




## Highway Department

Telephone: 701-298-2370  
Fax: 701-298-2395

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### MEMORANDUM

TO: Cass County Commission

FROM: Thomas Soucy, County Engineer 

DATE: February 21, 2025

SUBJECT: Agenda Item for March 5<sup>th</sup>, 2025 Commission Meeting: County Highway Utility Permit Application Revisions

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The County Highway Utility Permit is a crucial tool for tracking existing utilities and managing new installations within the county road easement/Right of Way. Without this permit, utility companies would not be held accountable for maintaining proper setbacks, avoiding construction conflicts, and preventing utility overcrowding. Additionally, the permit process allows us to inform utility companies about future county projects, helping ensure that new utilities are placed in locations that will not interfere with upcoming construction.

Currently, the utility permit application fee is \$50, which does not adequately cover the time our staff spends processing permits, tracking utility placements, and conducting quality assurance inspections. Furthermore, the existing permit does not have any restrictions on project length, making it more difficult to track and manage extensive utility installations that span significant portions of the county.

To address these challenges, we are proposing the following revisions to the utility permit application process:

Updated Fee Schedule:

- \$50 application fee
- \$100 per county road crossing
- \$100 per mile of utility installed within the County Right of Way
- \$100 per surface-level appurtenance (e.g., pedestals, handholes, or junction boxes)

Additional Permit Applications Required When:

- A utility installation spans more than six lane miles
- The utility route changes direction from one county road to another

These changes will improve tracking, ensure fair cost distribution, and help maintain the integrity of the county's infrastructure while providing better coordination between the county and utility providers.

**SUGGESTED MOTION:** AUTHORIZE CHAIRPERSON TO APPROVE REVISIONS TO THE COUNTY HIGHWAY UTILITY PERMIT APPLICATION AS STATED ABOVE.

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