

Special Event Overview

Welcome to the Crow Wing County Permitting Website: <https://cwc.powerappspartals.us/> This tutorial has been created to guide you through the special event application. If you have any questions, please call us at: (218) 824-1110 or email at: 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

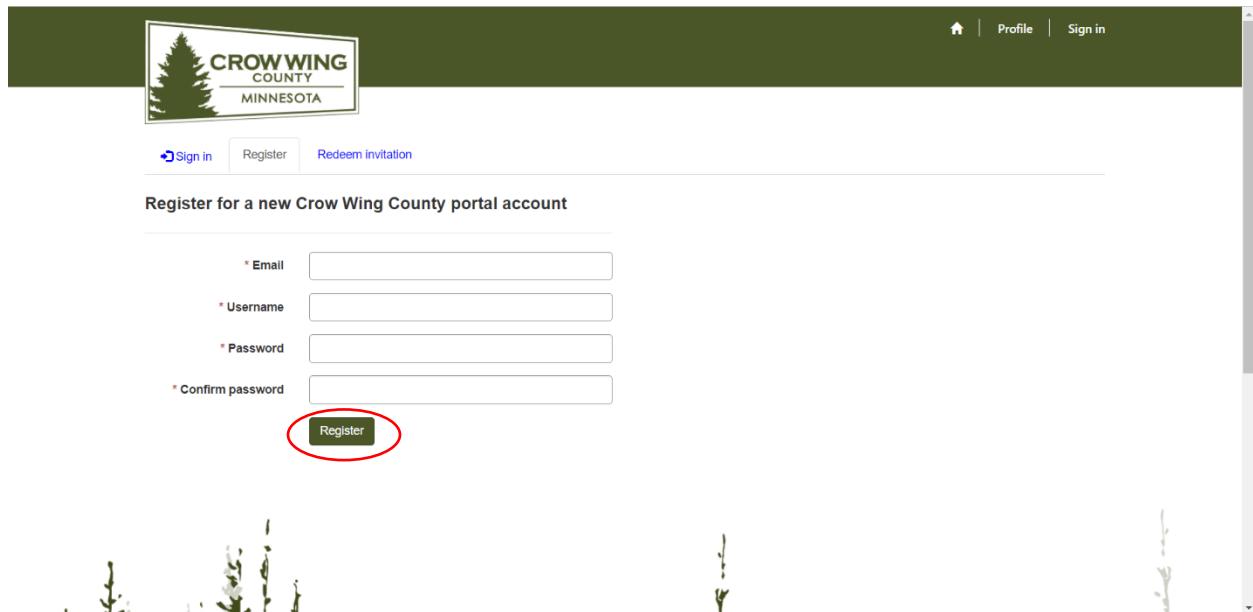
Please [sign in](#) or [register](#) to begin a new application or to view existing applications.

Sign In

Register



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



Register for a new Crow Wing County portal account

* Email

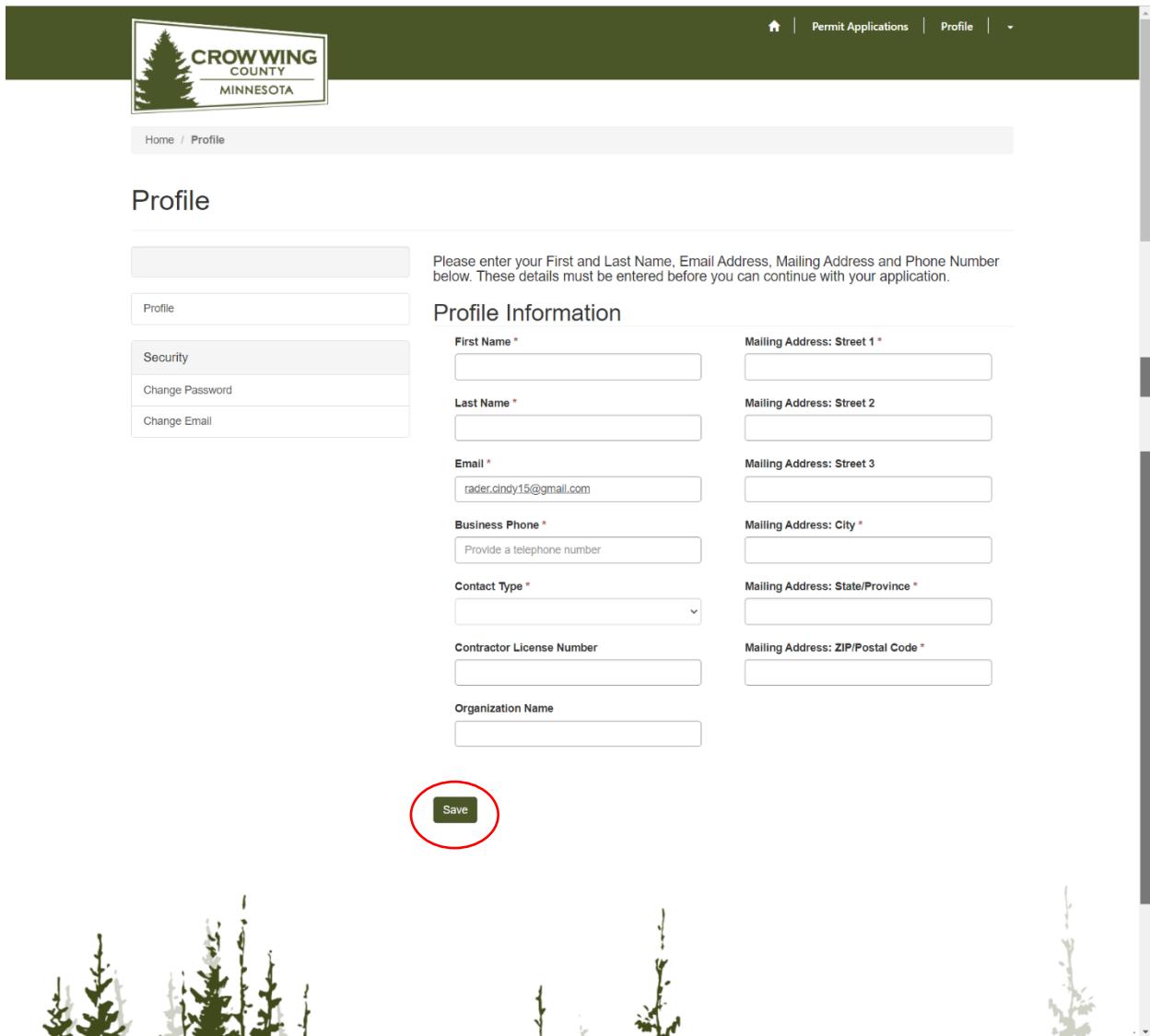
* Username

* Password

* Confirm password

Register

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

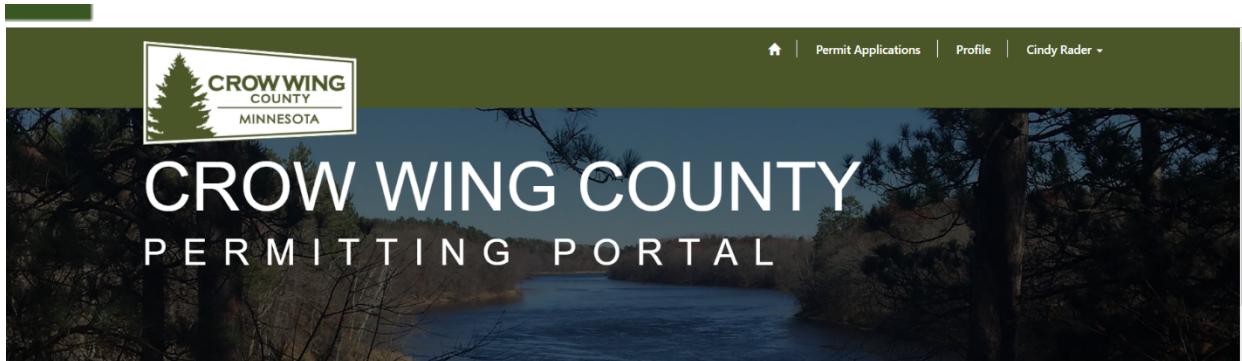


The screenshot shows a web-based application for profile management. At the top, there is a navigation bar with a logo for "CROW WING COUNTY MINNESOTA" featuring a pine tree icon. The navigation bar includes links for "Home", "Permit Applications", "Profile", and a dropdown menu. Below the navigation, 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)

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

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!

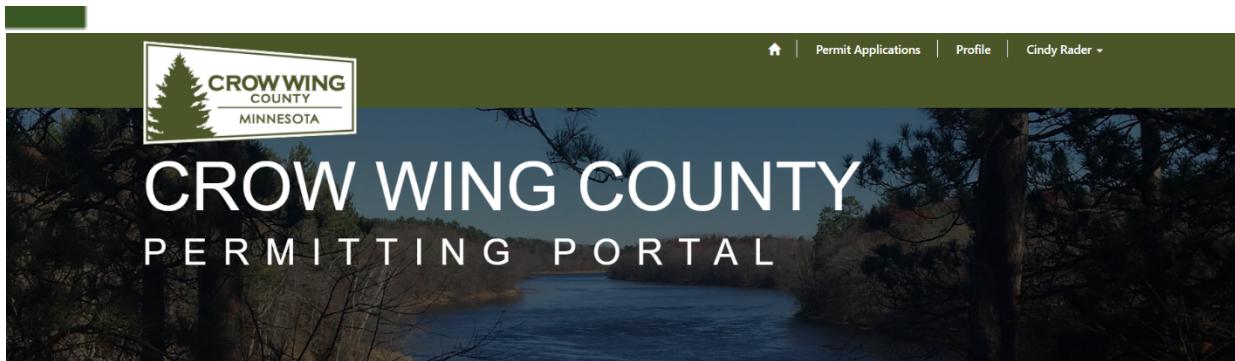
Land Use/Septic/Shoreland Alteration Permits

Highway Permits

Existing Applications



Click on Special Event.



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!



Make sure all of the information is filled out and correct, then click **Next**.

Special Event

Event Organizer Information

Name of Event *

Event Organizer Name *

Event Organizer Address

Event Organizer Email

Event Organizer Phone
 Provide a telephone number

Next

Select the event begin and end date. Fill out the rest of the information. If the event took place in the past select the date of the event, then click **Next**.



Home / Incomplete Highway Pe... / Special Event

Special Event

Event Organizer Information ✓ Event Information

Event Begins
M/D/YYYY

Event Ends
M/D/YYYY

Road(s) where event will take place

Event Description

List hours event will take place

Has this event been held in the past?
 No Yes

If so, date of last event
M/D/YYYY

Previous **Next**

Select the **Add files** button and upload the necessary documents. Answer the rest of the questions and review the current policy, then click **Next**.



Home / Incomplete Highway Pe... / Special Event

Special Event

Event Organizer Information ✓ Event Information ✓ Event Area

Upload copy of your event's route and certificate of insurance.

[Add files](#) [New folder](#)

There are no folders or files to display.

Will event require the road to be closed?
 No Yes

Have you contacted local law enforcement regarding traffic control along event route? *
 No Yes

Describe any necessary traffic control needed

A trailer with select traffic control devices is available for rent from the Highway Department. Included are Event in Progress signs, Slow/Stop paddles, safety cones and vests. These items will help to make the traveling public aware that something out of the ordinary is happening along a public highway. Rental fee is \$25.00.

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

I have read and agree to Parade/Special Event Terms & Conditions *
 No Yes

Previous [Next](#)

If you don't want to rent the sign trailer, select **Next** and skip to page 11. If you need the sign trailer select **yes** and then select **Next**.



Home / Incomplete Highway Pe... / Special Event

Special Event

Event Organizer Information ✓ Event Information ✓ Event Area ✓ **Trailer**

Would you like to rent the Event Sign Trailer?
 No Yes

Previous **Next**

Fill out who will be towing the sign trailer and the necessary information. Select the start and end date that you will need the trailer, then select **Proceed to Payment Summary**.



Home / Incomplete Highway Pe... / Special Event

Special Event

Event Organizer Information ✓ Event Information ✓ Event Area ✓ Trailer ✓ **Trailer Information**

Name of driver who will be towing the trailer

Driver Street Address

Driver Email

Driver Phone

Provide a telephone number

Vehicle license plate

Driver/Vehicle Insurance Company



Trailer Reserved Start Date *

MM/DD/YYYY

Trailer Reserved End Date *

MM/DD/YYYY

Trailer Rental Availability

July 2023

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		24	25	26	27	28
30	31	1	2	3	4	5

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. 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
Trailer Rental	\$25.00	\$0.00	\$25.00
Total			\$25.00

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