

No.	Forty <small>(i.e. SE ¼ NW ¼ or Govt. Lot No.)</small>	Sec.	Twp.	Range	County	Water Name or DNR Land Unit	Crossing Method <small>(Click below for choices)</small>	Low Impact Construction Method* <small>(list if applicable) (Click below for choices)</small>	Right of Way** <small>(See explanation above)</small>	
									Width	Length

IV. ENVIRONMENTAL PROTECTION, CONSTRUCTION & DESIGN STANDARDS:
 Applicant is responsible to ensure that all design construction personnel are familiar with and follow the requirements of Minnesota Department of Natural Resources Rules chapter 6135. The guidelines are listed in Chapter 6135 must be adhered to. Where conflicts or discrepancies occur and the guidelines cannot be followed, a written statement must be submitted with the application explaining in detail the conflicts or discrepancies. A license will not be issued until all discrepancies have been corrected or approved by the Department of Natural Resources.

This proposed crossing complies with all of the environmental standards as listed in Minnesota Rules 6135.1100, Standards for Route Design.

This proposed crossing does NOT comply with the environmental standards as listed in Minnesota Rules 6135.1100. Attached is an explanation of the conflict or discrepancy.

V. CERTIFICATION
 Applicant declares that the information submitted herein and statements made herein are a true and correct representation of the facts, and that the filing of this application and information with the Commissioner of Natural Resources is prima facie evidence of the correctness thereof. Applicant agrees to conform with and be bound by the terms of M.S 84.415, M.S. 103G, and Minnesota Rules Chapter 6135, and additional terms of the license applied for, this application and all attachments of which will become a part.

Applicant's Signature (1 st)	Title	Date
Applicant's Signature (2 nd)	Title	Date

- ADDITIONAL INFORMATION FOR APPLICANTS:**
- Use of low impact construction is encouraged and will result in a shorter time between application and issuance of license.
 - Any written correspondence from the Minnesota Dept. of Natural Resources relating to the proposed project must be included with the application and will become a part of the license record.
 - If needed, environmental and archaeological reviews must be completed before license can be acted on.
 - Construction standards are set out in the Minnesota Rules Chapter 6135. For requirements, refer to www.leg.state.mn.us.
 - Site Sketches: The site plan and cross section should include all information necessary to describe the installation, including the land surface profile for the particular crossing site, rather than a "typical site" drawing. Distances from the land surface to water surface, streambed, overhead lines, bridges, etc. should be included. Distance of towers from stream bank and streambed should be included. Photos are helpful, but do not take the place of a site sketch. If this is a renewal, an "as built" survey showing the actual location of the utility line must be included. Also state if this is a replacement or upgrade of an existing line, and show the existing line.
 - Reclamation Plan: Each crossing site where a "low impact construction method" is not used requires a reclamation plan indicating what the damage will be, what steps will be taken to minimize damage during construction, and what steps will be taken to re-stabilize the damaged area immediately after construction. Common practices for damage control and reclamation are use of sediment traps, silt fences, riprap, mulch, and fiber blankets, but other methods will be considered.

SUBMIT APPLICATION MATERIALS:

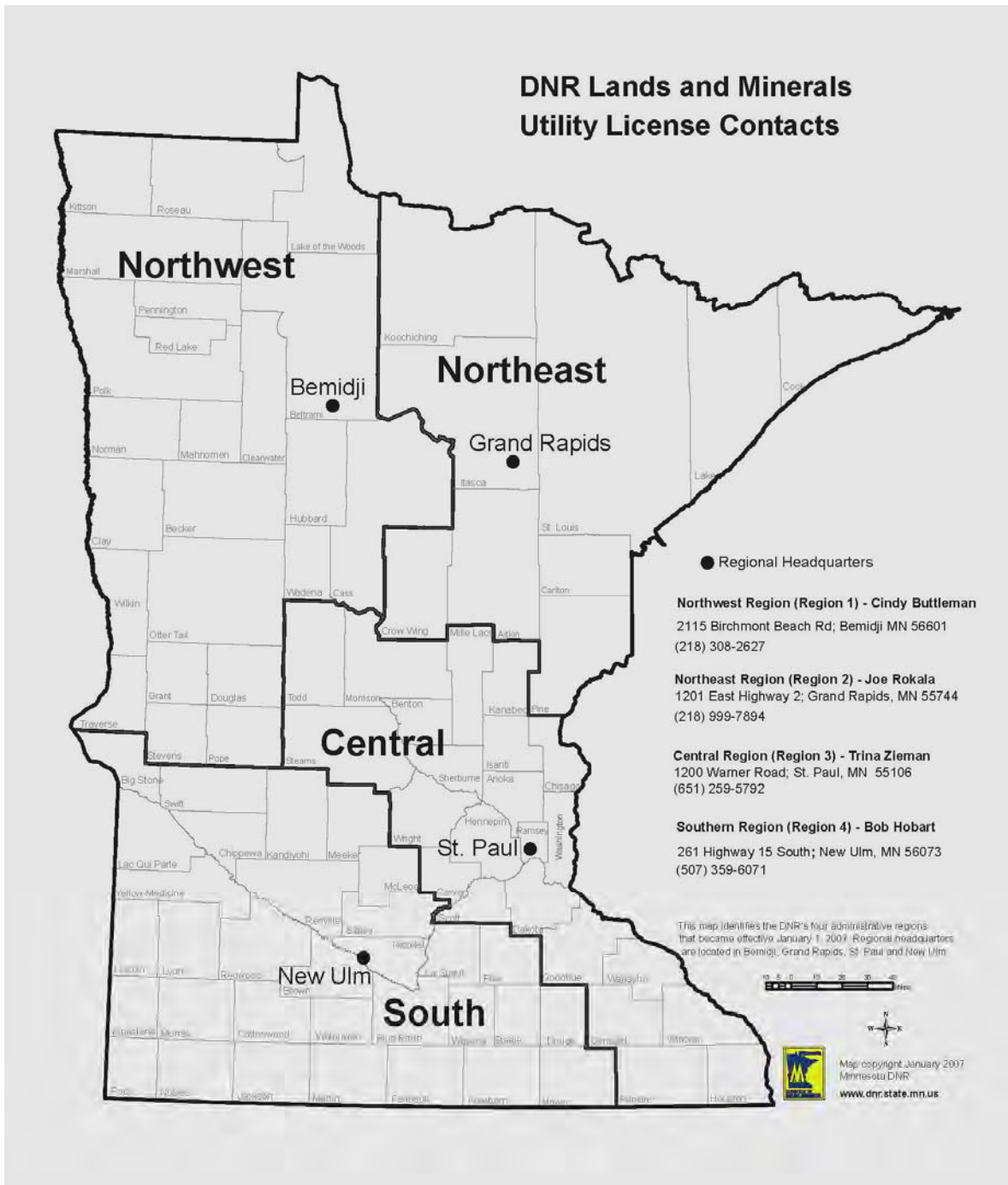
Please submit **3 COPIES** of the completed **APPLICATION FORM (Pages 1 & 2), PLANS, CROSS-SECTIONS, & MAPS** along with **\$2,250 application fee for water crossings and \$3,500 application fee for land crossings (payable to the Department of Natural Resources)** to the DNR Regional Lands and Minerals Office responsible for the county in which the public land or water crossings are located (see map below). The application and supporting documents will be made a part of the license.

Region 1 – Northwest MN
 Regional Operations Supervisor
 DNR Lands and Minerals
 2115 Birchmont Beach Road NE
 Bemidji, MN 56601
 (218) 308-2627

Region 2 – Northeast MN
 Regional Operations Supervisor
 DNR Lands and Minerals
 1202 E. Highway 2
 Grand Rapids, MN 55744
 (218) 999-7894

Region 3 – Central MN
 Regional Operations Supervisor
 DNR Lands and Minerals
 1200 Warner Road
 St. Paul, MN 55106
 (651) 259-5792

Region 4 – Southern MN
 Regional Operations Supervisor
 DNR Lands and Minerals
 261 Highway 15 South
 New Ulm, MN 56073
 (507) 359-6071



Instructions for Completing an Application for License to Cross Public Lands and Waters

Please Do Not Submit These Instructions with the Application Form

Licenses for crossing public lands and waters are required under Minnesota Statutes, 84.415, Minnesota Rules, Chapter 6135 and other applicable laws. Applicants for a license should use the Minnesota Department of Natural Resources (DNR) form entitled "Application for License to Cross Public Lands and Waters."

IDENTIFICATION OF APPLICANT AND CONTACTS

License Number: To be assigned by the DNR Division of Lands and Minerals upon receipt of your application fee. (The "144-06" is the prefix for all licenses.)

Name of Applicant: Enter the name as it should appear on the license. Do not confuse this name with that of an Agent or consultant acting for the Applicant which should be entered in the box to the right. If there is an Agent and the license is to be sent to the Applicant for signature and final distribution, check the box above the Agent's name.

Street/Mailing Address: Enter the full legal street address of the Applicant as well as the mailing address if it is different. Do not confuse this address with that of an Agent acting for the Applicant which should be entered in the box to the right.

Name of Contact Person: Enter the name of the person who should be contacted for any questions regarding the application. Also, if there is an Agent (company's name) working to obtain the license for the Applicant, enter the Agent's contact person in the box to the right.

Telephone Number: The telephone number of the Applicant, and any Agent contact, should be entered in the respective boxes.

E-mail Address: The e-mail address of the Applicant, and any Agent contact, should be entered in the respective boxes.

Utility's Project No.: Any project number, or other identification that is related to the Applicant's project. This utility project number will be used in correspondence, and on the license, to help track the license.

IDENTIFICATION OF THE DESIRED LICENSE

- I. **UTILITY:** Mark the *type of installation* under the types of utilities listed. For an electric utility, transmission is generally 69kV or greater and distribution less than 69kV. Indicate the voltage of an electric utility, and the pipe diameter of a pipeline in the spaces provided. For communication utilities, indicate "other" and specify the type when not telephone or cable TV. Please note: only one utility type per application, even if more than one utility type is using the same conduit or poles.
- II. **LICENSE OPTIONS:** Indicate the license term desired. (A 25-year license fee is 60% of the license fee that there would be for a 50-year license.)
 - A. **Application Fee** - The *application fee* is \$2,250 for water crossings and \$3,500 for land crossings and MUST ACCOMPANY THE APPLICATION. Make the check payable to the Minnesota Department of Natural Resources. No action will be taken on the application until the application fee is received. The application fee is not refundable, even if the application is

withdrawn or denied. DO NOT CALCULATE AND INCLUDE A LICENSE CROSSING FEE OR MONITORING FEE WITH THE APPLICATION. The Applicant will be notified of the license crossing fee and monitoring fee when the license is sent out for signature(s).

- B. Joint Applications for Residential Use – Effective 7/1/2010, joint applications for residential use may be submitted pursuant to Minnesota Statute 84.415, Subdivision 3a:

“Subd. 3a. Joint applications for residential use. An application for a utility license may cover more than one type of utility if the utility lines are being installed for residential use only. Separate applications submitted by utilities for the same crossing shall be joined together and processed as one application, provided that the applications are submitted within one year of each other and the utility lines are for residential use only. The application fees for a joint application or separate applications subsequently joined together shall be as if only one application was submitted.”

- C. Monitoring Fee - The Applicant can be charged a monitoring fee to cover the projected reasonable costs for monitoring the construction of the utility line and preparing special terms and conditions of the license to ensure proper construction.

Upon completion of monitoring of the project for which the license was issued, DNR will refund to the Applicant any unused monitoring fee payment.

III. CROSSING(S): Indicate whether the application is for the crossing(s) of land or water. Do not combine land and water crossings on the same application. In addition do not combine different utility types on the same application.

- A. Number the crossings consecutively, starting with number one. An application may have as many crossings as necessary if they are all part of the same project and the same utility type.
- B. You must include the exact “40” or Government Lot for each crossing. For water crossings, if multiple “40”s or government lots are part of one crossing, enter the same crossing number for each of the entries. For land crossings, enter multiple “40”s or government lots as separate crossings and number them consecutively. Subdivision of a “40” or Government Lot is not necessary. USGS topographic maps can be obtained from several sources and are extremely helpful in clearly identifying “forties.”
- C. Identify the section, township, range and county for **each** “40” or Government Lot crossed.
- D. Review a Public Waters Inventory (PWI) map, or other sources, and enter the name of the public water body being crossed on the application. The PWI maps indicate the waters and wetlands which require a license to cross from the DNR.

PWI maps are available for viewing or downloading from the Division of Waters' website at: www.dnr.state.mn.us/waters

PWI maps may be purchased from Minnesota’s Bookstore:

1. at their store located at: , 660 Olive Street, St. Paul, MN 55155;
2. by phone at: (651) 297-3000 or 1-800-657-3757; or
3. on their website at: www.mnbookstore.com

DNR land units are named by the managing Division and their names are often indicated on area maps. The DNR Regional office is also a source for land unit names.

- E. Indicate the method of crossing as over or under, and low impact if applicable.

1. The DNR encourages low impact crossings, which do not disturb the resource. Low impact construction methods are defined as installation by means of boring or jacking, attachment to a bridge, use of existing conduit, plowing into the roadbed passing over a water body, or other method approved by the Commissioner. The option of low impact crossings requires less review, and thus swifter issuance of the license, while reducing the impact on resources. The four possible low impact methods are listed on the application. Enter the appropriate low impact method in the low impact column, if applicable.
 2. For “over” or “under” crossings, enter the crossing method in the appropriate column to indicate the general method of crossing land or water by **other than** low impact methods. The Applicant must provide the details of construction and placement on the plan and cross-section sheet to be attached for each crossing.
- F. The indications of right of way width and length, along with type of utility, will be used by the DNR to determine the license fee. Therefore accuracy and completeness in this section are very important. For a water crossing, the right of way width is the disturbance measured along the water’s edge. For both land and water crossings, the right of way width of the utility corridor is that width needed for construction and maintenance. The right of way length of the crossing is the distance across DNR land or the distance across the public water body (determined by either measuring the distance from bank to bank or shore to shore). Enter the length **separately for each** “40” or Government Lot.
- G. For each crossing, attach a separate plat, plan and cross section. All three may be placed on one 8½" x 11" sheet of paper. The scale should be suitable to show the necessary detail of the proposed utility line location, proposed utility right of way corridor, desired right of way width, depth of burial and elevations, and location of structures. In addition to these maps, aerial maps are also recommended **The plat should clearly indicate the right of way relative to each “40” crossed as well as section, township and range. If the application includes more than one crossing, also provide a route map on 8½" x 11" paper showing all crossings in relation to each other. Refer to the attached sample maps.**
- H. For all crossings other than Low Impact, include a description of the plan to restore or reclaim disturbed areas. This may be included on the plat-plan-cross section sheet.

IV. ENVIRONMENTAL PROTECTION, CONSTRUCTION AND DESIGN STANDARDS.

Minnesota Rules, Chapter 6135, contains specific language on these subjects. The Applicant is responsible for knowing and adhering to these rules. Check the appropriate box in Section IV of the application. Provide a written statement if applicable.

In addition, the Applicant is required to follow Best Management Practices (i.e. endangered, threatened, or special concern species and invasive species).

V. CERTIFICATION.

Authorized signatures must be provided. Indicate title and date of signature.

APPLICATION SUBMISSION

THREE (3) COPIES of the application and all exhibits and attachments must be submitted. In addition, attach any previous DNR correspondence related to the project.

Include the \$2,250 application fee for water crossings or \$3,500 application fee for land crossings.

Send to the appropriate DNR address and contact that office if you have questions. License applications are subject to return or other delays if any of the above instructions are not followed.

THE APPLICATION PROCESS - What to expect.

Once your application is received by DNR Lands and Minerals Regional Staff and the application fee processed, a license number will be assigned. For non-low impact projects, and some low impact projects, an acknowledgment letter will be sent to the Applicant or Agent informing him/her of the license number and whom to contact to learn application status. For most low impact water crossing licenses, the first communication will be the transmittal letter and three copies of the license along with a statement of the license fee and monitoring fee (if applicable).

Once the application is approved, a license will be prepared. Three copies of the license will be sent to the Applicant or Agent for signature and payment of the license fee and monitoring fee (if applicable).

After signing and returning the three copies with the license fee and monitoring fee (if applicable), DNR signatures will be obtained and a completed license (including the application) will be returned to the Applicant or Agent. If notification of a DNR office is necessary as a condition of the license, the Applicant must do so before starting work.

Following the above process, low impact licenses can usually be issued in three weeks or less. However, processing times may be longer during peak license season or due to improperly submitted applications.

Applicants proposing to cross state lands that are encumbered with federal funds should plan for a longer review process. Planning ahead and taking great care to be complete and thorough in the application packet will help to speed up the process.

THE RENEWAL PROCESS

Before your license expires, the Applicant is required to send in a renewal application along with application fee. Please review the original application and include the license number; exact "40" or government lot, section; township, range, county; method of crossing; right of way width and length; and separate plat, plans and cross section. For more detailed information on filling out the application, refer to III. Crossing(s) A through G.

In addition you are required to submit an "as built" survey showing the actual location of the utility lines and utility right of way corridor. This "as built" survey may either be referenced to public land survey section lines or must show the location in either latitude and longitude, UTM's (Universal Transverse Mercator) or county coordinates, in the North American Datum (NAD) of 1983.

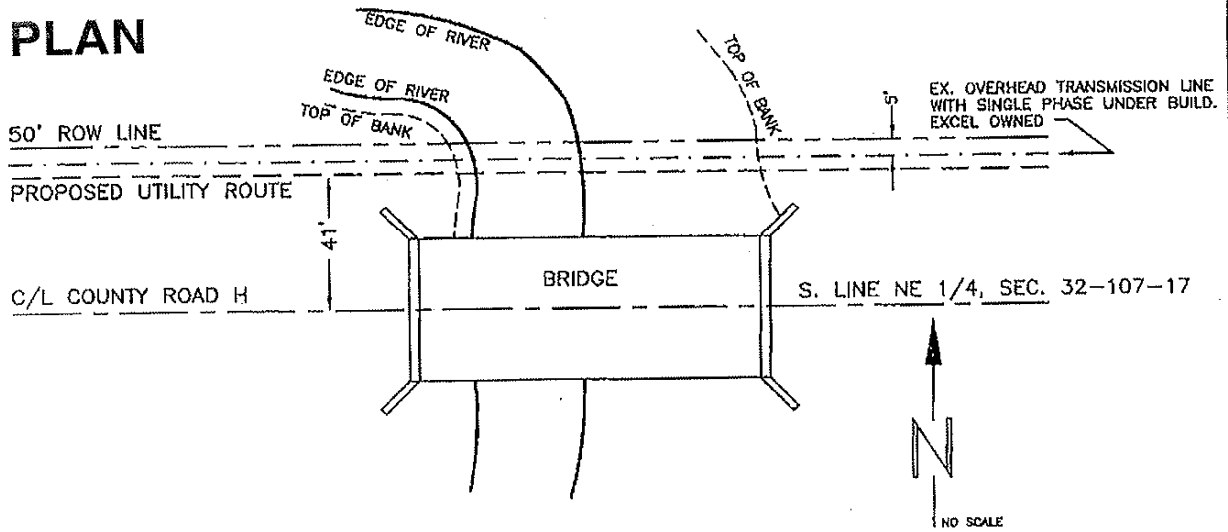
AMENDMENT AND ASSIGNMENT PROCESS

If an amendment or assignment is required, please contact DNR Lands and Minerals Regional Staff in the appropriate region for further instructions.

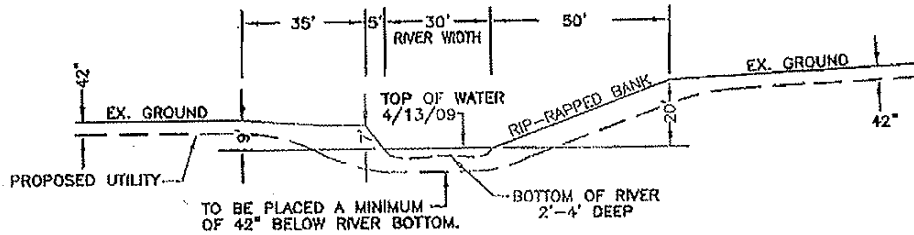
Instructions Revised 7/1/10

SAMPLE MAPS

PLAN



CROSS SECTION



PUBLIC WATERS INVENTORY MAP

