



Mailbox Support Installation Application Procedures

Mailbox Support Installation Overview

Welcome to the Crow Wing County Permitting Website: <https://cwc.powerappspartals.us/>. This tutorial has been created to guide you through ordering the installation of a mailbox support. If you have any questions, please call us at: (218) 824-1110 or email at: highwayinfo@crowwing.us

Mailbox supports are available for installation on roads maintained by Crow Wing County, including First and Second Assessment Districts. (Installation does not include a mailbox.)

To order an mailbox support for installation – log on at: <https://cwc.powerappspartals.us/>

If you do not have an account in this system, please **register** by clicking the link. If you already have an account, please skip to page 4.



Welcome to Crow Wing County Online Permit Portal

Please [sign in](#) or [register](#) to begin a new application or to view existing applications.

Sign In

Register





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Fill in information as required and click **Register**.

Sign in Register Redeem invitation

Register for a new Crow Wing County portal account

* Email

* Username

* Password

* Confirm password

Register



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Fill in appropriate information and click **Save**.

The screenshot shows the 'Profile' page of the Crow Wing County website. At the top, there is a navigation bar with links for Home, Permit Applications, Profile, and a dropdown menu. Below the navigation is a breadcrumb trail: Home / Profile. The main content area is titled 'Profile' and contains a message: 'Please enter your First and Last Name, Email Address, Mailing Address and Phone Number below. These details must be entered before you can continue with your application.' To the left of the form, there is a sidebar with links for Profile, Security, Change Password, and Change Email. The main form area is titled 'Profile Information' and contains the following fields:

First Name *	Mailing Address: Street 1 *
Last Name *	Mailing Address: Street 2
Email *	Mailing Address: Street 3
Business Phone *	Mailing Address: City *
Contact Type *	Mailing Address: State/Province *
Contractor License Number	Mailing Address: ZIP/Postal Code *
Organization Name	

At the bottom of the form, there is a 'Save' button, which is highlighted with a red circle.



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Click on Highway Permits.



Welcome to Crow Wing County Online Permit Portal

Here you can apply for permits within Crow Wing County. Please select a department below to view the permit types available to be applied for online through this portal. The system will guide you through the application process & requirements for a complete application. If you find that you don't have all of the necessary materials & documents for submitting your application, this program will auto-save & you will be able to pick up where you left off.

We look forward to working with you!

Land Use/Septic/Shoreland Alteration Permits

Highway Permits

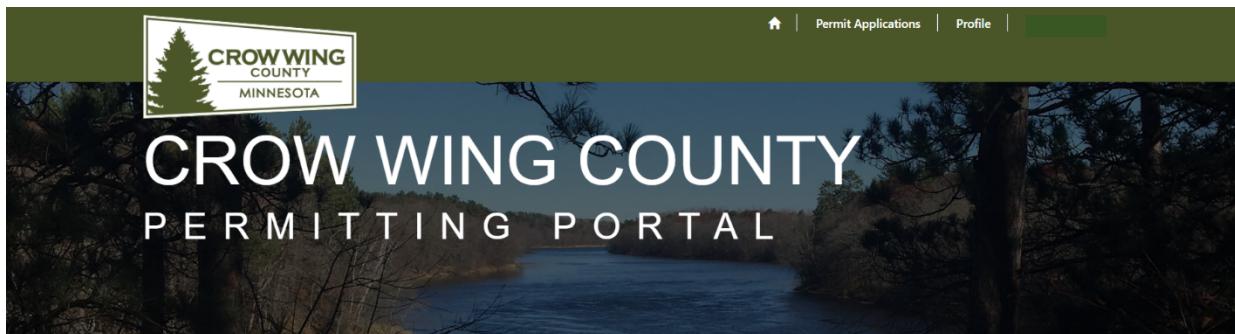
Existing Applications





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Click on Mailbox Support Order.



Welcome to Crow Wing County Online Permit Portal

Here you can apply for permits associated with driveway/entrance accesses, moving oversize loads, order installation of mailbox supports, special events such as parades or races, utility installations, one-time maintenance in the First Assessment District, & specific service signs. The system will guide you through the application process & requirements for a complete application. If you find that you do not have all of the necessary materials & documents for submitting your application, this program will auto-save & you will be able to pick up where you left off. If you have any questions during the application process, please call our Highway team at 218-824-1110 or email highwayinfo@crowwing.us.

We look forward to working with you!





Mailbox Support Installation Application Procedures

Hover over search to select county road where mailbox is be installed. Type in name of road in search box in upper right corner of Lookup Records box, chose the road then click Select. (If the road is not displayed, it is likely not eligible for installation service. Check with your township/city for installation availability.) Complete the other questions then click **Next**.

Home / Incomplete Highway Pe... / Mailbox Support Order

Mailbox Support Order

Mailbox Location

Mailbox supports are available for installation on roads maintained by Crow Wing County. This includes township roads in the First Assessment District (FAD) aka West Brainerd Unorganized Territory, and Second Assessment District (SAD) aka Dean Lake.

Mailbox support kits are available at the Highway Department office for purchase and self-installation. Current pricing is available on our website at: [Click to view current Fee Schedule](#)

Select road for installation *

If your road is not on the list, check with your township/city for installation availability.
[Click to view County Municipalities](#)

I have contacted my postmaster and verified the installation location for mail delivery.*
 No Yes

I have marked the installation location of the mailbox with a white flag.*
 No Yes

Next



Mailbox Support Installation Application Procedures

Verify contact information listed is correct, then click **Next**.

Home / Incomplete Highway Pe... / Mailbox Support Order

Mailbox Support Order

Mailbox Location Contact Information

Applicant*

Phone

Email

Address Street 1

Address Street 2

Address City

Address State

Address Zip Code

Previous **Next**



Mailbox Support Installation Application Procedures

Mark the location for installation on the map, using the instructions on the screen. When finished click on **Next**.



Mailbox Support Installation Application Procedures

Answer questions then click on **Proceed to Payment Summary**.

Home / Incomplete Highway Pe... / Mailbox Support Order

Mailbox Support Order

Mailbox Location ✓ Contact Information ✓ Mailbox Address Information ✓ Installation

Please select your installation type *

Address/Intersection Location For Installation

Installation is to be on which side of road: *

Installation is to be on which side of driveway/road intersection: *

Review Terms and Conditions
[Click to view current Policy](#)

I have reviewed the Installation Maintenance of Mailbox Support policy and agree to its terms and conditions. *

No Yes

Previous **Proceed to Payment Summary**





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Review payment summary. Choose either Submit and Pay Online or Submit and Pay in Person or by Mail. (Payment must be received to process your order.)

Please note that you **MUST** select a payment option by selecting one of the buttons below in order to submit your permit application for review. Applications submitted without payment will be considered incomplete until payment is established - except for those that do not require a fee. Online payments will be redirected to an online payment vendor for processing. You may need to allow pop-ups to proceed.

Please note that if you have selected "Pay by mail or drop off payment" that you can always return to your application to pay online. Simply select "click here to pay!" from the list of submitted applications on the home page.

Questions about payment can be directed to Crow Wing County Highway Department at 218-824-1110 or highwayinfo@crowwing.us. Our office is located at 16589 County Road 142, Brainerd MN 56401. Business hours are Monday – Friday 8 am to 4:30 pm.

Fee Schedule	Fee	Credit From Previous Payment	Amount Due
Install New Mailbox Support	\$100.00	\$0.00	\$100.00
Mailbox Sales Tax	\$7.88	\$0.00	\$7.88
Total			\$107.88

[Submit and Pay Online](#) [Submit and Pay in Person or by Mail](#)