

Calcium Chloride Online Forms

Website – <https://mn-co-polk.onegov.rtvision.com>

* If you already have a login for the Permitting site, you may skip these first 4 steps and login. We recommend using Chrome, Firefox, Safari, Opera, or Edge when accessing the Polk County Permitting site.

1. If you have not used the Polk County Permitting site before, click on the nine dots in the upper left hand corner and select “Sign up”. Your username will be your email address and create a password that is at least 8 letters long and the password strength is at least 40. (It will tell you if your password is strong enough). Click next.
2. Enter your first and last name and click next.
3. Enter your name, phone #, email address, and full mailing address. Click next. Then click on Finish.
4. An email will be sent to you asking for confirmation of your login information. Once you have clicked on the activation link in the email, you can login via the Polk County Permitting site and fill out the proper form.

*If the email doesn’t arrive within a few minutes, check your Junk Email folder.

Township Approval/Non-Participation Form

* This form will need to be filled out by the Township and will need to do so before citizens can fill out calcium chloride applications for township roads.

1. On the Index page, find the section labeled Dust Control – Calcium Chloride. Click on “Start New” under Township Board Approval/Non-Participation Form.
2. Select your township from the dropdown menu. Fill out the Township Official Contact Information. Click next.
3. Read the statement, then select yes or no if you give permission for citizens to have calcium chloride applied on township roads. Fill in your board position and the date. Click next.
4. It will ask you to review the application and if everything looks correct click finish. If the finish button cannot be selected, look for a red asterisk next to the parts of the application. This means that information is missing. Once corrected you should be able to select finish. **If you do not select “Finish”, the application will be incomplete, and citizens will not be able to select that township.**
5. Once this has been submitted, citizens can start filling out applications for calcium chloride unless you have chosen not to participate. It will take an hour for the website to update before the township will show on the drop-down list.

Calcium Chloride Spraying Application

*This is for any citizen wanting calcium chloride applied whether it is a Township Road, County Road, or Private Property.

1. On the Index page, find the section labeled Dust Control – Calcium Chloride. Click on “Start New” under Citizen: Calcium Chloride Spraying Application. If you filled out an application on the Permitting Site last year, click on “Go To Applications List”. Click on the three black horizontal lines next to the application you wish copy and click “Copy”. It will ask “Are you sure you wish to copy”, select yes. Everything should be brought into a new application, the only page that will need to be filled out is the terms and agreements (click the check box at the top of the page). **If you have more than one road needing to be sprayed, a separate form will need to be filled out for each one.**
2. Under applicant type select “Citizen” if you are requesting that a township, county, or private road be sprayed. **Township and City Officials that are wanting roads sprayed that they will be billed for please select “City/Township/County Representative”.** Fill out your name, phone #, email address, and full mailing address. Under location type, select if this is a county road, township road, or private property. Click next.
3. Select the township and section(s). (If your township is not listed, it means they have not filled out the township approval form. Please contact your township to fill this out). If you selected county road, the road number will also need to be entered. Click next.
4. Please provide a brief location description, the length requested, and find your location on the map. Below the map, in the box next to find, type in your address or parcel number and it should populate it below where you will need to hit select. (If your address is not showing up, try typing in the house number only and see if it populates your address). If you have selected private property, fill in the length and width requested. Click next.
5. The application area will automatically be calculated using the information provided. Click next.
6. Please read the terms and conditions and check the box that says you have read and agree. Click next.
7. The invoice page may show a total; however, this will be an estimate based on the information that has been entered, it is not the final amount due. The estimated amount may be prepaid by selecting “Value Payment Systems – Credit Card” in the Expected Payment Method box. Otherwise, select “Check” in this section. Click next.
8. Review the information on the invoice to make sure it is correct and click finish. This will submit your application to Polk County for approval. If the finish button cannot be selected it means you are missing information on your application. Look for a red asterisk next to the part of the application that has information missing. Once it is

corrected select finish. **If you do not select "Finish" at the end of your application, it will be considered Incomplete and calcium chloride will not be applied.**

9. Once the calcium chloride has been applied, Polk County will go back through the invoices and make any changes necessary. An email will be sent saying that your invoice is ready to be paid. Credit card payments can be received by logging back into the permitting site and clicking on your application and going to the "Invoice" section and selecting Value Payment Systems – Credit Card in the Expected Payment Method box or checks can be sent to the Polk County Highway Department, 820 Old Highway 75 South, Crookston, MN 56716. If you prepaid and adjustments are made, you may receive a bill for any remaining amount due.