which shall be borne by the Registrant whose Facilities occasioned the Emergency.

Subd. 2. Non-Emergency Situations. Except in an Emergency, any Person who, without first having obtained the necessary permit, Obstructs or Excavates a Right of Way must subsequently obtain a permit, pay double the normal fee for said permit, pay double all the other fees required by the County Code, and deposit with the County the fees necessary to correct any damage to the Right of Way and comply with all of the requirements of this Chapter.

Sec. 1.21. Supplementary Notification.

If the Obstruction or Excavation of the Right of Way begins later or ends sooner than the date given on the permit, Permittee shall notify the County of the accurate information as soon as this information is known.

Sec. 1.22. Revocation of Permits.

Subd. 1. Substantial Breach. The County reserves its right, as provided herein, to revoke any Right of Way Permit, without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit including a threat to the safety of workers, or the right of way user or the utility users. A substantial breach by Permittee shall include, but shall not be limited to, the following:

- (a) The violation of any material provision of the Right of Way Permit;
- (b) An evasion or attempt to evade any material provision of the Right of Way Permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County or its citizens;
- (c) Any material misrepresentation of fact in the application for a Right of Way Permit;
- (d) The failure to complete the work in a timely manner; unless a permit extension is obtained, or unless the failure to complete work is due to reasons beyond the Permittee's control, or failure to relocate existing facilities as specified in Sec. 1.24; or
- (e) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an Order issued pursuant to Sec. 1.19.
- (f) Failure of the utility to pay any required costs, fees, or charges billed by the county.
- (g) Failure to provide traffic control that conforms to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including the Temporary Traffic Control Zones Field Manual.

Subd. 2. Written Notice of Breach. If the County determines that the Permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit the County shall make a written demand upon the Permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the County, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.

Subd. 3. Response to Notice of Breach. Within twenty-four (24) hours of receiving notification of the breach, Permittee shall provide the County with a plan, acceptable to the County, that will cure the breach.

Permittee's failure to so contact the County, or the Permittee's failure to submit an acceptable plan, or Permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit. Further, Permittee's failure to so contact the County, or the Permittee's failure to submit an acceptable plan, or Permittee's failure to reasonably implement the approved plan, shall automatically revoke the permit and may include placing the Permittee on Probation for one (1) full year.

Subd. 4. Cause for Probation. From time to time, the County may establish a list of conditions of the permit, which if breached will automatically place the Permittee on Probation for one full year, such as, but not limited to, working out of the allotted time period or working on Right of Way grossly outside of the permit authorization.

Subd. 5. Automatic Revocation. If a Permittee, while on Probation, commits a breach as outlined above, Permittee's permit will automatically be revoked and Permittee will not be allowed further permits for one full year, except for Emergency repairs.

Subd. 6. Reimbursement of County Costs. If a permit is revoked, the Permittee shall also reimburse the County for the County's reasonable costs, including Restoration Costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

Subd. 7. Revoked Permit. If the county revokes a utility's permit for breach of this ordinance, the utility will not be allowed to obstruct or excavate within the county Right of Way until the breach situation is corrected to the satisfaction of the Director and the permit is reissued.

Sec. 1.23. Mapping Data.

Subd. 1. Information Required. Each Registrant and Permittee shall provide Mapping information required by the County in accordance with Minn. Rules 7819.4000 and 7819.4100.

Therefore, in managing the use of its public rights of way, a local government unit may establish, develop, and implement a right of way mapping system as follows. The purpose of a mapping system is to:

- (a) allow flexibility in its use by the local government as an effective management tool;
- (b) enhance public safety and user facility safety;
- (c) provide for long-term cost savings;
- (d) improve public right of way design quality; and
- (e) allow for better information collection and cooperative usage among local government units, telecommunications companies, and other users of the public right of way.

Subd. 2. Application required. When a local government unit requires a

permit for excavation in or obstruction of its public right of way, a person wishing to undertake a project within the public right of way shall submit a right of way permit application, which may required the filing of mapping information pursuant to subdivision 3.

Subd. 3. Information. The local government unit may require as part of its permit application the filing of all the following information:

- (a) location and approximate depth of applicant's mains, cables, conduits, switches, and related equipment and facilities, with the location based on:
 - (1) offsets from property lines, distances from the centerline of the public right of way, and curb lines as determined by the local government unit;
 - (2) coordinates derived from the coordinate system being used by the local government unit; or
 - (3) any other system agreed upon by the right of way user and local government unit;
- (b) the type and size of the utility facility;
- (c) a description showing aboveground appurtenances;
- (d) a legend explaining symbols, characters, abbreviations, scale, and other data shown on the map, and
- (e) any facilities to be abandoned, if applicable, in conformance with Minn. Stat. § 216D.04, subd. 3.

Subd. 4. Changes and corrections. The application must provide that the applicant agrees to submit “as built” drawings, reflecting any changes and variations from the information provided under subdivision 3, items A to E.

Subd. 5. Additional construction information. In addition, the right of way user shall submit to the local government unit at the time the project is completed a completion certificate according to part 7819.1300.

Subd. 6. Manner of conveying permit data. A right of way user is not required to provide or convey mapping information or data in a format or manner that is different from what is currently utilized and maintained by that user. A permit application fee may include the cost to convert the data furnished by the right of way user to a format currently in use by the local unit of government. These data conversion costs, unlike other costs that make up permit fees, may be included in the permit fee after the permit application process.

Subd. 7. Data on existing facilities. At the request of a local government unit, a right of way user shall provide existing data on its existing facilities within the public right of way in the form maintained by the user at the time the request was made, if available.

Sec. 1.24. Location and Relocation of Facilities.

Subd. 1. Placement, Location, and Relocation. Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minn. Rules 7819.3100, 7819.5000, and 7819.5100, to the extent the rules do not limit authority otherwise available to cities and counties. By submitting a request for a permit the person recognizes they must conform to the existing ordinances and codes of other units of government related to underground placement regardless of how the application is written or permit granted.

Utility poles and guy anchors, and any other equipment, shall conform to NCHRP 350 standards for crash worthiness or must be located outside of applicable clear zones. Any installation that does not conform to Minnesota Department of Transportation clear zone standards must be approved by the Director and the facility owner shall indemnify and hold harmless the County.

Subd. 2. Corridors. The County may assign specific corridors within the Right of Way, or any particular segment thereof as may be necessary, as a best management practice for each type of Facility that is, or, pursuant to current technology, the County expects will someday be, located within the Right of Way. All Right of Way Permits issued by the County involving the installation or replacement of Facilities shall designate the proper corridor for the Facilities at issue. A typical cross section of the location for utilities may be on file at the Director's office. This section is not intended to establish "high density corridors".

Any Registrant who has Facilities in the Right of Way in a position at variance with the corridors established by the County shall, no later than at the time of the next reconstruction or excavation of the area where the Facilities are located, move the Facilities to the assigned position within the Right of Way, unless this requirement is waived by the County for good cause shown, upon consideration of such factors as the remaining economic life of the Facilities, public safety, customer Service needs and hardship to the Registrant.

Subd. 3. Nuisance. One year after the passage of this Chapter, any Facilities found in a Right of Way that have not been Registered shall be deemed to be a nuisance. The County may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance or taking possession of the Facilities and restoring the Right of Way to a useable condition and requiring payment to the County for the costs involved.

Subd. 4. Limitation of Space. To protect health, safety, and welfare or when necessary to protect the Right of Way and its current use, the County shall have the power to use best management practices to prohibit or limit the placement and location of new or additional Facilities within the Right of Way. In making such decisions, the County shall strive to the extent possible to accommodate all existing and potential users of the Right of Way, but shall be guided primarily by considerations of the public interest, the public's need for the particular Utility Service, the condition of the Right of Way, the time of year with respect to essential utilities, the protection of existing Facilities in the Right of Way, and future County plans for public improvements and development projects which have been determined to be in the public interest.

Subd. 5. Relocation of Facilities. A Registrant must promptly and at its own expense, with due regard for seasonal working conditions, permanently remove and relocate its Facilities in the Right of Way whenever the Director for good cause requests such removal and relocation, and shall restore the Right of Way consistent with PUC standards, local regulations and MnDOT standard specifications. The Director may make such request to prevent interference by the Company's Equipment or Facilities with (i) a present or future County use of the Right of Way, (ii) a public improvement undertaken by the County, (iii) an economic development project in which the County has an interest or investment, (iv) when the public health, safety and welfare require it, or (v) when necessary to prevent interference with the safety and convenience of ordinary travel over the Right of Way.

- (a) Relocation Notification Procedure: The Director shall notify the utility owner at least six (6) months in advance of the need to relocate existing facilities so the owner can plan the relocation. The Director shall provide a second notification to the owner one (1) month before the owner needs to begin the relocation. The utility owner shall begin relocation of the facilities within one (1) week of the second notification. All utilities shall be relocated within one (1) month. The Director may allow a different schedule if it does not interfere with the County's project. The utility owner shall diligently work to relocate the facilities within the above schedule.

In the event that emergency work by the County or by a municipality in the County right of way requires relocation of a utility, the notification requirements above are waived. The County and utility shall coordinate efforts to minimize delay.

- (b) Delay to County Project: The Director shall notify the utility owner if the owner's progress will not meet the relocation schedule. If the owner does not take action to insure the relocation will be completed in accordance with the above schedule and the Director feels this delay will have an adverse impact to a county project, then the Director may hire a competent contractor to perform the relocation. In that event, the county may charge the utility owner all costs incurred to relocate the facility.

The county may charge the utility owner for all costs incurred and requested by a contractor working for the county who is delayed because the relocation is not completed in the scheduled timeframe and for all costs incurred by the county due to the delay.

Notwithstanding the foregoing, according to the PUC rules, a Person shall not be required to remove or relocate its Facilities from any Right of Way which has been vacated in favor of a non-governmental entity unless and until the reasonable costs thereof are first paid to the Person.

However, this does not exempt the utility company from paying for the value of any taking of said property by occupation without compensation.

Sec. 1.25. Pre-excavation Facilities Location.

In addition to complying with the requirements of Minn. Stat. § 216D.01-.09 ("One Call Excavation Notice System") before the start date of any Right of Way excavation, each

Registrant who has Facilities or Equipment in the area to be excavated shall mark the horizontal and vertical placement of all said Facilities. Any Registrant whose Facilities are in the area of work shall notify and work closely with the excavation contractor to establish the exact location of its Facilities and the best procedure for excavation to protect the safety of workers and right of way users and other utility users. If the utility is not at the approved depth or location, it shall be exposed at the permittee's expense or by the county upon written notice to the permittee. The county may, upon said notice, locate said utility at the permittee's expense.

Sec. 1.26. Damage to Other Facilities.

When the County does work in the Right of Way and finds it necessary to maintain, support, or move a Registrant's Facilities to protect it, the Director shall notify the Local Representative as early as is reasonably possible. The costs associated therewith will be billed to that Registrant and must be paid within thirty (30) days from the date of billing. Each Registrant shall be responsible for the cost of repairing any Facilities in the Right of Way that it or its Facilities damages. When the permittee does damage to county facilities in the Right of Way, such as, but not limited to, culverts, road surfaces, curbs and gutters, or tile lines, they shall correct the damage immediately. If they do not, the county may make such repairs as necessary and charge all of the expenses of the repair to the permittee. The permittee shall pay for said repairs within 30 days of billing. Each Registrant shall be responsible for the cost of repairing any damage to the Facilities of another Registrant caused during the County's response to an Emergency occasioned by that Registrant's Facilities.

Sec. 1.27. Right of Way Vacation.

Reservation of Right. If the County vacates a right of way that contains the facilities of a registrant, the registrant's rights in the vacated right of way are governed by Minn. Rule 7819.1250 and other applicable laws.

Sec. 1.28. Indemnification and Liability.

By registering with the County, or by accepting a permit under this Chapter, a Registrant or Permittee agrees to defend and indemnify the county in accordance with the provisions of Minn. Rule 7819.1250.

All permits are granted subject to the ownership rights the County may have in the property involved and to the extent that state, federal local laws, rules and regulations allow and said permit is subject to all such laws and rules.

Sec. 1.29. Abandoned or Unusable Facilities.

Subd. 1. Discontinued Operations. A registrant who has determined to discontinue all or a portion of its operations in the county must provide information satisfactory to the county that the registrant's obligations for its facilities in the right of way under this chapter have been lawfully assumed by another registrant.

Subd. 2. Removal. Any registrant who has abandoned or unusable facilities in any right of way shall remove them from that right of way if required in conjunction with other right of way repair, excavation, or construction, unless the county waives this requirement.

Sec. 1.30. Appeal.

A Right of Way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had permit revoked; or (4) believes that the fees imposed are invalid, may have the denial, revocation, or fee imposition reviewed, upon written request, by the County Board. The County Board shall act on a timely written request at its next regularly scheduled meeting. A decision by the County Board affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision.

Sec. 1.31. Reservation of Regulatory and Police Powers.

A Permittee's or Registrant's rights are subject to the regulatory and police powers of the County to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

Sec. 1.32. Severability.

If any portion of this chapter is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this Chapter precludes the County from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein.

Sec. 1.33. Penalty for Violation.

Violation of this ordinance shall result in the assessment of a penalty of \$500 per occurrence per site per mile per day as long as may be applicable unless a penalty or fine is otherwise specifically designated in this ordinance.

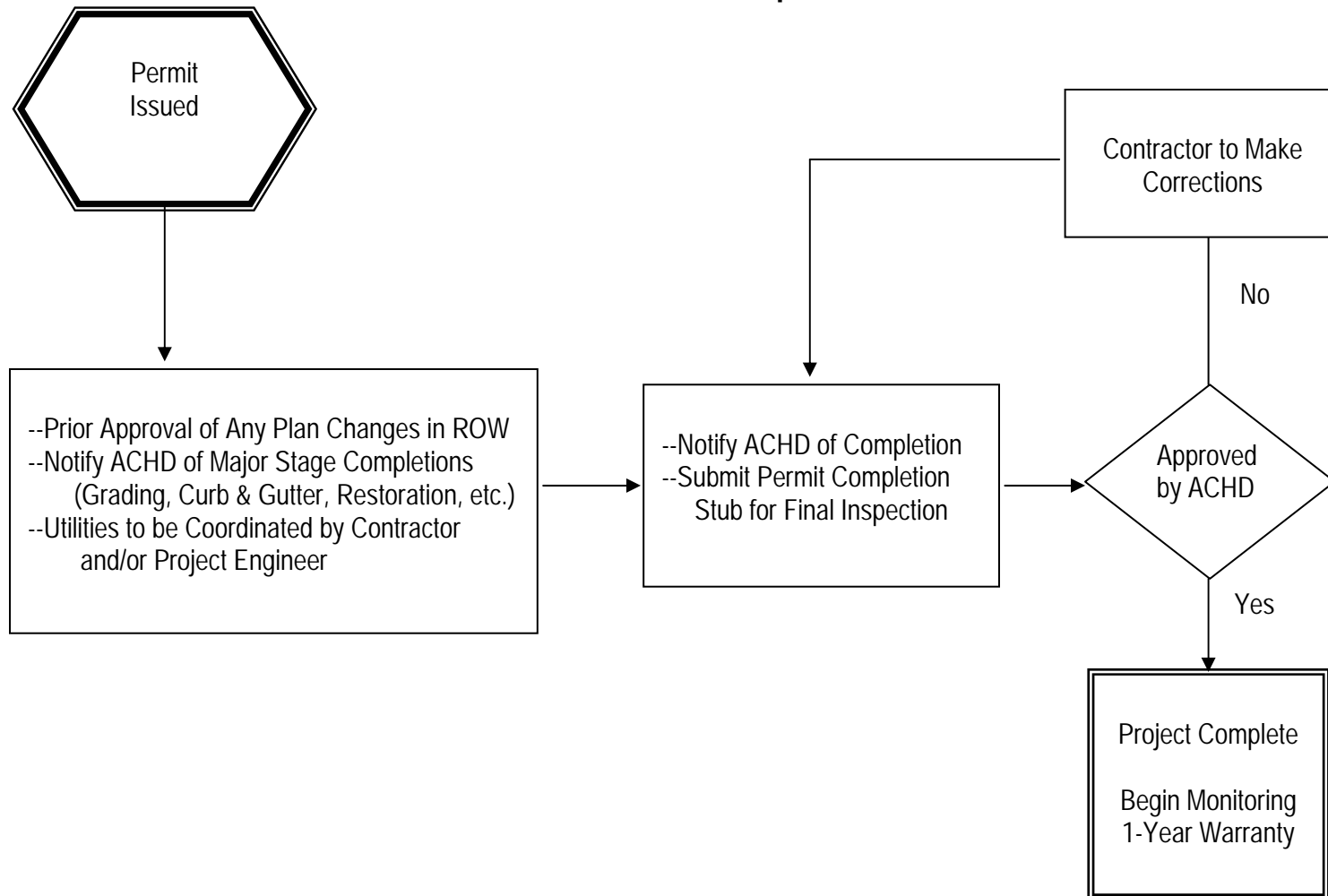
VII. Construction Inspection Process

Anoka County Highway Department

Development Review Process

December, 2003

Construction Inspection Process



VIII. Contacts

Anoka County Highway Department

Development Review Process

December, 2003

Anoka County Highway Department
Development Review Process Contacts

1440 Bunker Hills Boulevard

Andover, MN 55304

Main Office (763) 862-4200

Fax (763) 862-4201

Douglas W. Fischer, PE

County Engineer

Phone: (763) 862-4213

Email: doug.fischer@co.anoka.mn.us

**Planning
Documents
Review**

Kate Garwood, AICP

Multimodal Transportation Manager

Phone: (763) 862-4230

Email: kate.garwood@co.anoka.mn.us

**Plat/Site Plan
Review
Process**

Jane Rose

Traffic Engineering Manager

Phone: (763) 862-4231

Email: jane.rose@co.anoka.mn.us

**Engineering
Plan Review**

Lyndon Robjent, PE

Assistant County Engineer

Phone: (763) 862-4237

Email: lyndon.robjent@co.anoka.mn.us

**Permit
Process**

Roger Butler

Traffic Engineering Coordinator

Phone: (763) 862-4216

Email: roger.butler@co.anoka.mn.us

**Construction
Inspection
Process**

Andrew Witter, PE

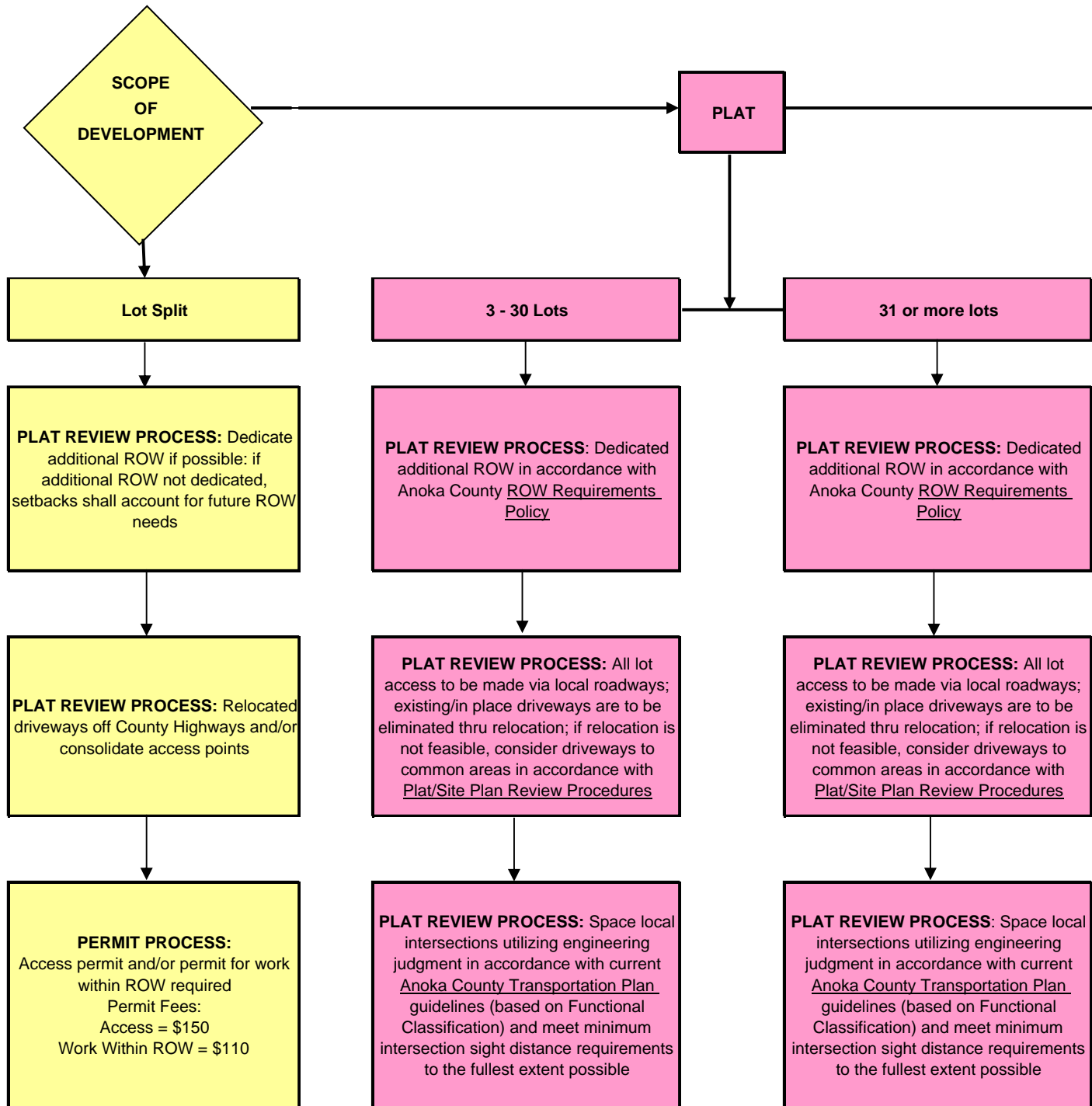
Construction Services Engineer

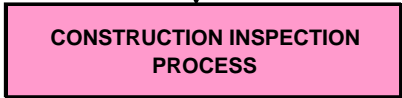
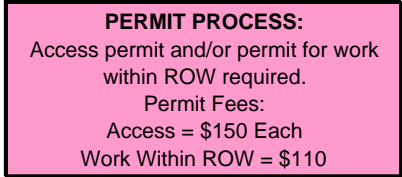
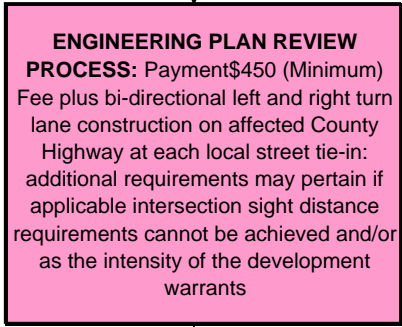
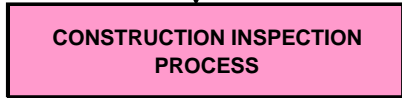
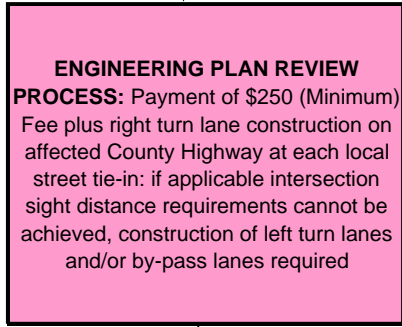
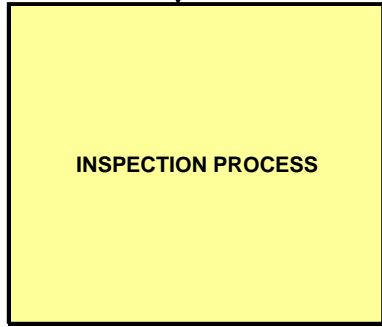
Phone: (763) 862-4249

Email: andrew.witter@co.anoka.mn.us

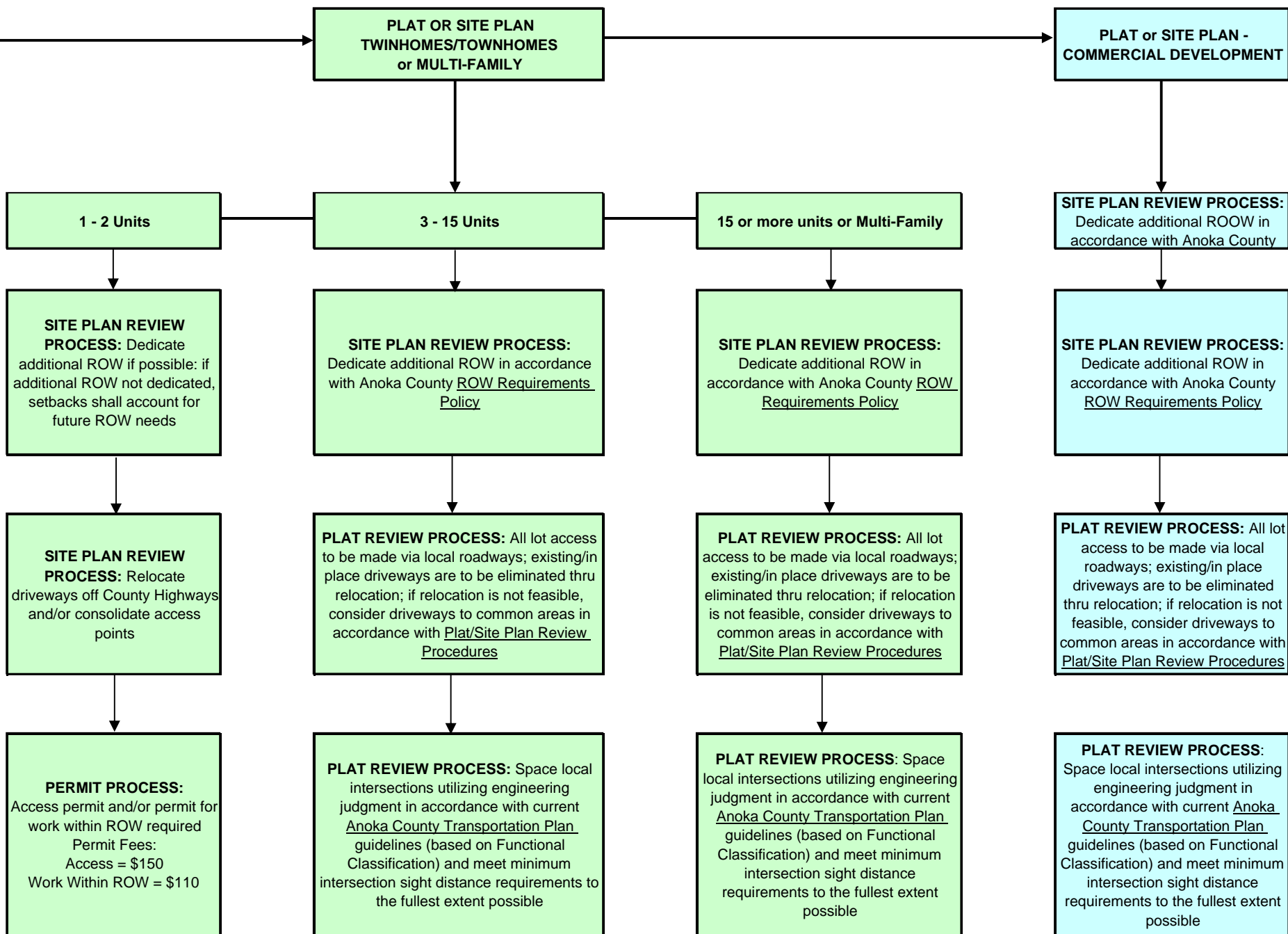
Anoka County Highway Department Lot Splits, Plats, and Site Plan

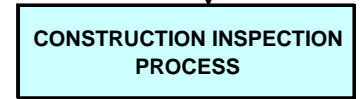
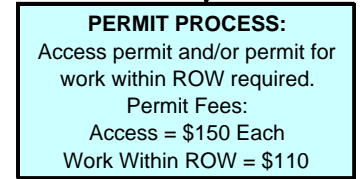
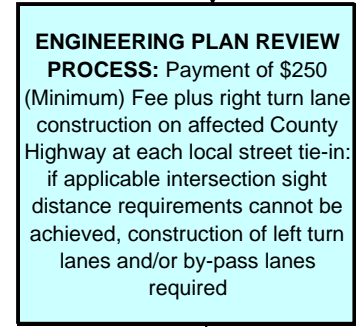
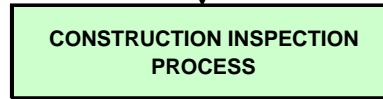
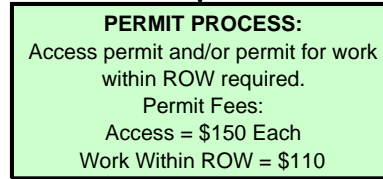
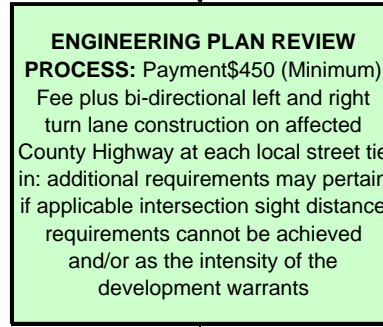
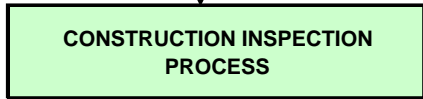
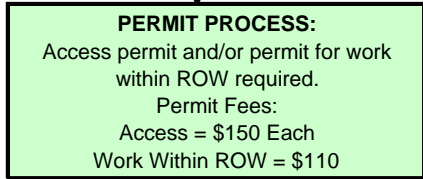
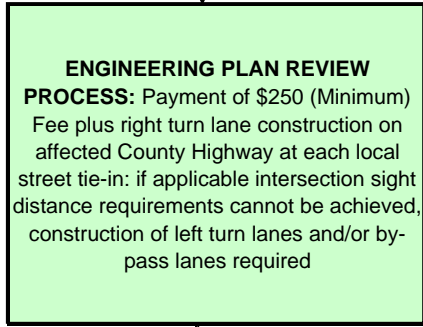
FOR ALL DEVELOPMENTS: The first priority is to avoid introducing any new access points onto the county highway system. If this is not feasible, RI/RO access (with the applicable turn lane construction on the county highway system) is to be achieved. If this is not feasible, full-access intersection tie-ins may be constructed in accordance with the Matrix outlined above. The intensity of the development and/or other inherent safety issues may also require the completion of a detailed traffic study, construction of raised median channelization or possible full reconstruction of a portion of the affected County Highway(s) by the developer/development. If traffic signals at intersections on the county highway system become warranted on the basis of projected traffic and ACHD approves and/or requires their construction, the developer/City/Township shall be responsible for all costs associated with the traffic signal design, construction and maintenance. ACHD judgement in the review of all development proposals and vary from the Matrix For Roadway Improvements as applicable.





Plats (Residential and Commercial) Review Process Flowchart





TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information "" items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	Numeric WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
Anoka County	MS400066	Silver Lake TMDL	62-0083-00	Categorical	0.55	lbs/day	17%	N/A	Silver Lake	Phosphorus	7/29/2010
Anoka County	MS400066	Golden Lake TMDL	02-0045	Individual	0.01	lbs/day		N/A	Golden Lake	Phosphorus	9/30/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	413	lbs/day		High	Hardwood Creek, Hwy 61 to Peltier Lk	TSS	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	100	lbs/day		Moist	Hardwood Creek, Hwy 61 to Peltier Lk	TSS	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	38	lbs/day		Mid-Range	Hardwood Creek, Hwy 61 to Peltier Lk	TSS	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	17	lbs/day		Dry	Hardwood Creek, Hwy 61 to Peltier Lk	TSS	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	6	lbs/day		Low	Hardwood Creek, Hwy 61 to Peltier Lk	TSS	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-595	Categorical	104	lbs/day		High	Hardwood Creek, Headwaters to Hwy 61	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-595	Categorical	25	lbs/day		Moist	Hardwood Creek, Headwaters to Hwy 61	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-595	Categorical	10	lbs/day		Mid-Range	Hardwood Creek, Headwaters to Hwy 61	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-595	Categorical	5	lbs/day		Dry	Hardwood Creek, Headwaters to Hwy 61	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-595	Categorical	2	lbs/day		Low	Hardwood Creek, Headwaters to Hwy 61	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	104	lbs/day		High	Hardwood Creek, Hwy 61 to Peltier Lk	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	25	lbs/day		Moist	Hardwood Creek, Hwy 61 to Peltier Lk	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	10	lbs/day		Mid-Range	Hardwood Creek, Hwy 61 to Peltier Lk	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	5	lbs/day		Dry	Hardwood Creek, Hwy 61 to Peltier Lk	Biochemical Oxygen Demand	6/18/2009
Anoka County	MS400001	Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL	07010206-596	Categorical	2	lbs/day		Low	Hardwood Creek, Hwy 61 to Peltier Lk	Biochemical Oxygen Demand	6/18/2009

Compliance Schedule PART II.D.6.f.-g.

your MS4 currently meeting its WLA for any approved TMDLs?

NO (Complete Table 1, Strategies for continued BMP implementation beyond the term of this permit, and Table 2 below)

YES (Provide the following information below)

Go to: [Table 1](#)

Go to: [Strategies...](#)

Go to: [Table 2](#)

If YES, indicate the WLAs (may be grouped by TMDL Project) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide a narrative strategy for the long-term continuation of meeting each WLA. PART II.D.6.g.(1)-(2)

Silver Lake TMDL: Anoka County is part of a Categorical Waste Load Allocation. Based on the amount of phosphorus reduction the county is meeting it portion of the WLA by implementing its MS4 program. Based on the TMDL implementation plan, the existing load contribution from Anoka County is .9 lbs/yr. The targeted load reduction is 0 lbs/ yr. Anoka County will continue to insure that its MS4 program implements BMPs that continue to meet this TMDL. This includes sweeping curbed streets twice per calendar year.

Golden Lake TMDL: Anoka County has a individual responsibility of .01 lbs/day reduction to meet the requirements of the TMDL. Based on the amount of phosphorus reduction the county is meeting it portion of the WLA by implementing its MS4 program. Anoka County will continue to insure that its MS4 program implements BMPs that continue to meet this TMDL. This includes sweeping curbed streets twice per calendar year.

Hardwood Creek Impaired Biota and Dissolved Oxygen TMDL : Based on the categorical responsibility of the TMDL Anoka County believes it is meeting its portion of the TMDL by implementing BMPs that are a part of the Counties MS4 program.
 Street Sweeping: twice per calendar year
 Education of employees

Table 1

Fill in the following table with your Interim Milestones, BMP IDs, and Implementation Dates. Replace "TMDL Project Name & Pollutant" Columns with each TMDL Project Name and the corresponding pollutant. Then put an "X" in the boxes for the TMDL that corresponds with each BMP. PART II.D.6.f.(1)-(2)

NOTE:
 It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Interim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including those ID numbers at the time of application may be useful in tracking implementation efforts. If a pond that will be included in the pond inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the pond inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MPCA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	TMDL	TMDL

Strategies for continued BMP implementation beyond the term of this permit. PART II.D.6.f.(3)

The County intends to explore additional opportunities to retrofit existing BMPs in the watersheds of each TMDL to maximize their pollutant removal capacity. Upon reevaluation of the TMDL waters on a ten-year monitoring cycle conducted by the state, the County will consider any necessary modifications to this approach.

Table 2

Target dates the applicable WLA(s) will be achieved. PART II.D.6.f.(4)

TMDL Project	Target Date to Achieve WLA

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