

## Driveway/Entrance Permit Overview

Welcome to the Crow Wing County Permitting Website. Use this link to access the site: <https://cwc.powerappspartals.us/> This tutorial has been created to guide you through the driveway/entrance application. If you have any questions, please call us at: (218) 824-1110 or email at: [highwayinfo@crowwing.us](mailto:highwayinfo@crowwing.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

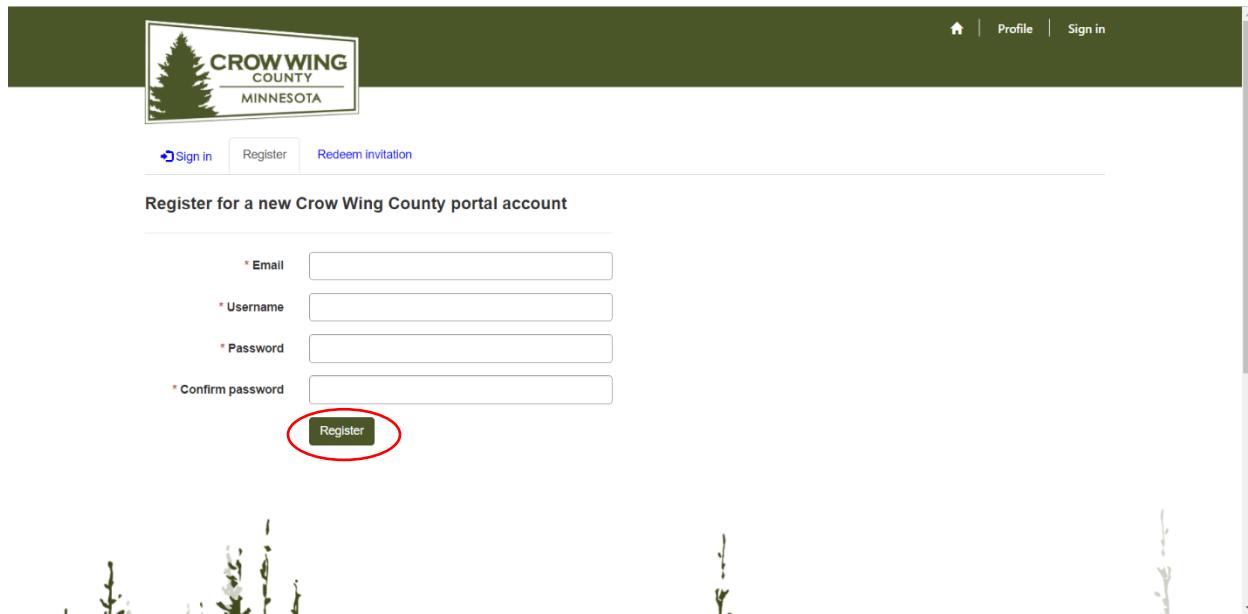
Please [sign in](#) or [register](#) to begin a new application or to view existing applications.

Sign In

Register



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



Home | Profile | Sign in

Sign in Register Redeem invitation

Register for a new Crow Wing County portal account

\* Email

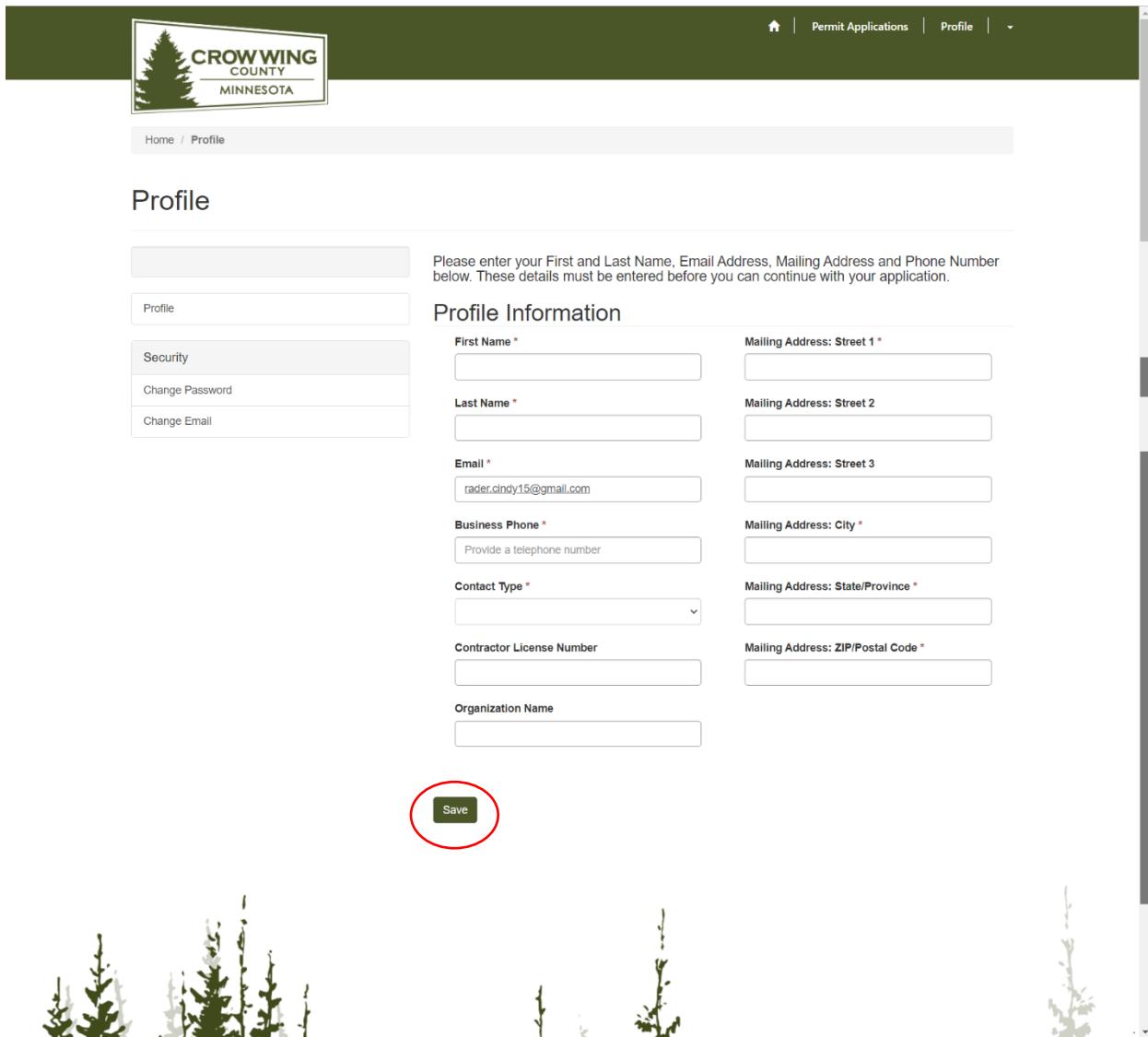
\* Username

\* Password

\* Confirm password

**Register**

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

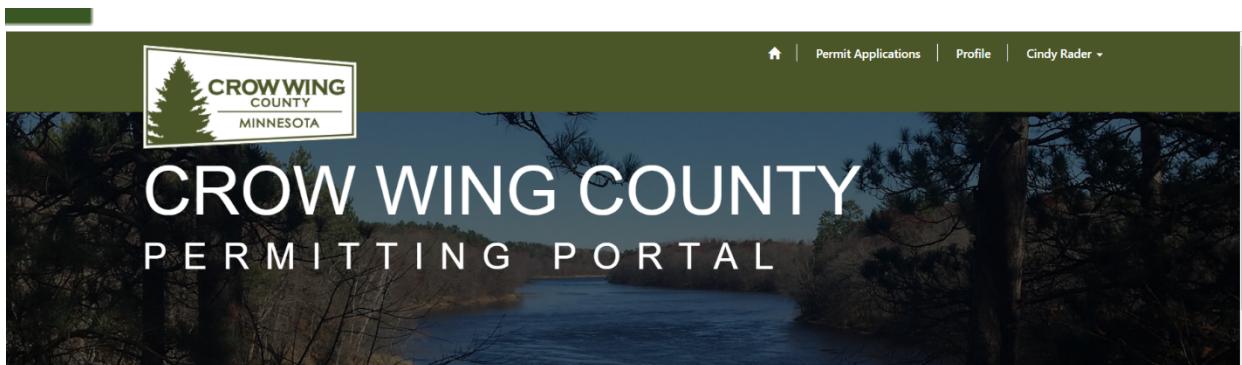


The screenshot shows a web application for profile management. At the top, there is a navigation bar with a logo for "CROW WING COUNTY MINNESOTA" featuring a pine tree icon. The navigation bar includes links for "Home", "Permit Applications", "Profile", and a dropdown menu. Below the navigation bar, the page title is "Profile". A sidebar on the left contains links for "Profile", "Security", "Change Password", and "Change Email". The main content area is titled "Profile Information" and contains the following fields:

- First Name \* (input field)
- Mailing Address: Street 1 \* (input field)
- Last Name \* (input field)
- Mailing Address: Street 2 (input field)
- Email \* (input field containing "rader.cindy15@gmail.com")
- Mailing Address: Street 3 (input field)
- Business Phone \* (input field containing "Provide a telephone number")
- Mailing Address: City \* (input field)
- Contact Type \* (dropdown menu)
- Mailing Address: State/Province \* (input field)
- Contractor License Number (input field)
- Mailing Address: ZIP/Postal Code \* (input field)
- Organization Name (input field)

A "Save" button is located at the bottom of the form, and it is circled in red to indicate it is the action to be taken.

Click on Highway Permits.



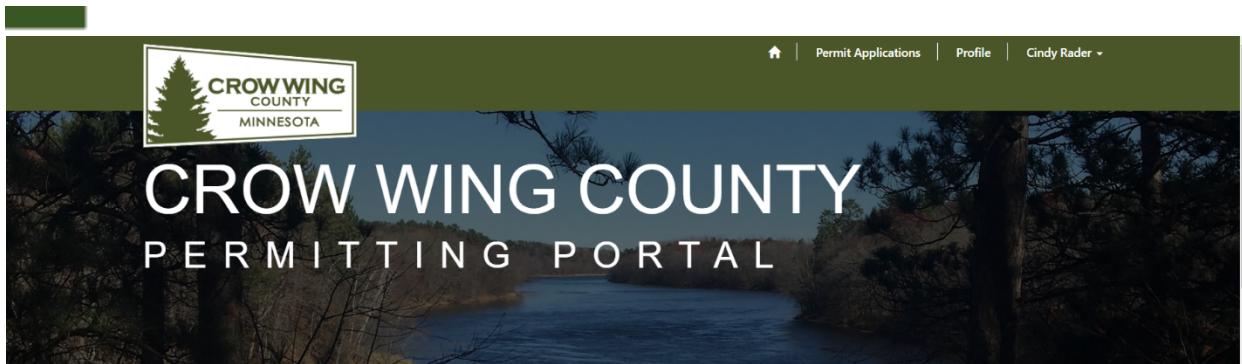
## Welcome to Crow Wing County Online Permit Portal

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!



Click on Driveway/Entrance Permit.



## 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](mailto:highwayinfo@crowwing.us).

We look forward to working with you!



Use the search field on the map to find your address or use the search bar below the map to search for your parcel number. Once you have found your parcel click the **Select** button on the window that pops up on the map. Then click the **Next**.

The screenshot shows a web-based application for property search. At the top, there is a navigation bar with the Crow Wing County Minnesota logo. Below the logo, the URL is shown as "Incomplete Highway Pe... / Driveway / Entrance". The main title is "Driveway / Entrance". A "Parcel information" button is highlighted in a dark box. A message "Liquid error: Value cannot be null. Parameter name: key" is displayed. The "Property Location" section contains instructions for using the interactive map. It says: "Using this interactive map, enter the street number and name or the Parcel ID Number in the search box. You may also zoom in on your parcel by scrolling with your mouse." Below this, it says: "Once your parcel has been located, double click on it to turn it light blue. Then, click "select" in the pop-up to have the Property Identification Number (PIN) populated in the Property Identification Number (PIN) box located below the map." It also provides a link: "If your parcel is not adjacent to a county road, contact your local city or township for permit requirements. <https://www.crowwing.gov/109/County-Municipalities>". The "Parcel information and entrance location" section shows a search bar with "Search Address or PIN" and a magnifying glass icon, with a red circle around it. Below the search bar are zoom controls (+, -, ×). A pop-up window titled "FLYNN LAKE PROPERTIES LLC" displays the following information: Parcel: 95280669, Name: FLYNN LAKE PROPERTIES LLC, Address: 5623 CLEARWATER RD. It includes a "Select" button with a checkmark icon, which is also circled in red. At the bottom of the page, there is a footer with copyright information: "Esri, Esri County Maps, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA" and "Powered by Esri". A search bar for "Primary Parcel number (PIN)" with the value "95280669" and a magnifying glass icon is also circled in red. A "Next" button is highlighted in a dark box at the bottom.

Make sure all of the Owner and Applicant information is correct, then click **Next**.



Home / Incomplete Highway Pe... / Driveway / Entrance

## Driveway / Entrance

Parcel Information ✓ Owner/Applicant Information

Property Owner Name \*

Applicant Name \*

Applicant Phone Number

Applicant Email

Applicant Mailing Street 1

Applicant Mailing Street 2

Applicant Mailing City

Applicant Mailing State

Applicant Mailing Zipcode

Previous **Next**

Answer the question, then click **Next**. (if the answer is no skip to page 10)



Home / Incomplete Highway Pe... / Driveway / Entrance

## Driveway / Entrance

Parcel information ✓ Owner/Applicant Information ✓ **Entrance Information**

Is there an existing entrance on this parcel?

No  Yes

[Previous](#) [Next](#)

Review the driveway policy document and give your reason for the second entrance, then click **Next**.

The screenshot shows a web page from the Crow Wing County website. At the top is a dark green header with the county's logo featuring a pine tree and the text 'CROW WING COUNTY MINNESOTA'. Below the header is a light gray navigation bar with the text 'Home / Incomplete Highway Pe... / Driveway / Entrance'. The main content area has a light gray background. At the top of this area is a sub-navigation bar with four items: 'Parcel Information ✓', 'Owner/Applicant Information ✓', 'Entrance Information ✓', and 'Entrance Verbiage' (which is highlighted in dark green). Below this is a section titled 'Access Management Policy' with a sub-section of text: 'A maximum of one driveway/entrance access per platted lot, 40-acre tract, or parcel will be the standard, unless specific criteria detailed in the Access Management Policy are met. Questions about Driveway Entrances can be directed to Crow Wing County Highway Department at 218-824-1110 or [highwayinfo@crowwing.us](mailto:highwayinfo@crowwing.us)'. A red circle highlights the link 'Link to Driveway Policy' just below this text. Below the policy text is a text input field with the placeholder 'Reason for Second Entrance \*'. At the bottom of the page is a navigation footer with 'Previous' and 'Next' buttons, where 'Next' is also highlighted in dark green and has a red circle around it.

Hover over the search button and click it to see the different entrance types. Select the entrance type from the list. Then click **Next**.



Home / Incomplete Highway Pe... / Driveway / Entrance

## Driveway / Entrance

Parcel information ✓ Owner/Applicant Information ✓ Entrance Information ✓ Entrance Verbiage ✓ **Entrance Type**

Entrance Type  

Previous **Next**

Review the driveway entrance policy and acknowledge you have read and agree to it. Then click **Proceed to Payment Summary**.



Home / Incomplete Highway Pe... / Driveway / Entrance

## Driveway / Entrance

Parcel Information ✓ Owner/Applicant Information ✓ Entrance Information ✓ Entrance Verbiage ✓ Entrance Type ✓ Policy and Terms

Please review the Driveway Entrance Policy below

[Click to review the current Policy](#)

I have read and agree to the Driveway/Entrance access policy and terms. \*

No  Yes

Previous **Proceed to Payment Summary**

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.)



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](mailto: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
Field Entrance Fee	\$400.00	\$0.00	\$400.00
Field Entrance Deposit	\$500.00	\$0.00	\$500.00
<b>Total</b>			<b>\$900.00</b>

[Submit and Pay Online](#)

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