

## Online Utility License Application Frequently Asked Questions

### How do I create an account?

Answer: There are six steps to the process. First, use the link to go to the sign-on screen: The [Utility License Application](#). Then follow these steps:

- **Step #1:** On the bottom right, click on **Create an account**. Enter your name, phone number, email address, and add a password.
- **Step #2:** After filling out the form, click **Save**.
- **Step #3:** After clicking **Save**, you will receive an email with the subject line '**Signup started: Email Address Verification Sent.**' Your account was created. Please follow the provided instructions. You must click on the link in the message within 24 hours in order complete the account sign-up process.
- **Step 4:** After clicking the link, you will receive an email with the subject line of '**MNDNR Account Services: Activate account**'. Greetings from Minnesota Department of Natural Resources Account Services! Please follow the provided instructions. Click on the link provided to confirm and activate your account. The link is valid for 24 hours. If the link is expired, you can activate your account by doing a password reset.
- **Step #5:** After clicking the link, you will see the '**Welcome to the MNDNR Account Services!**' message. Please follow the instructions. Click on the 'Activate our account' button to complete the activation process.
- **Step #6:** After you activate your account, you will receive the **Account Services 'My Account'** message. Your name and email address are listed. Please follow the instructions. Click on the link below to access your applications. It takes you back to the sign on screen. You may be required to sign in to start the process of filing out an application.

### How do I sign in?

Answer: In the 'Sign in to get started.' box in the right side of the screen, enter your user ID (email address) and password and click on the **Sign In** button. If you cannot remember your password, use the **Forgot Password?** link to reset it.

**Utility License Application**  
This is a system to apply for Utility Licenses to cross state lands or public waters.

**Utility License Application (ULA) features:**

- Ability to apply for a utility license
- A more streamlined way to communicate with DNR Lands and Minerals staff
- Pay application fees

**Questions:**  
[Contact DNR Lands and Minerals for assistance](#)

For additional information on the utility license application, answers to common questions, training videos, fee chart, Lands and Minerals contacts map and list, and much more, [please visit our website](#).

Note: The application fee is nonrefundable. If you are unsure if you need a license, please contact a DNR Lands and Minerals staff person for assistance and wait to pay until you receive confirmation that a license is required.

**Sign in to get started.**

Email Address  
janedoe@funcompany.com

Password  
.....

**Sign In**

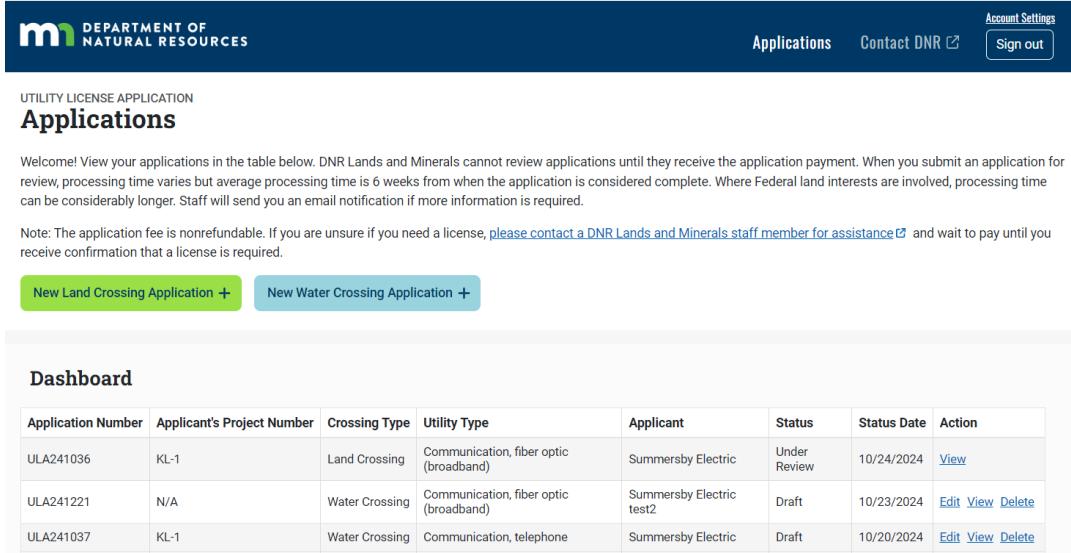
[Forgot Password?](#)

**Don't have an account?**

[Create an account](#)

## What is the Dashboard?

**Answer:** Your dashboard shows current land and water crossing applications and previous land crossing and water crossing applications. You can start a new land or water crossing application; continue working on an unfinished application; check the status of an application; or check any required actions.



The screenshot shows the 'UTILITY LICENSE APPLICATION' dashboard. At the top, there are links for 'Applications', 'Contact DNR', 'Account Settings', and 'Sign out'. Below that, the title 'Applications' is displayed. A welcome message informs users that DNR Lands and Minerals cannot review applications until they receive the application payment. It also states that processing time varies but is 6 weeks on average. For Federal land interests, processing time can be longer. A note about non-refundable application fees is also present. Two buttons are visible: 'New Land Crossing Application +' and 'New Water Crossing Application +'.

Application Number	Applicant's Project Number	Crossing Type	Utility Type	Applicant	Status	Status Date	Action
ULA241036	KL-1	Land Crossing	Communication, fiber optic (broadband)	Summersby Electric	Under Review	10/24/2024	<a href="#">View</a>
ULA241221	N/A	Water Crossing	Communication, fiber optic (broadband)	Summersby Electric test2	Draft	10/23/2024	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
ULA241037	KL-1	Water Crossing	Communication, telephone	Summersby Electric	Draft	10/20/2024	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

## Can I share my username and password with others in my company?

**Answer:** Each user must have their own individual account.

## What happens if I leave the company and have an unfinished application in the system?

**Answer:** We need someone from the company to contact us with the contact information for the person who will complete the application, and we will provide them access.

## Can I apply for an amendment using this new system?

**Answer:** To amend a license, you will need to use the pdf application on the utility license website and submit it to us by email or postal mail. Please include a cover letter with the license number and explain the reason for the amendment.

## Can I upload documents?

**Answer:** Yes. As you answer questions, the system will direct you to add documents in Step 5 of the process.

## Can I pay online?

**Answer:** Yes, application fees can now be paid online. In the future, there will also be an option to pay license fees and additional application fees online.

We offer two online payment options:

1. Pay by credit or with debit card (American Express, Discover, Mastercard, VISA)
2. Pay by check (ACH payment).

## Can I pay by paper check?

**Answer:** Yes, download the paper check submittal form, include it with your check, and send it to the DNR office listed on the form.

## Mapping Instructions

### How do I use the search features?

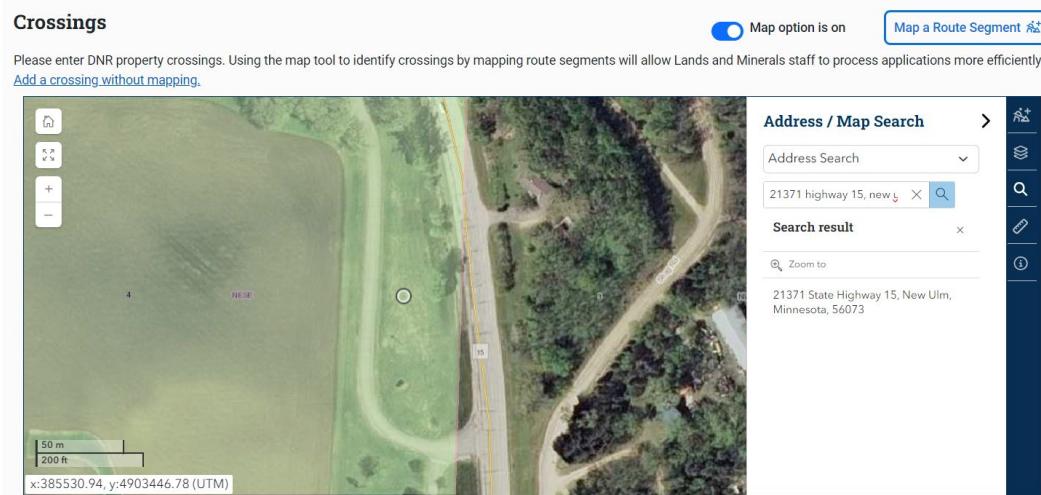
Answer: Click on the search icon on the far-right column of this interactive map and the Address/Map Search form will come up. You can search by address or select a map type from the following options:

- City
- Lake
- PLS Section, Township, Range
- USGS Map Name
- Public Land, or —any—

After filling in the search fields, click the **GO** button and the search results will appear below the **GO** button. If your search returns no results, you will receive an error message.

Below are examples of the different search options that are available.

- **Address Search – search for an address** (Example: 21371 State Highway 15, New Ulm)
  - From the drop-down menu on the right side of the screen, choose: **Address Search**
  - Then, enter an address in the field below: **21371 State Highway 15, New Ulm**
  - Click the **GO** button
  - The search results will appear below the **GO** button
  - Click on the choice you want, and that map will display.



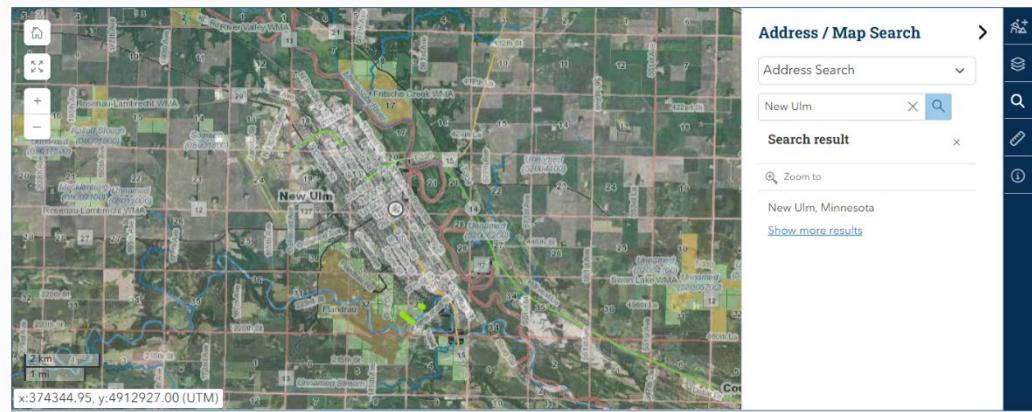
- **Address Search – search for a place** (Example: **New Ulm**)
  - From the drop-down menu on the right side of the screen, choose: **Address Search**
  - In the field below, enter a place: **New Ulm**
  - Click the **GO** button to view the mapped results
  - The search results will appear below the **GO** button
  - Click on the choice you want, and that map will display.

## Crossings

Map option is on

Map a Route Segment 

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)



- **To do a wide search (Example: Lake Hanska)**

- From the drop-down menu on the right side of the screen, choose: **Map Search**
- In the **Place** field below, enter: **Hanska** (wide search for anything with “Hanska” in the name)
- Choose **Type: --any--**
- Click the **GO** button to view the mapped results
- The search results will appear below the **GO** button
- Click on the choice you want, and that map will display.

## Crossings

Map option is on

Map a Route Segment 

Please enter public water crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)



- **To search by lake name (Example: Hanska)**

- From the drop-down menu on the right side of the screen, choose: **Map Search**
- In the **Place** field below, enter: **Hanska** (enter the lake name)
- Choose **Type: Lake**
- Click the **GO** button
- The search results will appear below the **GO** button
- Click on the choice you want, and that map will display.

## Crossings

Map option is on

Map a Route Segment 

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[Add a crossing without mapping.](#)



- **To Search by Section, Township, Range (Example: S33T108R31)**

- From the drop-down menu on the right side of the screen, choose: **Map Search**
- In the **Place** field below, enter: (S33T108R31 for Section 33, Township 108, Range 31)
- Choose **Type: —any—**
- Click the **GO** button
- The search results will appear below the **GO** button
- Click on the choice you want, and that map will display.

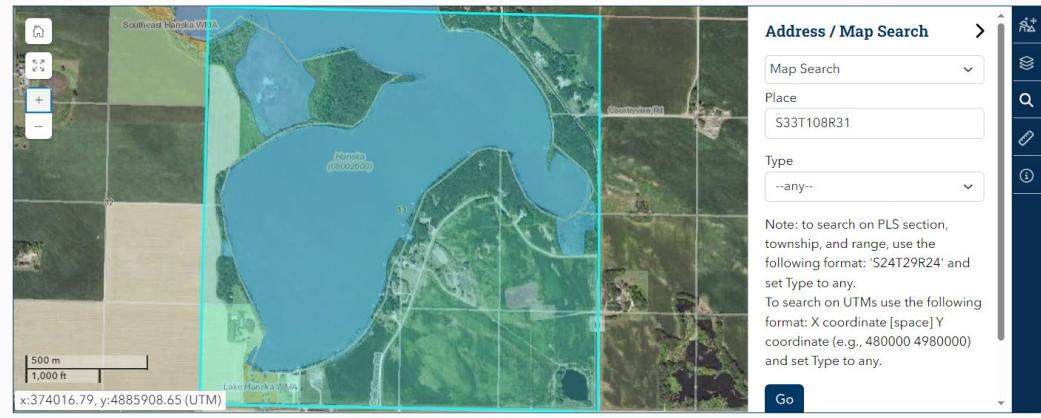
## Crossings

Map option is on

Map a Route Segment 

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)



- **To search by City (Example: Hanska)**

- From the drop-down menu on the right side of the screen, choose: **Map Search**
- In the **Place** field below, enter: **Hanska** (enter city name)
- Choose **Type: City**
- Click the **GO** button
- The search results will appear below the **GO** button
- Click on the choice you want, and that map will display.

## Crossings

Map option is on

[Map a Route Segment !\[\]\(5eb1325dfdc3f1cad8426726c0db51cd\_img.jpg\)](#)

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)



- **To do a broad search for a DNR property (Example: Whitewater):**
  - From the drop-down menu on the right side of the screen, choose: **Map Search**
  - In the **Place** field below, enter: **Whitewater**
  - Choose **Type: Public Land**
  - Click the **GO** button
  - The search results will appear below the **GO** button. They will include anything with “Whitewater” in the name.
  - Click on the choice you want, and that map will display. Results will include properties with “Whitewater” in the name – Whitewater State Park, Whitewater WMA
- **To do a narrower search for a DNR property (Example: Whitewater State Park):**
  - From the drop-down menu on the right side of the screen, choose: **Map Search**
  - In the **Place** field below, enter: **Whitewater State Park**
  - Choose **Type: Public Land**
  - Click the **GO** button
  - The search results will appear below the **GO** button. They will include Whitewater State Park properties.
  - Click on the choice you want, and that map will display.

## Crossings

Map option is on

[Map a Route Segment !\[\]\(e1d6102fe77919492c04879c8450f1f5\_img.jpg\)](#)

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)



- **To search by UTM (For example: 480000 4980000):**
  - From the drop-down menu on the right side of the screen, choose: **Map Search**
  - In the **Place** field below, enter: **480000 4980000** (X coordinate [space] Y coordinate)
  - Choose **Type: – any –**
  - Click the **GO** button
  - The search results will appear below the **GO** button

- Click on the choice you want, and that map will display.

## Crossings

Map option is on

[Map a Route Segment](#)

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)



- **To search by USGS Map Name (Example: Hanska):**

- From the drop-down menu on the right side of the screen, choose **Map Search**
- Then in the **Place** field below, enter: **Hanska**
- Choose **Type: USGS Map Name**
- Click the **GO** button
- The search results will appear below the **GO** button
- Click on the choice you want, and that map will display.

## Crossings

Map option is on

[Map a Route Segment](#)

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)



## Mapping information – How to Map a Route Segment.

### Land Crossings: Map A Route Segment -

**Step #1:** Use the search feature to locate the general area and click **Go**.

**Step #2: Click Map a Route Segment**

**What is a route segment?**

Answer: The mapped portion of the route that crosses state land or public waters.

At this time, the system limits the length to 1 mile. You may need to create multiple segments to capture your intended crossings.

**Step #3:** Enter a Segment name (whatever is helpful to you) and click **Start**.

**Step #4:** Draw the line for the segment. Click **Save**. A form will appear. Enter the information and **Save** the form.

**Land Crossing Example: crossing Flandrau State Park**

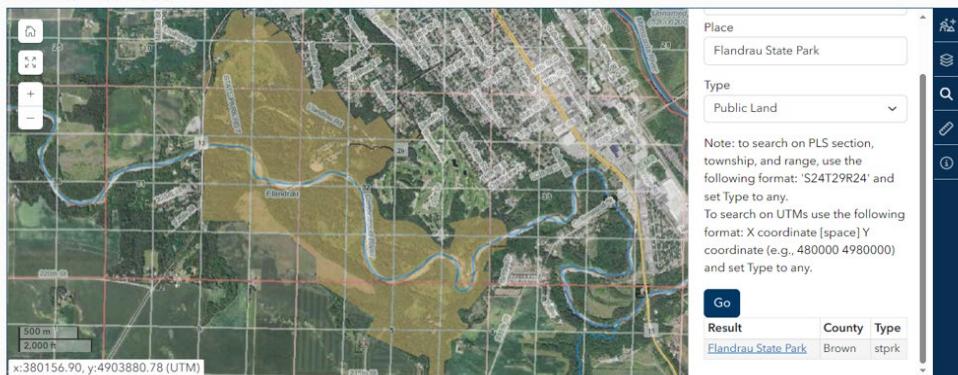
#### Crossings

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)

Map option is on

[Map a Route Segment](#)



1. Map Search, Place: Flandrau State Park, Type: Public Land

2. Click **Map a Route Segment**. Enter a Segment name (Flandrau SPK1) and click **Start**.

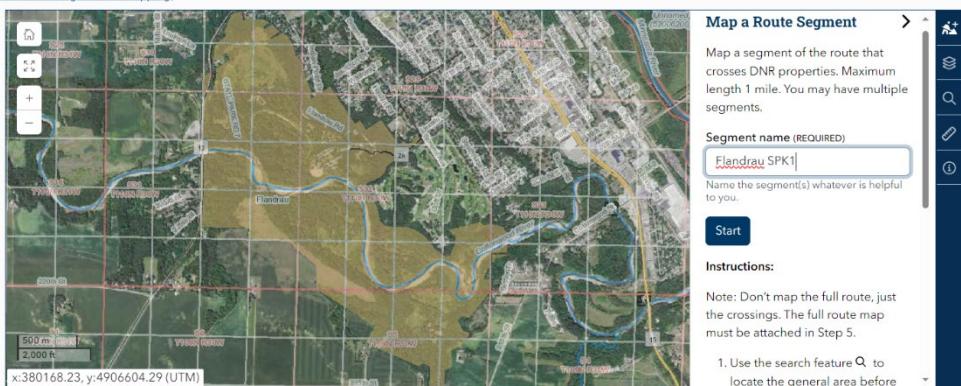
#### Crossings

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)

Map option is on

[Map a Route Segment](#)



## Crossings

Map option is on

Map a Route Segment 

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.

[Add a crossing without mapping.](#)



3. Draw the line for the segment. **Single click to start. Double click to end.** Click **Save**.

4. Enter the details for each crossing, click **Save**, and the crossings will appear in the form.

New route segment Flandrau SPK1 

Please enter the crossing information. Note that the DNR may only own a small portion of a forty or government lot and not the entire parcel. If DNR owns less than 100% of the parcel, the utility line may not be crossing DNR land. Percentages displayed are not always accurate. If you have questions, [please contact a DNR Lands and Minerals staff member for assistance.](#)

### New Crossing

This is a valid crossing.

The GIS search can return inaccurate results. Uncheck this box if you know the crossing is not applicable to your route.

Forty or Government Lot:  
NWSW

Section: 33 Township: 110

Range: 30 Range direction: W

DNR Ownership (surface interests):  
Property No. 1 - Flandrau, State Park: 20%

Land unit name (REQUIRED):  
FLANDRAU SPK

Crossing method:

Under

5. If the line is drawn across a forty (that DNR does not own, the system will show the crossing information, but it will show no surface interest (DNR ownership). Click **Save** to add the second valid DNR crossing to the application.

6. After clicking **Save**, the map will display a green line indicating the route segment. Additionally, a table below the map will list the two crossings. If everything appears correct, click **Save**

## Crossings

Map option is on

[Map a Route Segment](#)

Please enter DNR property crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)

**Map a Route Segment**

Map a segment of the route that crosses DNR properties. Maximum length 1 mile. You may have multiple segments.

Segment name (REQUIRED)

Name the segment(s) whatever is helpful to you.

**Start**

**Instructions:**

1. Use the search feature **Q**, to locate the general area before mapping the route segment.
2. Name the segment and click the blue Start button to begin.

#	Route segment	Crossing Location	Construction Details	Action
<b>Flandrau SPK1</b>				
1	Flandrau SPK1	Forty: <b>NWSW</b> Sec: 33 Twp: <b>110</b> Range: <b>30W</b> County: <b>Brown</b> Land Unit Name: <b>FLANDRAU SPK</b> DNR Ownership Percent: Property No. 1 - Flandrau, State Park: 20%	Crossing Method: <b>Under</b> Construction Method: <b>Boring or Jacking</b> Right-of-way (ft): Width: 10 Length: <b>409</b> Number of lines, cables, conduits, or pipelines: <b>1</b> Calculated length for license fee: <b>409</b>	<b>Select an action</b> ▾ <ul style="list-style-type: none"> <li><a href="#">Show route segment in map</a></li> <li><a href="#">Edit route segment in map</a></li> <li><a href="#">Edit details for route segment</a></li> <li><a href="#">Delete route segment</a></li> </ul>
2	Flandrau SPK1	Forty: <b>SWSW</b> Sec: 33 Twp: <b>110</b> Range: <b>30W</b> County: <b>Brown</b> Land Unit Name: <b>FLANDRAU SPK</b> DNR Ownership Percent: Property No. 1 - Flandrau, State Park: 3% Property No. 2 - Flandrau, State Park: 3%	Crossing Method: <b>Under</b> Construction Method: <b>Boring or Jacking</b> Right-of-way (ft): Width: 10 Length: <b>428</b> Number of lines, cables, conduits, or pipelines: <b>1</b> Calculated length for license fee: <b>428</b>	

7. To manage your route segment, you have four options: you can view, edit, or delete the route segment. Simply select the appropriate option from the **Select an action** menu on the right side of the screen.

The **Select an action** choices are:

1. Select an action - **Show route segment in map**.



2. Select an action - **Edit route segment in map.**



3. Select an action - **Edit details for route segment**

### Edit route segment Flandrau SPK1

X

Please enter the crossing information. Note that the DNR may only own a small portion of a forty or government lot and not the entire parcel. If DNR owns less than 100% of the parcel, the utility line may not be crossing DNR land. Percentages displayed are not always accurate. If you have questions, [please contact a DNR Lands and Minerals staff member for assistance.](#)

#### Crossing 1

This is a valid crossing.

The GIS search can return inaccurate results. Uncheck this box if you know the crossing is not applicable to your route.

Forty or Government Lot:

NWSW

Section:

33

Township:

110

Range:

30

Range direction: W

DNR Ownership (surface interests):

Property No. 1 - Flandrau, State Park: 20%

Land unit name (REQUIRED):

FLANDRAU SPK

Crossing method:

Under

4. Select an action - **Delete route segment**

A screen shot was not provided for this action.

## Water Crossings: Map A Route Segment

**Step #1:** Use the search feature to locate the general area

**Step #2:** Click **Map a Route Segment**

**Step #3:** Enter a Segment name (whatever is helpful to you) and click **Start**.

**Step #4:** Draw the line for the segment. Click **Save**. A form will appear. Enter the information and save the form.

### Water Crossing Example

1. Choose: Map Search, Place: S36T110R45, Type: --any--

Crossings

Please enter public water crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently. [Add a crossing without mapping.](#)

Map option is on [Map a Route Segment](#)



Address / Map Search >

Map Search

Place: S36T110R45

Type: --any--

Note: to search on PLS section, township, and range, use the following format: 'S24T29R24' and set Type to any.  
To search on UTM's use the following format: X coordinate [space] Y coordinate (e.g., 480000 4980000) and set Type to any.

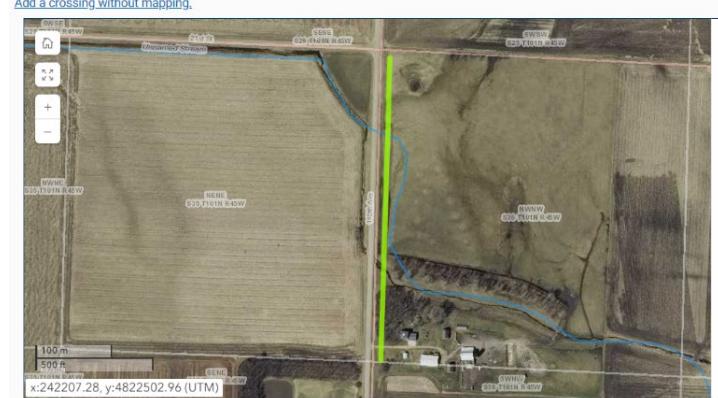
Go

2. Click on **Map a Route Segment**. Enter a segment name (whatever is helpful to you) and click **Start**. Draw the line for the route segment by **single-clicking to start** and **double-clicking to end**. Finally, click **Save**.

Crossings

Please enter public water crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently. [Add a crossing without mapping.](#)

Map option is on [Map a Route Segment](#)



Map a Route Segment >

Map a segment of the route that crosses public waters. Make sure to extend your drawn line over the blue public watercourse line and/or public water basin (don't just cross the aerial imagery). Maximum length 1 mile. You may have multiple segments.

Segment name (REQUIRED): Unnamed Stream 1

Name the segment(s) whatever is helpful to you.

Start

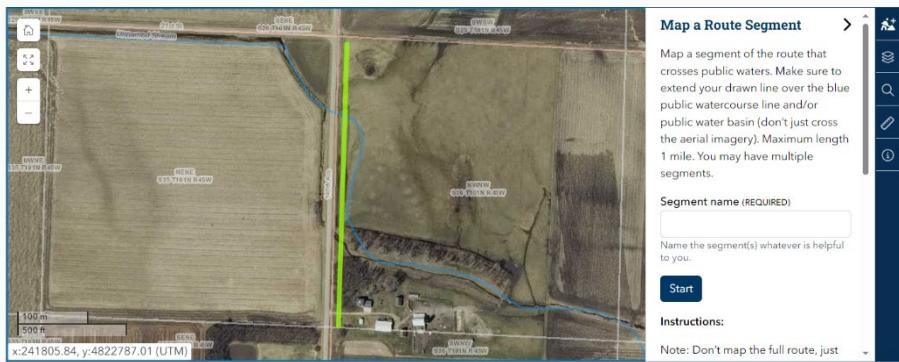
Instructions:

Note: Don't map the full route, just

3. Enter the details for each crossing, click **Save**, and a form will come up.
4. After clicking **Save**, the map will display a green line indicating the route segment. Additionally, a table below the map will list the two crossings. If everything appears correct, click **Save**.

## Crossings

Please enter public water crossings. Using the map tool to identify crossings by mapping route segments will allow Lands and Minerals staff to process applications more efficiently.  
[Add a crossing without mapping.](#)



Map a Route Segment

Map a segment of the route that crosses public waters. Make sure to extend your drawn line over the blue public watercourse line and/or public water basin (don't just cross the aerial imagery). Maximum length 1 mile. You may have multiple segments.

Segment name (REQUIRED)

Name the segment(s) whatever is helpful to you.

Start

Instructions:

Note: Don't map the full route, just

#	Public Water Name	Crossing Start	Crossing End	Construction Details	Action
<b>Rock River 1</b>					
1	I-052-001 Unnamed Stream	Forty: <b>NWNW</b> Section: <b>36</b> Township: <b>101N</b> Range: <b>45W</b> County: <b>Rock</b>	Forty: <b>NWNW</b> Section: <b>36</b> Township: <b>101N</b> Range: <b>45W</b> County: <b>Rock</b>	Crossing Method: <b>Under</b> Construction Method: <b>Boring or Jacking</b> Right-of-way (ft): Width: <b>9</b> Length: <b>170</b> Number of lines, cables, conduits, or pipelines: <b>1</b> Calculated length for license fee: <b>170</b>	Select an action ▾

Displaying 1 crossing

Prev **1** Next

[Save](#) [Back](#) [Cancel](#)

Metadata: [State Administered Lands](#)

5. To manage your route segment, you have four options: you can view, edit, or delete the route segment. Simply select the appropriate option from the Select an action menu on the right side of the screen.