

Please inform anyone that asks about installing an ALPR that they need to fill out an ALPR permit using our Online Permit Application (OLPA) system. [Home Page - MnDOT Online Permit Application](#)

It is preferable that the ALPR be solar. If they need power run to them a utility permit from the power company would be required. Installation of ALPR should not occur more than 5 days prior to power being installed.

A good aerial map showing precise location/s is required with distance from nearest crossroad. We are not requiring right of way mapping or design locates for other utilities in the area (if they are solar) as they can shift locations slightly to avoid any existing utilities.

Must be a minimum of 10 feet past any existing sign or MnDOT infrastructure and a minimum of 12 feet off the shoulder or fog line. Proposed locations for installation should not interfere with other trunk highway operations. Future MnDOT projects should be considered.

No installations in median areas.

No installations on interstates or freeways; in controlled access areas.

No installations on MnDOT infrastructure (signals, lights, etc...).

- On any MnDOT owned lighting or signal system pole or structure
- On any break-away light pole
- In any area where the installation or operation of the facility will interfere with any existing or planned state or federal communication systems

No installations in sidewalks.

If installed on its own pole it must be on MASH 16 approved breakaway poles. (American Association of State Highway and Transportation Officials (AASHTO) Manual for Assessing Safety Hardware, 2016 (MASH-16))

May be allowed on city or county owned non-breakaway poles. Requires verification from the city or county that the pole and foundation used for the installation can handle attaching something to it.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR AUTOMATED LICENSE PLATE READER (ALPR)

This form is used to request to place Automated License Plate Readers within MnDOT right of way in accordance with Minnesota [Statute 13.824](#). MnDOT does not permit other types of traffic enforcement cameras within MnDOT right of way.

Fill out form completely, fields with * must be filled in.

Provide a detailed location of proposed ALPR and give reference to nearest cross street and road centerline. Indicate the method of installation and equipment to be used.

The following information must accompany the application submittal:

- Aerial map showing exact location.
- GPS coordinates.
- Distance from nearest crossroad.
- On no larger than 11 x 17 and at a scale no smaller than 1 inch = 200 feet, if printed.
- Detail any type of traffic interference this work may require and submit a traffic control plan.

Upon submission you will receive an email indicating your application has been successfully transmitted.

After the ALPR has been approved

The applicant will be notified and a security deposit will be required. The permit will have Standard Conditions and may have additional Special Provisions and drawings indicating the construction requirements. Compliance with these instructions during the work operations is mandatory. All Permittees are responsible for the entire costs of their work activities, including proper traffic control. Work cannot be started until all permit and deposit requirements are met and you have received the approved permit.

Security Deposit

A security deposit is required for permits that authorize work in trunk highway right of way to ensure that work is completed to MnDOT's satisfaction. A minimum deposit of \$5000.00 is required. Deposits may be in the form of a certified check, cashier's check, or surety bond made payable to "State of Minnesota, Commissioner of Transportation." Surety bond forms can be found on the [permits website](#). Deposits must be irrevocable and cannot expire. A permit will not be issued until the required deposit is received.

After construction is completed

The applicant must notify the MnDOT District Permit Office for final inspection. If the construction and all other related work is satisfactory and the turf items are re-established, the deposit will be returned to the applicant. The approved permit is a legal document and should be retained with other valuable papers.

STANDARD CONDITIONS OF PERMIT FOR AUTOMATIC LICENSE PLATE READER (ALPR)

1. The applicant/responsible party/permit holder, specifically including the applicant/permit holder's employees, agents, or contractors, ("Applicant") must comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, specifically including Worker's Compensation laws and those affecting the Minnesota Department of Transportation's ("MnDOT" or "State") property, in any and all activities conducted on or near MnDOT property.
2. If MnDOT makes, or intends to make, improvements or changes on, over, under, or along the trunk highway, the Applicant, after receipt of notice from MnDOT, shall alter, change, vacate, or remove, at MnDOT's sole discretion, any and all components or elements related to the work done under this permit in order to conform to MnDOT's improvements or changes. Any alteration, change, vacation, or removal required in accordance with this provision will be done without cost to the Minnesota Department of Transportation.
3. The applicant or its contractor must notify MnDOT's inspector at least two working days prior to starting the installation or performing any maintenance activities on the ALPR. MnDOT's inspector will approve all highway materials prior to placement, and the total installation must meet with his/her satisfaction. Work will be conducted during approved hours. No activities in connection with this permit or its application may be started on the trunk highway right of way until a permit application has been approved, the permit issued, and Applicant has received a fully executed copy of the permit.
4. All persons while performing authorized work on MnDOT Right of Way shall be required to wear a High Visibility Safety Garment that meets or exceeds ANSI/ISEA 107 2004 Standards for a Class 2 garment for daytime hours and a Class 3 garment with pants for nighttime hours or low light conditions. In addition, all persons shall be required to wear a high visibility soft cap or ANSI Z 89 approved hard hat while working on the MnDOT Right of Way.
5. Any permanent signs/equipment installed on the State Highway system must be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)". Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All temporary traffic control devices and methods shall conform to the [Minnesota Field Manual on Temporary Traffic Control Zone Layouts](#), [Minnesota Manual on Uniform Traffic Control Devices \(MMUTCD\)](#), [Minnesota Standard Signs and Markings Manual](#), and the appropriate provisions of [Standard Specifications for Construction 1710](#). All temporary traffic control devices shall be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)".
6. Any person acting as a Flagger for permitted work shall have attended a training session taught by a MnDOT Qualified Flagger Trainer within the twelve months immediately preceding the start date of all flagging activity. A Flagger shall receive a Flagger Qualification Card, signed by a MnDOT Qualified Flagger Trainer, upon successful completion of this training. During all flagging activity, a Flagger must carry a signed Flagger Qualification Card on that Flagger's person and be in possession of a current Minnesota Flagging Handbook. The Minnesota Flagging Handbook is available from MnDOT Qualified Flagger Trainers or from a MnDOT District Office.
7. It is the applicant's responsibility to utilize the [Gopher State One Call](#) excavation notice system required under Minnesota Statute Chapter 216D, 48 hours before performing any excavation (phone 811 or 651-454-0002 Twin Cities Metro Area or Toll Free 1-800-252-1166 or using the [Gopher State One Call](#) website).
8. The contractor must acquire a Positive Response confirmation from MnDOT for all proposed excavations when the Gopher State One Call indicates MnDOT utilities may be affected. The Contractor may call MnDOT Electrical Services Section (ESS) Dispatch Locating to confirm the status of MnDOT's Utility infrastructure. The contractor can contact MnDOT Electrical Services Section (ESS) Dispatch Locating at the following phone numbers: 651-366-5750 or 651-366-5751.
9. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the Area Maintenance Engineer or his authorized representative.

10. Applicant shall clean and restore the road right of way to a condition as good as or better than the original condition, to the satisfaction of the State. Natural netted blankets (plastic free) must be used for erosion control.
11. After work on a project is completed, the permit holder must notify the Area Maintenance Engineer or his authorized representative that such work has been completed and is ready for final inspection and acceptance by MnDOT.
12. When in out-state areas the applicant will not perform work that restricts or interferes with traffic between 12:00 Noon on the day preceding and 6:30 a.m. on the day following any consecutive combination of a Saturday, Sunday, and, when applicable, a Legal Holiday without the Assistant District Maintenance Engineer's written permission.
13. When in the metro area the applicant will not perform work that restricts or interferes with traffic between 12:00 Noon on the day preceding and 6:30 a.m. on the day following any consecutive combination of a Saturday, Sunday, and, when applicable, a Legal Holiday without the Assistant District Maintenance Engineer's written permission. No work involving interference with or causing a distraction to traffic will be allowed from 6:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 6:00 p.m. unless authorized by the MnDOT Metro Permit Inspector.
14. The applicant shall not perform any work or have any equipment on the roadway system (mainline, shoulder area, ditch bottoms) when weather or road conditions are hazardous due to snow, ice, rain, or dust; when visibility is less than a 1/4 mile; or when winds or wind gusts prevent the safe operation of equipment. It is the applicant's responsibility to monitor local weather reports or MN511 to determine satisfactory working weather conditions. Minnesota road condition information is available at the web site: www.511mn.org. Work may be shut down for weather and/or safety reasons at any time at the discretion of the Assistant District Maintenance Engineer.
15. When working around MnDOT Fiber, cameras, and signals the applicant will use extreme caution when working around MnDOT fiber optic cables. The cable is typically a direct buried armored cable, placed approximately 36 inches deep, with a stretchable, orange warning tape, approximately 12 inches below the surface. The applicant will hand dig when exposing the MnDOT fiber optic cable. The applicant will seal all nicks or abrasions of the cable jacket with a rubber splicing tape and seal all nicks or abrasions that penetrate the jacket to the armor with a cast epoxy kit. 3M Scotchcast kits Scotch #23 rubberized splicing materials are approved repair kits. Prior to making repairs the applicant must contact the Traffic Management Center construction pager, 612-640-6815.
16. Topsoil, seed and sod for all areas disturbed by the applicant shall be restored with a minimum of 6" of topsoil (according to MnDOT Standard Specifications for Construction 3877 Table 1 Common Topsoil Borrow). The Permittee must stabilize and revegetate areas of disturbed soil. The Permittee must, at no expense to the Department, use a MnDOT approved native seed mix suitable for site conditions, except in areas maintained as frequently mowed lawn. Approved native seed mixes can be found in the MnDOT Seeding Manual. Note that native seed mixes are denoted with a 3# ### series mixture number in the manual. If rolled erosion control products are to be used, they must be limited to bio netting, natural netting or woven type products without plastic mesh nettings or other plastic components. The applicant is responsible for completing final turf restoration.
17. The permit holder must notify the Area Maintenance Engineer or his authorized representative when it wishes to remove the ALPR from MnDOT rights of way and that the work has been completed and is ready for final inspection and acceptance by MnDOT.