



Mailbox Support Installation Application Procedures

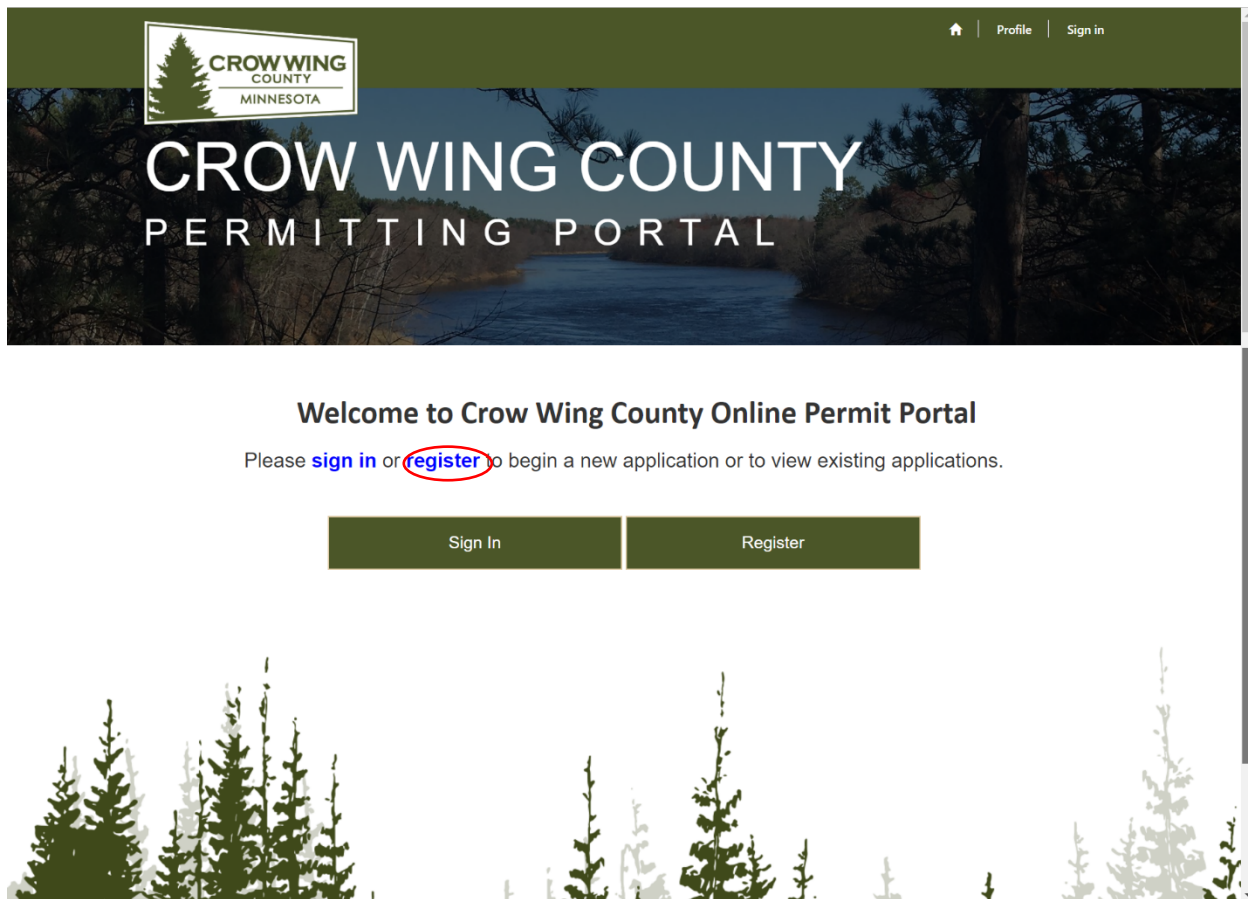
Mailbox Support Installation Overview

Welcome to the Crow Wing County Permitting Website: <https://cwc.powerappsportals.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.powerappsportals.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.





Mailbox Support Installation Application Procedures

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

A screenshot of the Crow Wing County portal registration page. The page has a dark green header with the county logo on the left and navigation links (Home, Profile, Sign in) on the right. Below the header, there are three buttons: "Sign in" (with a key icon), "Register" (highlighted with a red circle), and "Redeem invitation". The main content area is titled "Register for a new Crow Wing County portal account" and contains four input fields labeled "Email", "Username", "Password", and "Confirm password", each with a red asterisk indicating it is required. A "Register" button is located below the "Confirm password" field, also circled in red. The page is decorated with small evergreen tree graphics at the bottom.



Mailbox Support Installation Application Procedures

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

[Home](#) | [Permit Applications](#) | [Profile](#) | [▼](#)

[Home](#) / [Profile](#)

Profile

Profile

Security

Change Password

Change Email

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.

Profile Information

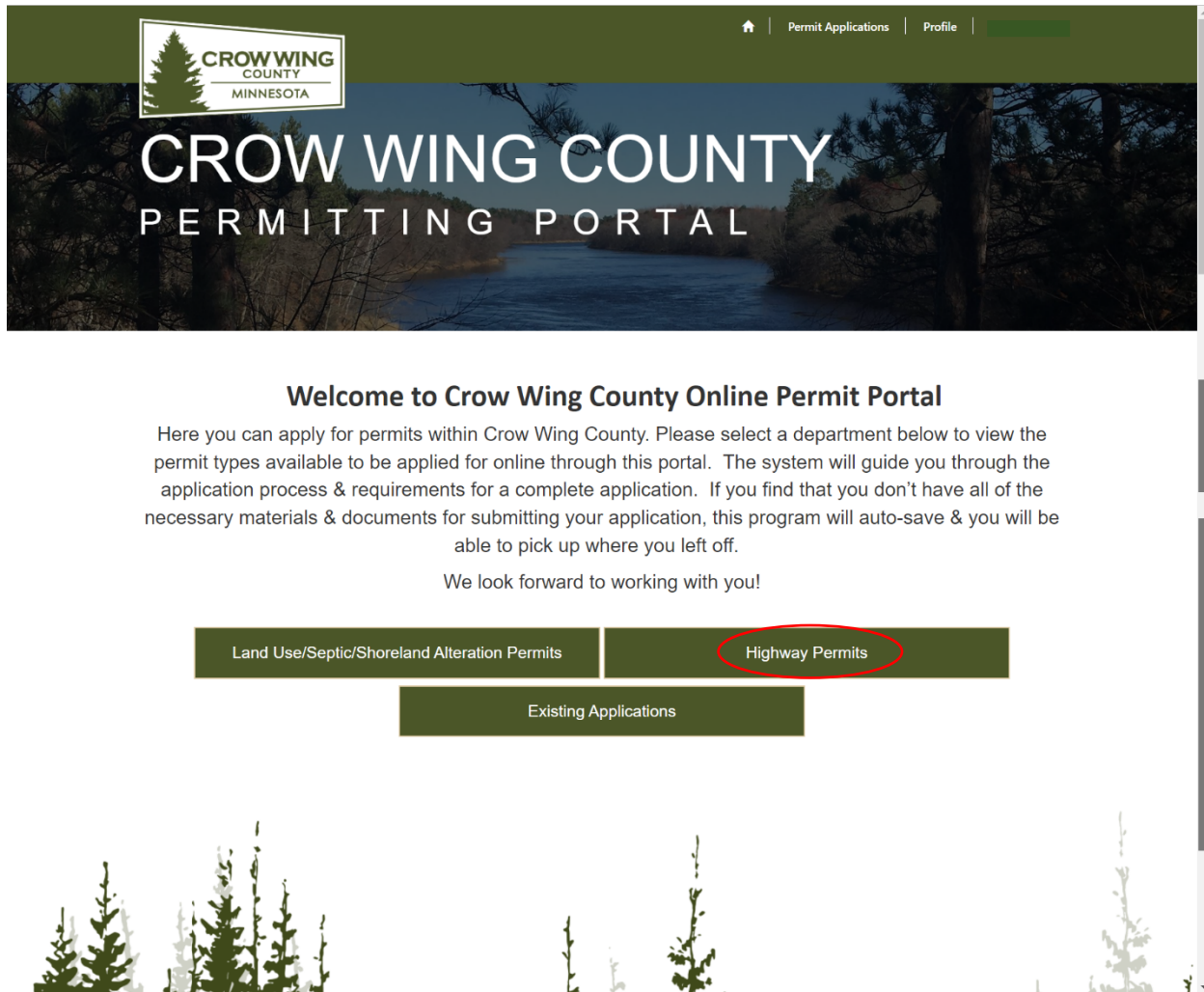
First Name *	<input type="text"/>	Mailing Address: Street 1 *	<input type="text"/>
Last Name *	<input type="text"/>	Mailing Address: Street 2	<input type="text"/>
Email *	<input type="text" value="rader.cindy15@gmail.com"/>	Mailing Address: Street 3	<input type="text"/>
Business Phone *	<input type="text" value="Provide a telephone number"/>	Mailing Address: City *	<input type="text"/>
Contact Type *	<input type="text" value="▼"/>	Mailing Address: State/Province *	<input type="text"/>
Contractor License Number	<input type="text"/>	Mailing Address: ZIP/Postal Code *	<input type="text"/>
Organization Name	<input type="text"/>		

Save



Mailbox Support Installation Application Procedures

Click on Highway Permits.





Mailbox Support Installation Application Procedures

Click on Mailbox Support Order.

CROW WING COUNTY
PERMITTING PORTAL

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!

Driveway/Entrance Permit	Mailbox Support Order	One-Time Maintenance Application
Special Event Application	Specific Service Sign Application	Utility Permit
Annual Oversized Load Permit	Single Oversized Load Permit	



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 | Permit Applications | Profile | 

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**.

CROW WING COUNTY MINNESOTA

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

A row of stylized evergreen trees in various sizes and shades of green, used as a decorative footer element.



Mailbox Support Installation Application Procedures

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

Home | Permit Applications | Profile |

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

Mailbox Support Order

Mailbox Location ✓

Contact Information ✓

Mailbox Address Information

How to use the map:

1. Enter the starting address on the top left of the map below.
2. Click the "Enhanced Smart Editor" box and then select the point.
3. Click on the map where the Mailbox will be installed.
4. Enter in the notes what the point or line is.
5. Scroll down and click "Next" to proceed.

ESRI Edit Widgetwith ArcGIS Web AppBuilder

Find address or place

Smart Editor

Layers not visible at the current zoom level. Zoom in or out to create/modify features.


Previous

Next



Mailbox Support Installation Application Procedures

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



Home | Permit Applications | Profile |

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





Mailbox Support Installation Application Procedures

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.)



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Home / Application Payment Summary

Application Payment Summary

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