



Hubbard County Highway Department Adopt-A-Highway Permit Application Procedures

This tutorial has been created to guide you through the Adopt-A-Highway Permit application process.

If you have any questions, please call us at: (218) 732-3302 or email at: public.works@co.hubbard.mn.us

Adopt-A-Highway Permit – No fee is due with application.

Log on at: <https://onegov.co.hubbard.mn.us/>

(Sign up for a user profile in the upper right corner if you don't already have one.)

Under **Adopt-A-Highway** click **Start New** to begin a new application.

Adopt-A-Highway Hide

Go to: [Dashboard / List of Applications](#)

- Adopt-A-Highway Permit
 - [Start New](#)

1. Applicant Information – Fill in fields as requested then click **Next** at top or bottom of page.

Adopt-A-Highway Permit

1. Applicant Information Next >

2. Highway Information

3. Invoice

4. Review

* Representative/Group Contact: Options: Clear

Name:

Group Name:

Phone (home): - - Phone (work): - -

Address:

Address Line 1:

Address Line 2:

City: State: Zip Code:

* Name to Appear on Sign:

Next >

2. Highway Information – Fill in the fields as requested then click **Next** at top or bottom of page.

Adopt-A-Highway Permit

1. Applicant Information < Previous Next >

2. Highway Information

3. Invoice

4. Review

* County Road:

* Dates: As Employee, Override Rules

Start to End

comments/notes

* Length: Miles

* Beginning and End Location:

< Previous Next >



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- 3. Terms and Conditions** – Read the Adopt-A-Highway Terms and Conditions then check the box that you have read and agree to these terms and conditions. Click **Next** at the top or bottom of page.
- 4. Invoice** – Choose a payment option from the drop-down menu. Click **Next**.

The screenshot displays the 'Adopt-A-Highway Permit' application interface. On the left is a navigation menu with four steps: 1. Applicant Information, 2. Highway Information, 3. Invoice (highlighted), and 4. Review. The main content area is titled 'Adopt-A-Highway Permit' and includes navigation buttons '< Previous' and 'Next >'. Below the title, there are radio buttons for 'Mode: Automatic' and 'Manual'. A table with columns 'Apply', 'Charge', 'Cost', and 'Quantity' is visible, with a 'Grand Total' row. Below the table is a 'Payment' section with a dropdown menu for 'Expected Payment Method' and buttons for 'Set Method' and 'Create Payment'. At the bottom of the main area are '< Previous' and 'Next >' buttons.

- 5. Review** - If you wish to review your data, click **View the Application**. When ready to submit your application click **Finish**. This submits your application for review, and you will be notified by email and be able to click a link to view your application.
 - If you choose to pay by check, make it payable to Hubbard County Highway Department and mail to: 101 Crocus Hill Street E, Park Rapids, MN 56470. Include a note that your check is for a Utility Permit.
 - If you choose to pay online, you will start the online payment process when you click **Finish**.