



Utility Licensing Application (ULA) Instructions

Public Use

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The Utility License Application (ULA) is the system used for customers to submit Utility License Applications and payments to the Minnesota DNR Division of Lands and Minerals and for staff to review the application information.

Where is the ULA Public Site?

[Utility License Application](#) – Public site sign in page

How to 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 email 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 instructions provided in the email. 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 message **"Welcome to the MNDNR Account Services!"**. 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

Password

[Sign In](#)

[Forgot Password?](#)

Don't have an account?

[Create an account](#)

What is the Dashboard

Answer: The Dashboard is your home page in the application. It 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.

UTILITY LICENSE APPLICATION

Applications

Welcome! View your applications in the table below. DNR Lands and Minerals cannot review applications until they receive the application payment. When you submit an application for review, processing time varies but average processing time is 6 weeks from when the application is considered complete. Where Federal land interests are involved, processing time can be considerably longer. Staff will send you an email notification if more information is required.

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

[New Land Crossing Application +](#) [New Water Crossing Application +](#)

Dashboard

| 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 | View |
| ULA241221 | N/A | Water Crossing | Communication, fiber optic (broadband) | Summersby Electric test2 | Draft | 10/23/2024 | Edit View Delete |
| ULA241037 | KL-1 | Water Crossing | Communication, telephone | Summersby Electric | Draft | 10/20/2024 | Edit View Delete |

Can I share my username and password with other users 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: Someone from the company will need to contact us and provide the contact information for the person(s) who will complete the application, and we will provide them with access to the online application.


Note: the person(s) will need a ULA account before we can grant them access to the application.

Can more than one person have access to an application

Answer: Yes. We can add multiple users to an application to view, make changes, and/or pay the additional fees. Someone from the company must contact us and provide contact information for the person(s) who need to be added to the application. Note: the person(s) will need a ULA account before we can grant them access to the application.

How do I Map Crossings?

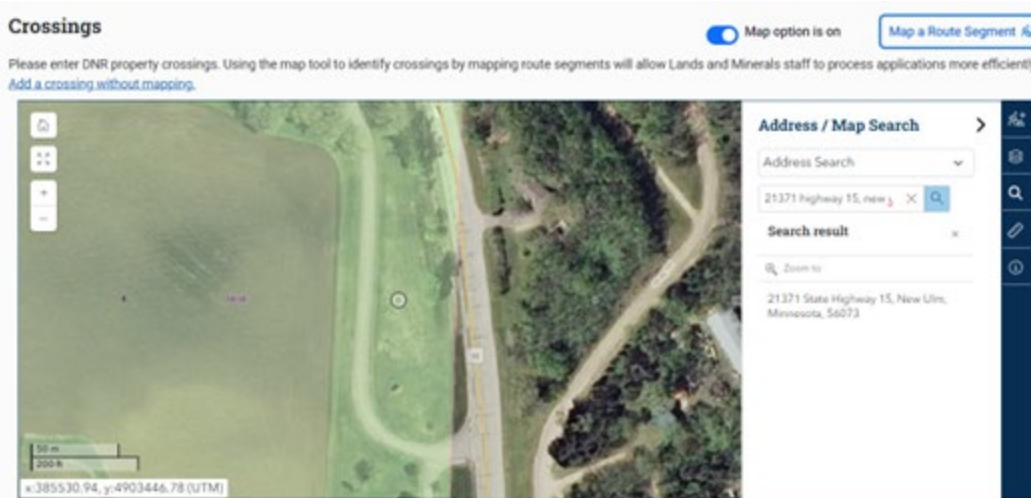
Using the search feature

Answer: Click on the search icon **Search**  on the far-right column of the interactive map and this allows you to search for a location by Address or Map Search using a place (and choose the type of search - city, lake name, USGS map name, or public land). You may also search by the section, township, and range. Set the Type to – any—and enter the information in the Place box. For example: S24T29R24.

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.

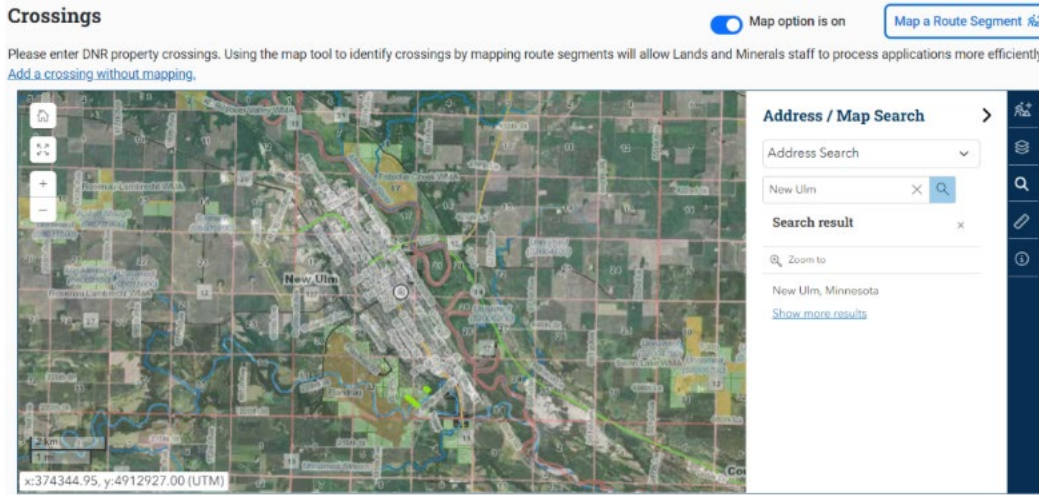
Below are examples of the different search options that are available.

- **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.



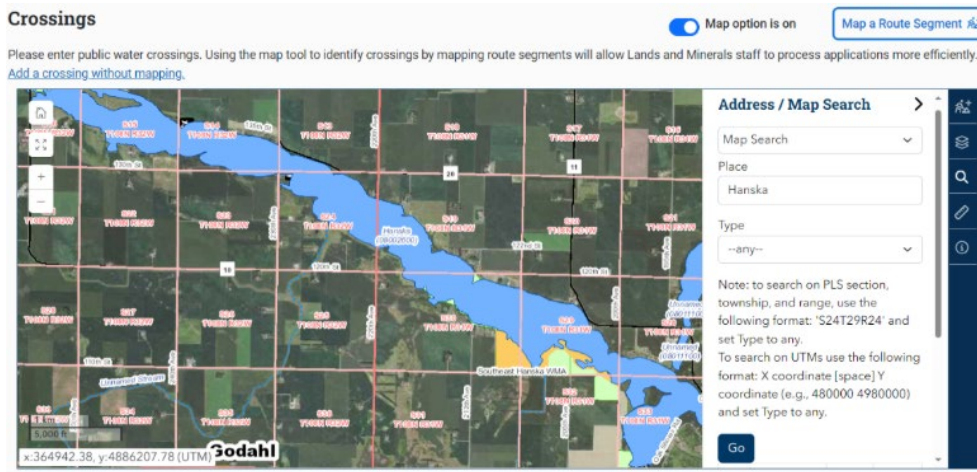
Address Search – search for a place (Example: New Ulm)

- 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.



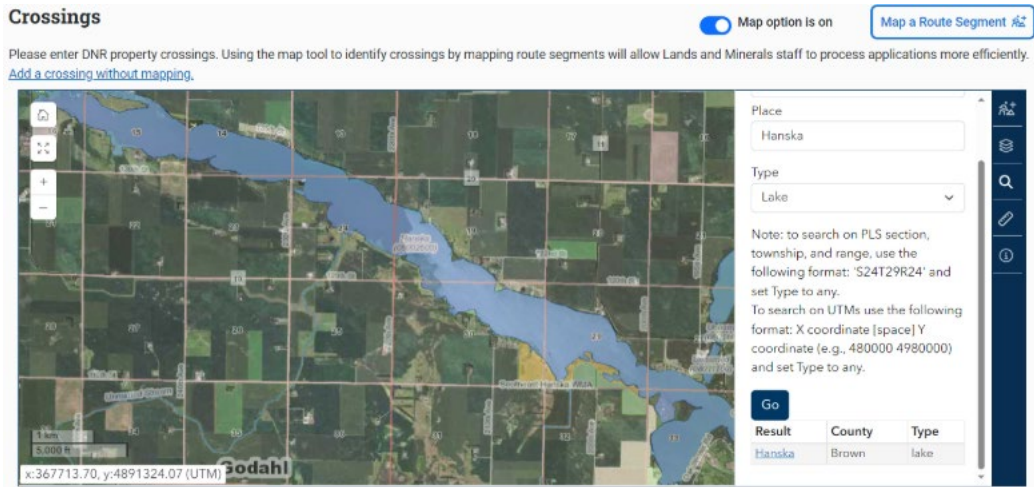
Map Search - To do a wide search (Example: Lake Hanska)

- 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.

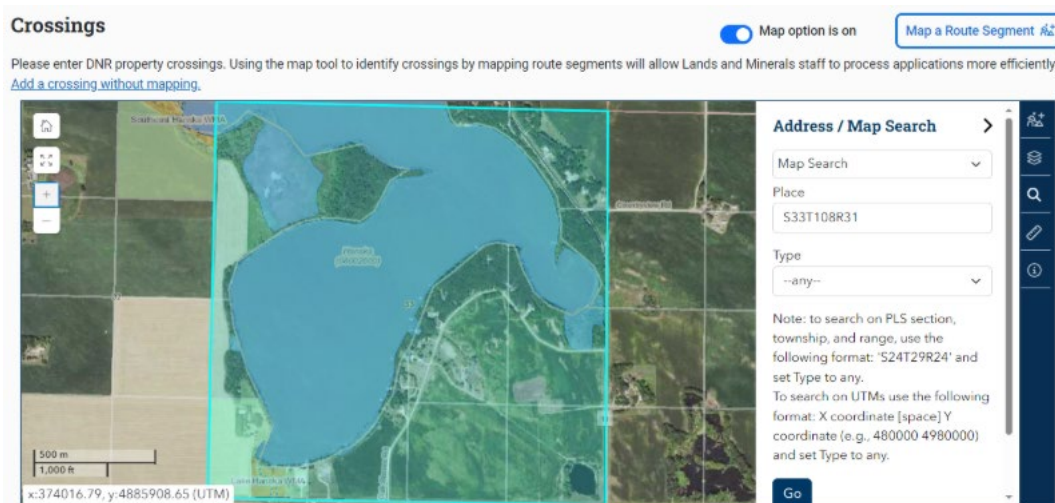


- **To search by lake name (Example: Hanska)**

- 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.




- **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.



- **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](#)

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.](#)



Address / Map Search

Map Search

Place

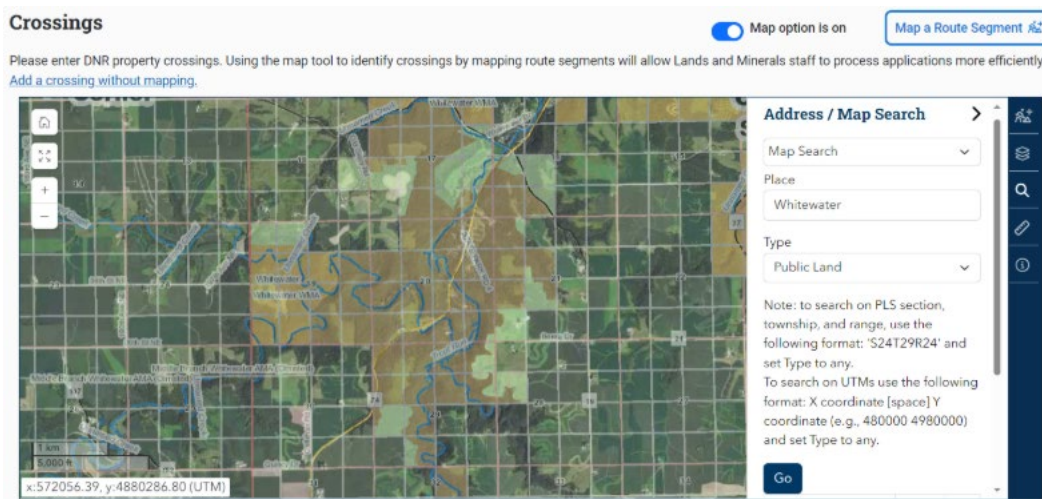
Type

Go

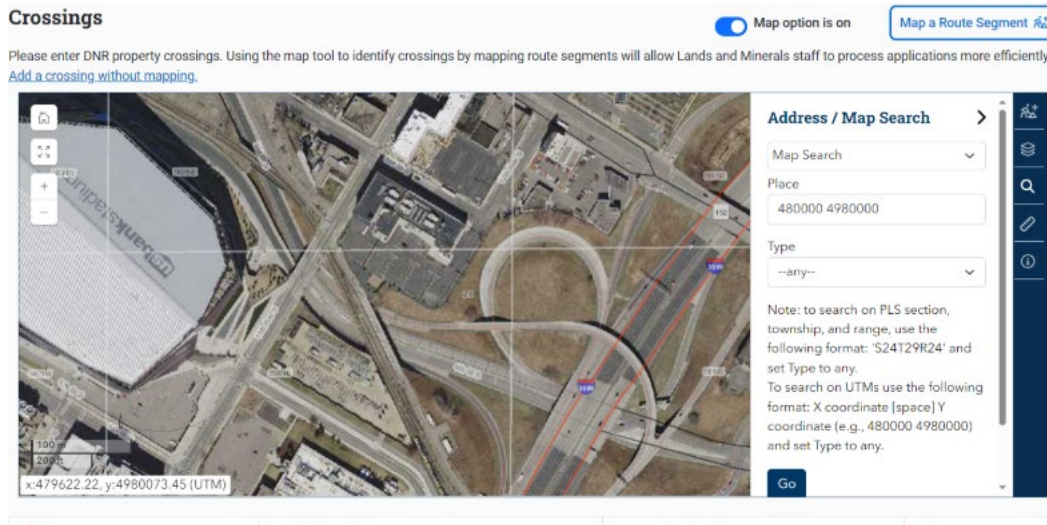
Note: to search on PLS section, township, and range, use the following format: 'S24T29R24' and set Type to any.
 To search on UTM's use the following format: X coordinate [space] Y coordinate (e.g., 480000 4980000) and set Type to any.

- **To do a broad search for 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

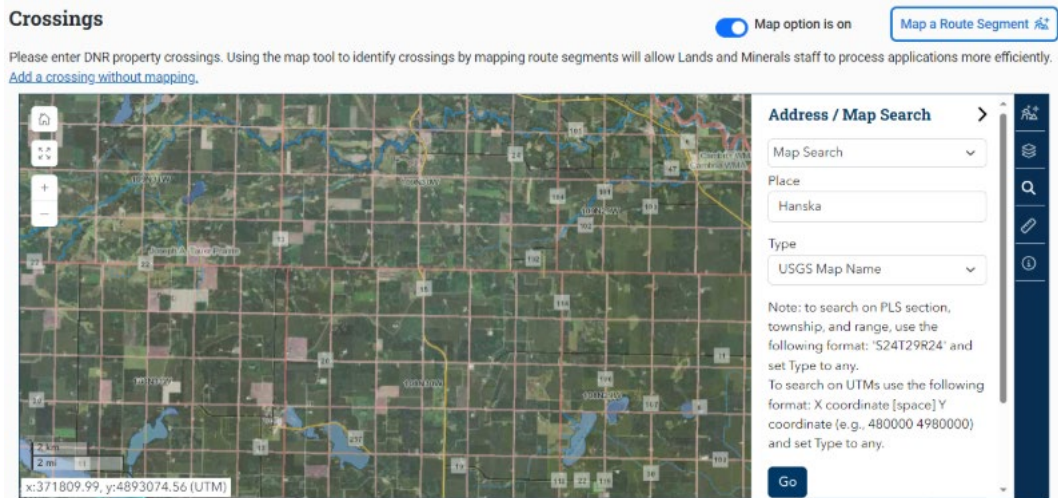
- **To do a narrower search for DNR property** (Example: Whitewater State Park):
 - From the drop-down menu on the right side of the screen, choose: **Map Search**
 - In the **Place** field below, enter: Whitewater **State Park**
 - Choose **Type: Public Land**
 - Click the **GO** button
 - The search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



- **To search by UTM (Universal Transverse Mercator) (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.



- **To search by USGS (United States Geological Survey) 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.



How to Map a Route Segment - Land Crossings

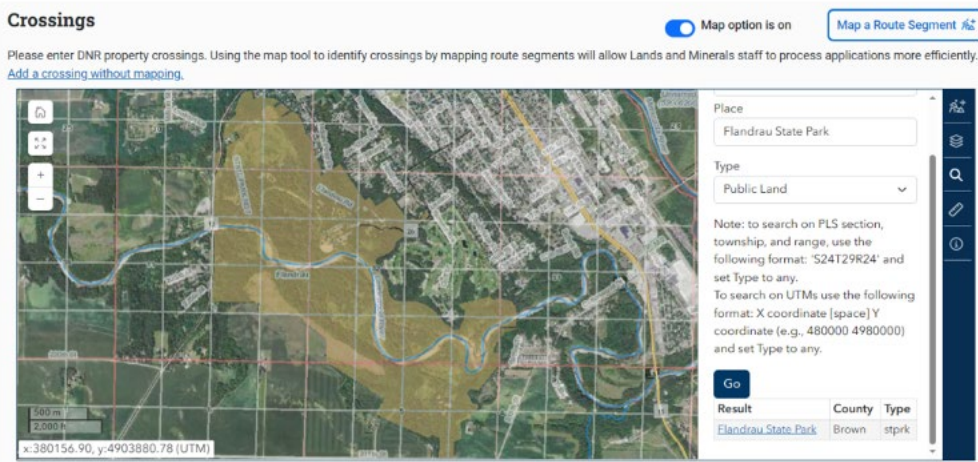
Step #1: Use the search feature to locate the general area and click **Go**.

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.

Land Crossing Example: crossing Flandrau State Park



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

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)
Flandrau SPK1
Name the segment(s) whatever is helpful to you.

Start

Instructions:
Note: Don't map the full route, just the crossings. The full route map must be attached in Step 5.
1. Use the search feature to locate the general area before

Draw the line for the segment. **Single click to start. Double-click to end.** 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)
Flandrau SPK1
Name the segment(s) whatever is helpful to you.

| Forty/GLot | Sec | Twp | Range |
|------------|-----|-----|-------|
| NWNW | 4 | 109 | 30 |
| NWSW | 33 | 110 | 30 |
| SWSW | 33 | 110 | 30 |

Save Cancel

Instructions:

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

- 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.
- 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.](#)

| # | Route segment | Crossing Location | Construction Details | Action |
|----------------------|---------------|--|--|--|
| Flandrau SPK1 | | | | |
| 1 | Flandrau SPK1 | Forty: NWSW Sec: 33 Twp: 110 Range: 30W County: Brown Land Unit Name: FLANDRAU SPK DNR Ownership Percent: Property No. 1 - Flandrau, State Park: 20% | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): width: 10 Length: 409 Number of lines, cables, conduits, or pipelines: 1 Calculated length for license fee: 409 | Select an action Show route segment in map Edit route segment in map Edit details for route segment Delete route segment |
| 2 | Flandrau SPK1 | Forty: SWSW Sec: 33 Twp: 110 Range: 30W County: Brown Land Unit Name: FLANDRAU SPK DNR Ownership Percent: Property No. 1 - Flandrau, State Park: 3% Property No. 2 - Flandrau, State Park: 3% | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): width: 10 Length: 428 Number of lines, cables, conduits, or pipelines: 1 Calculated length for license fee: 428 | |

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.

Select an action, your choices are:

- 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



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.

How to Map a Route Segment – Water Crossings

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

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

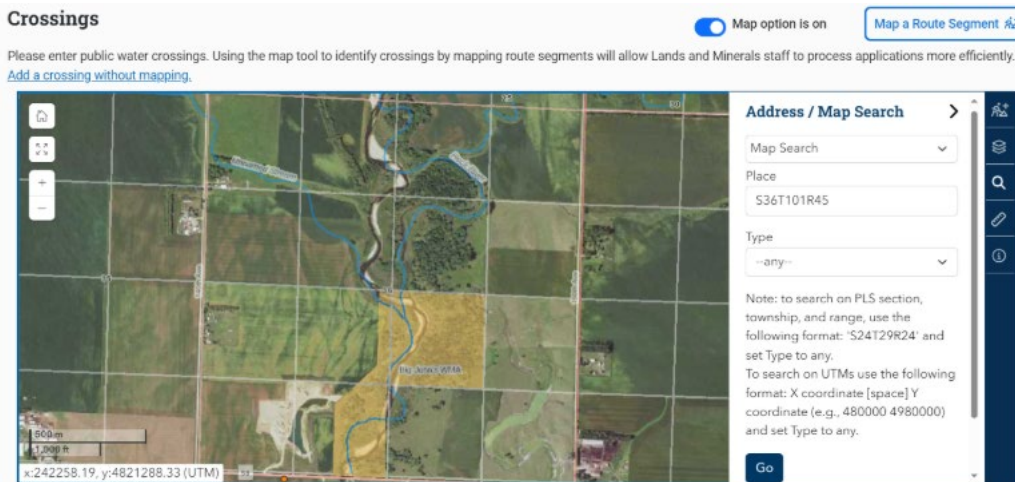



Step #3: Enter a Segment name (whatever is helpful to you) and click **Start**.

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--

A screenshot of a web-based mapping application. The main area shows an aerial map with a grid overlay. A blue line representing a watercourse is visible. On the right side, there is a search panel titled 'Address / Map Search'. It includes a dropdown menu for 'Map Search' (set to 'Map Search'), a text input for 'Place' containing 'S36T110R45', and a dropdown for 'Type' set to '--any--'. Below the input fields, there is a 'Go' button. A note below the search panel provides instructions for searching by PLS section, township, and range, and by UTM coordinates. At the top right of the map area, there is a toggle for 'Map option is on' and a button for 'Map a Route Segment'.

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**.

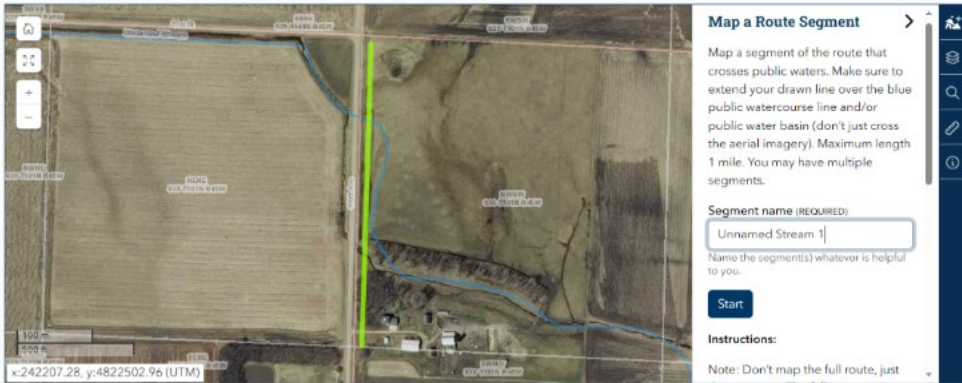
Note: Make sure to extend your drawn line over the blue public watercourse line and/or public water basin (don't just cross the aerial imagery). Maximum length 1 mile. You may have multiple segments and segments may create multiple crossings if they cross multiple water bodies.

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.](#)



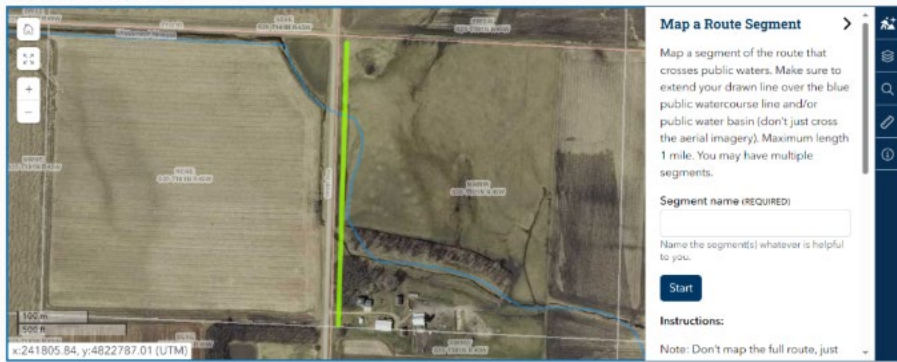
3. Enter the details for each crossing, click **Save**, and a form will come up.
4. After clicking **Save**, the map will display a green line indicating the route segment. Additionally, a table below the map will list the two crossings. If everything appears correct, click **Save**.

Crossings

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.](#)



| # | Public Water Name | Crossing Start | Crossing End | Construction Details | Action |
|---------------------|----------------------------|---|---|---|------------------|
| Rock River 1 | | | | | |
| 1 | 1052-001 Unnamed Stream | Forty: NWNW Section: 36 Township: 101N Range: 45W County: Rock | Forty: NWNW Section: 36 Township: 101N Range: 45W County: Rock | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 9 Length: 170 Number of lines, cables, conduits, or pipelines: 1 Calculated length for license fee: 170 | Select an action |

Displaying 1 crossing

Prev 1 Next

Save Back Cancel

Metadata:
Data Administrator: 1 and 2

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** drop down menu on the right side of the screen. (see the map land crossings section for examples).

Editing Crossings

Modify Crossings

Edit the crossings by clicking the word **Crossings** under #4.



This will take you to the crossings page.

[Return to Application](#)

Review Crossings

[Manual Add](#) [Map a Route Segment](#)

Review the crossings below. You can edit crossings only when the application status is "Under Review". If you modify crossings, you will need to use "More information needed" to have the applicant re-certify the application.

The map displays a satellite view of a landscape with a green area on the left and a brownish area on the right. A white line represents a crossing. A scale bar shows 20 m and 100 ft. UTM coordinates are provided: x:288797.58, y:4820822.53.

| # | Route segment | Crossing Location | Construction Details | Action |
|---|---------------|--|---|--|
| 1 | | | | |
| 1 | 1 | Forty: NENE Sec: 34 Twp: 101 Range: 40W County: Nobles Land Unit Name: BELLA LAKE WMA Spatial Unit: 338547 WILDLIFE MANAGEMENT AREA Pct.: 3% | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 10 Length: 86 Number of lines, cables, conduits, or pipelines: 2 Calculated length for license fee: 172 | Select an action Show route segment in map Edit route segment in map Edit details for route segment Delete route segment |
| 2 | 1 | Forty: SENE Sec: 34 Twp: 101 Range: 40W County: Nobles Land Unit Name: BELLA LAKE WMA Spatial Unit: 338550 WILDLIFE MANAGEMENT AREA Pct.: 33% | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 10 Length: 10 Number of lines, cables, conduits, or pipelines: 2 Calculated length for license fee: 20 | |

Displaying 2 crossings

To edit the route segment: Click the “Select an action button” in the crossing table and select “Edit route segment in map”. You can then lengthen, move or modify the crossing on the map.

To edit the details for the route segment: Click the “Select an action” button in the crossing table and select “Edit details for route segment”. You can then change the crossing method, construction method, ROW length, ROW width, number of lines, and remove a water body crossing by unchecking the box “This is a valid crossing” (This is helpful if the crossing returns two water body crossing results for the same crossing.)

Note: If you modify crossings, you will have to re-certify the application.

Review Crossings

Manual Add

Map a Route Segment

Review the crossings below. You can edit crossings only when the application status is "Under Review". If you modify crossings, you will need to use "More information needed" to have the applicant re-certify the application.

Map a Route Segment

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

Segment name (REQUIRED)
1

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

| Forty/Glot | Sec | Twp | Range |
|------------|-----|-----|-------|
| NENE | 34 | 101 | 40 |
| SENE | 34 | 101 | 40 |

Save Cancel

Instructions:

- Use the search feature to locate the general area before

| # | Route segment | Crossing Location | Construction Details | Action |
|---|---------------|--|---|--|
| 1 | 1 | Forty: NENE Sec: 34 Twp: 101 Range: 40W County: Nobles Land Unit Name: BELLA LAKE WMA Spatial Unit: 338547 WILDLIFE MANAGEMENT AREA Pct.: 3% <input checked="" type="checkbox"/> Send to LRS | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 10 Length: 86 Number of lines, cables, conduits, or pipelines: 2 Calculated length for license fee: 172 | Select an action Show route segment in map Edit route segment in map Edit details for route segment Delete route segment |

Modifying Crossing Information

To edit the details for the route segment, click the **“Select an action”** button in the crossing table and select **“Edit details for route segment.”**

Review Crossings

Review the crossings below. You can edit crossings only when the application status is "Under Review". If you modify crossings, you will need to use "More information needed" to have the applicant re-certify the application.



| # | Public Water Name | Crossing Start | Crossing End | Construction Details | Action |
|-------------------|-------------------------------|--|--|---|--------------------|
| Crossing 1 | | | | | |
| 1 | M-055-076-013 Center Creek | G. Lot: 4 Section: 18 Township: 102N Range: 30W County: Martin | G. Lot: 4 Section: 18 Township: 102N Range: 30W County: Martin | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 9 Length: 29 Number of lines, cables, conduits, or pipelines: 1 Calculated length for license fee: 29 | Select an action ▼ |
| v | 46003100 Hall | G. Lot: 4 Section: 18 Township: 102N Range: 30W County: Martin | G. Lot: 4 Section: 18 Township: 102N Range: 30W County: Martin | This is not a valid crossing. | |

You can change the crossing method, construction method, ROW length, ROW width, number of lines, and remove a water body crossing by unchecking the box **“This is a valid crossing”** (This is helpful if the crossing returns two water body crossing results for the same crossing – see example below.)

Crossing not valid

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.

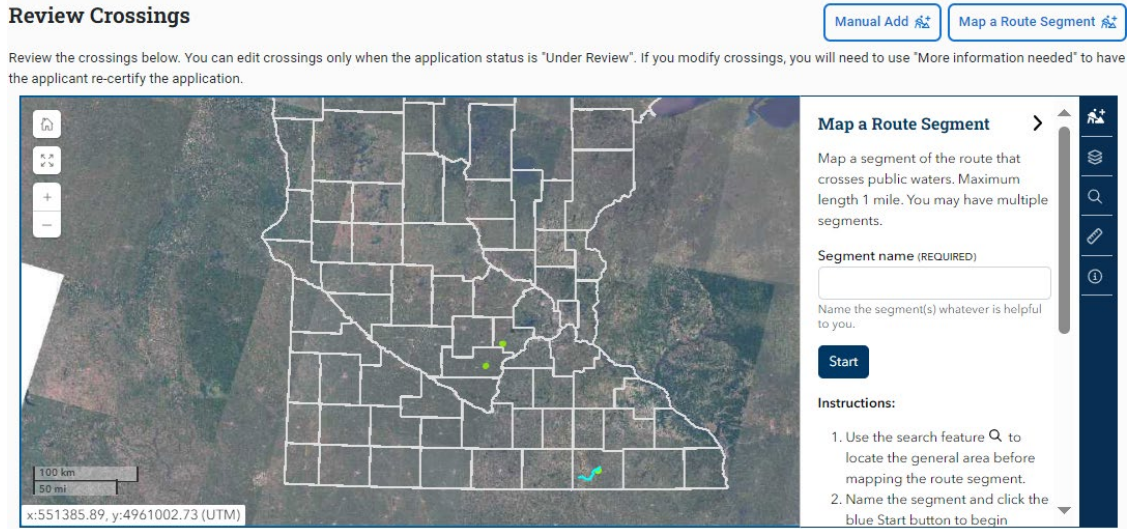
Public water name:

Water identifier (REQUIRED): Enter the Public Water Inventory number or Kittle Number.

Add Crossings

Note If you add crossings, you will need to re-certify the application. You will add crossings the same way you initially added crossings above.

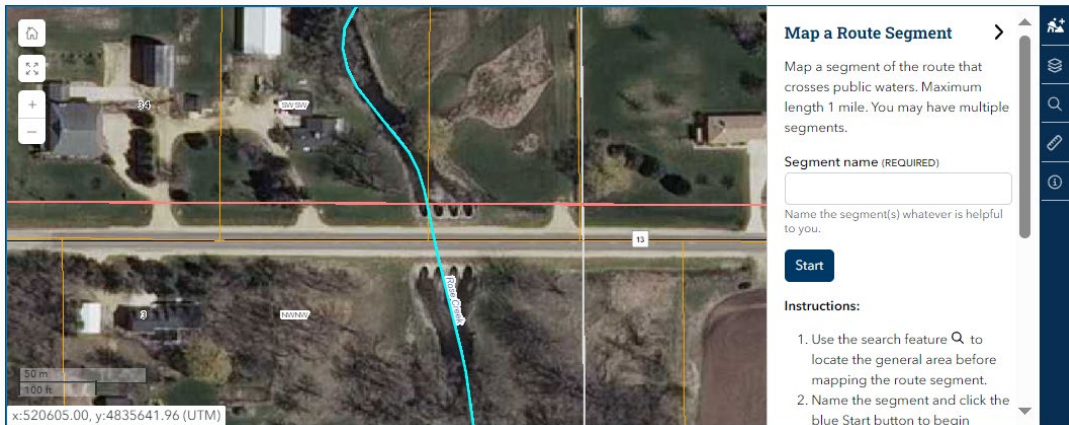
You may enter additional crossings using the “Map a route segment” (preferred) or “Manually Add” buttons.



You may use the map to enter your crossing. On the right side, there are tools to help you locate and map your crossing.

Map a Route Segment

Once you have located the area for your crossing, you will use the Map a Route Segment tool.



Follow the directions in the application to plot your crossing and provide the details for your crossing.

Review Crossings

Manual Add

Map a Route Segment

Review the crossings below. You can edit crossings only when the application status is "Under Review". If you modify crossings, you will need to use "More information needed" to have the applicant re-certify the application.

Map a Route Segment

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

Segment name (REQUIRED)
HWY 13
Name the segment(s) whatever is helpful to you.

| PWI Name | Number |
|------------|-----------|
| Rose Creek | I-027-008 |

| Forty/GLot | Sec | Twp | Range |
|------------|-----|-----|-------|
| NWNW | 3 | 102 | 16 |

Save Cancel

Instructions:

After you click "Save", enter details about your crossing and crossing method

New route segment HWY 13

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.

Public water name (REQUIRED): Rose Creek

Water identifier: I-027-008 Enter the Public Water Inventory number or Kittle Number. Leave blank if unknown.

Crossing Start

Forty or Government Lot: NWNW

Section: 3 Township: 102

Range: 16 Range direction: W

Crossing End

Forty or Government Lot: NWNW

Section: 3 Township: 102

Range: 16 Range direction: W

Crossing method:

Construction method:

Right-of-way width (ft):

After you click “Save” on the New Crossing popup, the crossing will appear in the table below the map.

| # | Public Water Name | Crossing Start | Crossing End | Construction Details | Action |
|---|-------------------------|--|--|---|------------------|
| 1 | I-027-008 Rose Creek | Forty: NWNW Section: 3 Township: 102N Range: 16W County: Mower | Forty: NWNW Section: 3 Township: 102N Range: 16W County: Mower | Crossing Method: Under Construction Method: Boring or Jacking Right-of-way (ft): Width: 9 Length: 45 Number of lines, cables, conduits, or pipelines: 2 Calculated length for license fee: 90 | Select an action |

Mapping Symbols

Layers

Allows you to turn layers on and off by checking/unchecking the box and change the map layer opacity by sliding the bar right or left as needed.

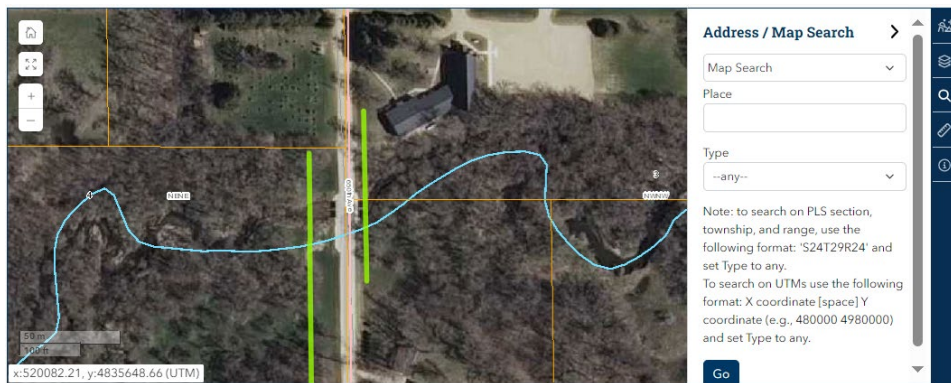
Review Crossings

[Manual Add](#) [Map a Route Segment](#)

Review the crossings below. You can edit crossings only when the application status is "Under Review". If you modify crossings, you will need to use "More information needed" to have the applicant re-certify the application.

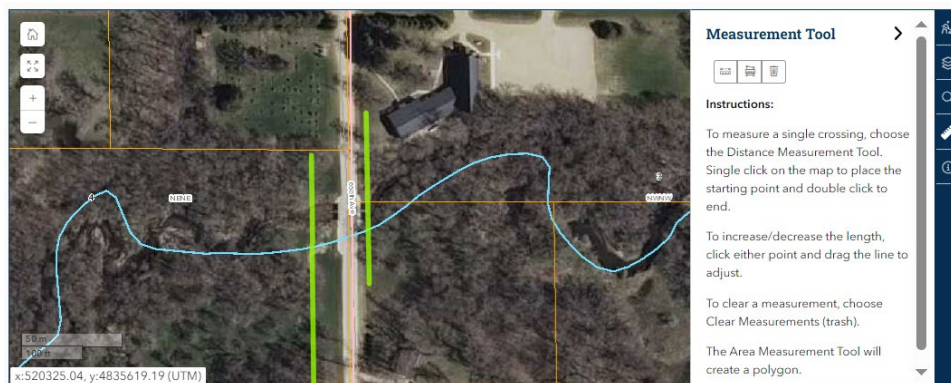
Search

Allows you to search for a location by Address or Map Search using a place (and choose the type of search - city, lake name, USGS map name, or public land). You may also search by the section, township, and range. Set the Type to **--any--** and enter the information in the Place box. For example: S24T29R24.



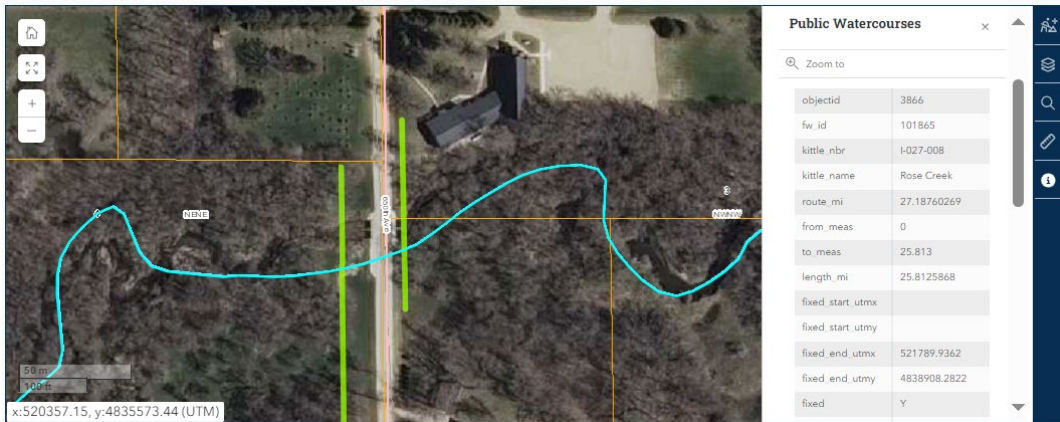
Measurement Tool

This allows you to measure the distance or area. The measurement will be in feet. Use the delete/trash to remove the measurement.

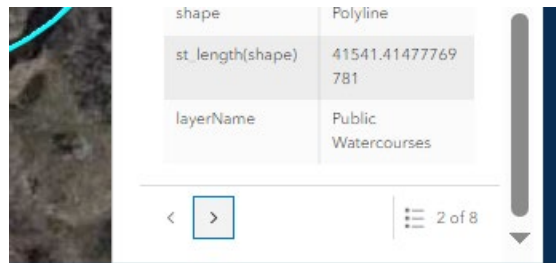




Identifies features from the layers checked in the Table of Contents.



You can toggle through the information by clicking the arrows at the bottom of the pop-out screen.



Manual Crossing Entry

This feature is to be used by those unable to map a crossing. Using the legal description for your crossing, the Forty or Government Lot, Section, Township, Range, and Range Direction, you can enter it without using the map feature.

New manual crossing

New Crossing

Public water name (REQUIRED):

Water identifier:

Enter the Public Water Inventory number or Kittle Number. Leave blank if unknown.

Crossing Start

Forty or Government Lot:

Section: Township:

Range: Range direction:

Crossing End

Forty or Government Lot:

If you have additional crossings, you may add them.

How to Recertify an application

Recertifying after “more information” is completed, or changes or edits are made.



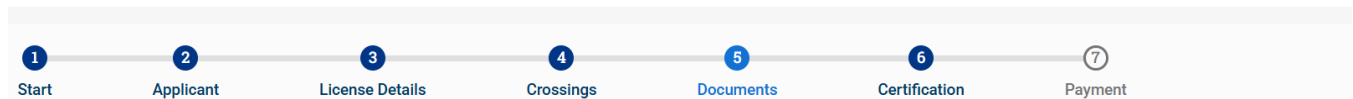
You can advance directly to Certification by clicking on “**Certification**” under #6 at the top of the page, or you can click “**Save**” on the bottom of each page until you get to the Certification page and click the Signature box and select the “**Save**” button.

Can I upload documents?

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

What documents are required?

The documents section can be reached by clicking on “**Documents**” under #5.



Supporting Documents

Upload documentation here. Document upload size limit is 50 Mb. All required supporting documents must be uploaded before certifying (signing). If all required documents are not uploaded, the application will be returned for additional information and will need to be recertified before it can be processed.

Required for all applicants:

- Maps and plans (including individual crossing maps and cross section maps)
- Full route map
- If this is a company, attach a copy of the Minnesota Secretary of State business filing(s). [Minnesota Secretary Of State - How to search business filings](#)

Figure 1: Screenshot of ULA quick links

Required Supporting Documents

Attach the following to the documents section of the application.

1. FULL ROUTE MAP (AERIAL ROUTE MAP) – An aerial map of the entire route with the crossing locations clearly marked. Please label the crossings on the map to match the Crossing Table (i.e., Crossing 1, Crossing 2, etc.). If crossings run parallel to a road, show the side of the road where the line is to be installed. Include the forties, section, township, range, and a North arrow for reference.

2. AERIAL MAP (for each crossing) – The aerial map should provide a close-up view of each crossing. The scale should be suitable to show the necessary detail of the proposed utility line location including the crossing width

and length. If the crossings are parallel to a road, the map should indicate the number of feet from the center of the road to the utility line, and the number of feet from the center of the road to the edge of the road right of way. Include the forties, section, township, range, and a North arrow for reference.

3. PLAT & PLAN MAP (for each crossing) – It should clearly indicate the right-of-way relative to each forty (quarter-quarter section) crossed as well as section, township, and range. The scale should be suitable to show the necessary detail of the proposed utility line location including the crossing width and length. If crossings are parallel to a road, the map should indicate the number of feet from the center of the road to the utility crossing and the number of feet from the center of the road to the edge of the road right of way. Include a north arrow indicator for reference.

4. CROSS SECTION MAP (for each crossing) – It should include the crossing length, depth of burial or elevations, and location of structures or bore pits in relation to the crossing.

*** # 2,3 & 4 may be placed on one sheet for each crossing. (See examples on next page)**

Examples of Supporting Documents

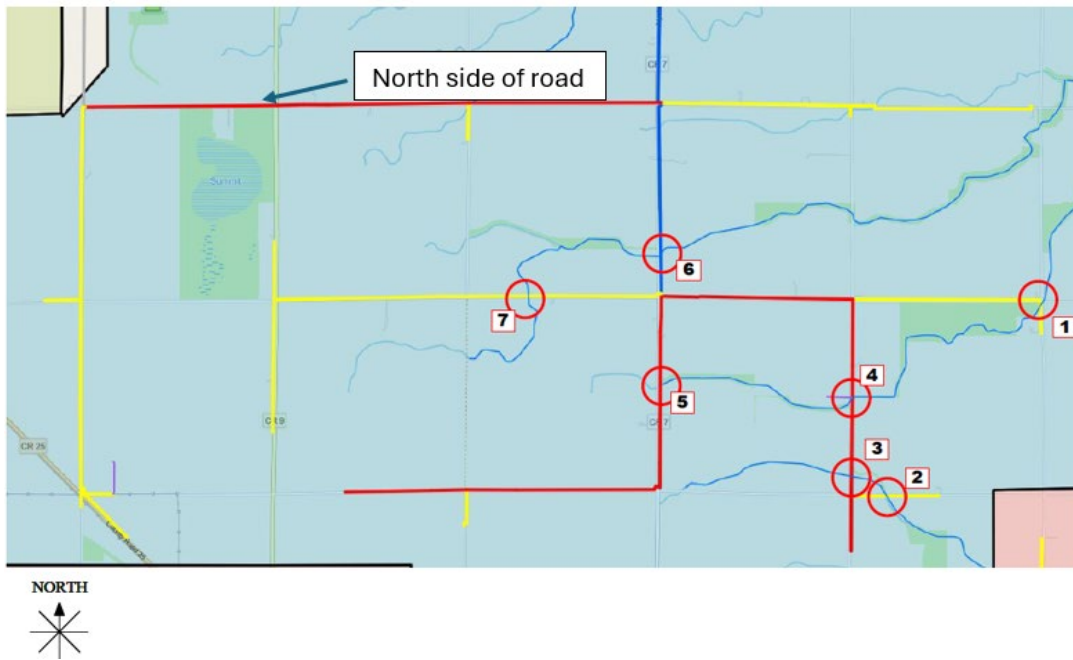


Figure 2: Example 1 Full route map

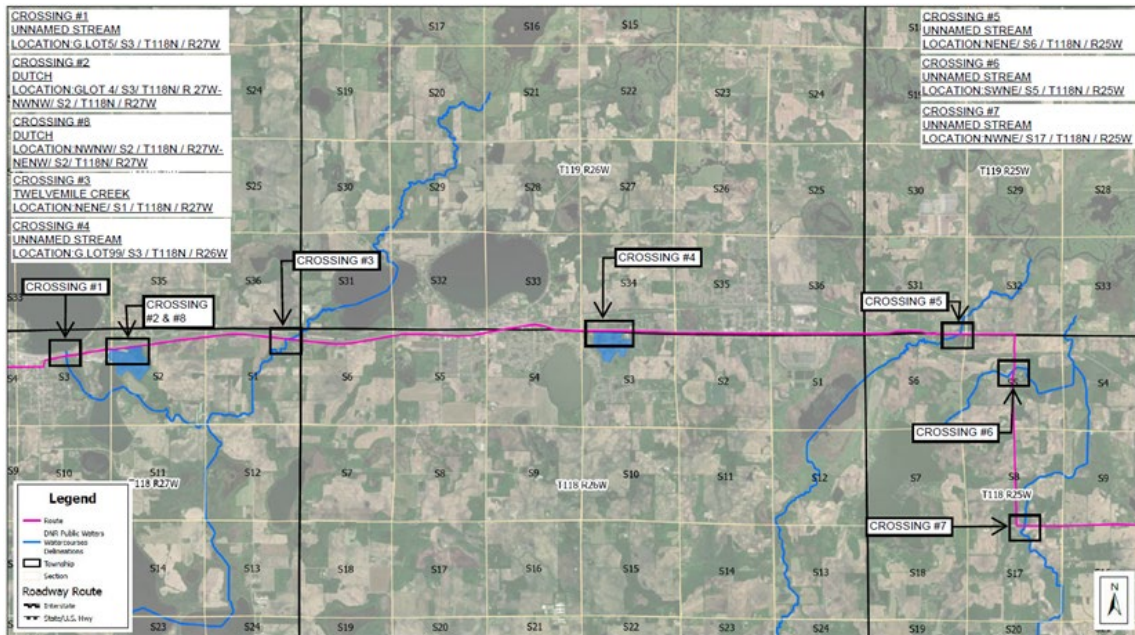


Figure 3: Example 2 Full route map.

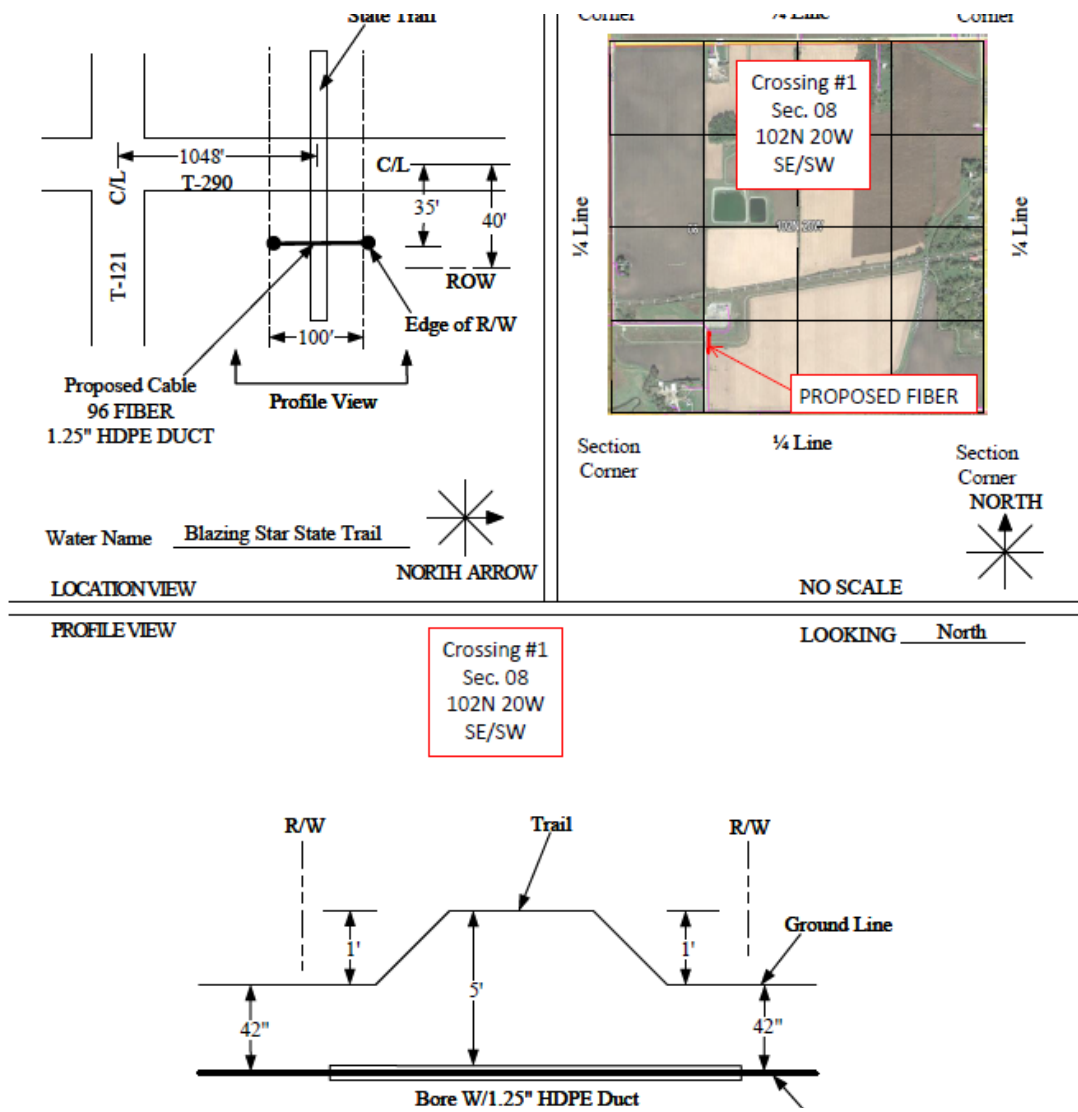


Figure 4: Example 1 of Aerial Map, Plans and Cross-section on one page – Boring under land

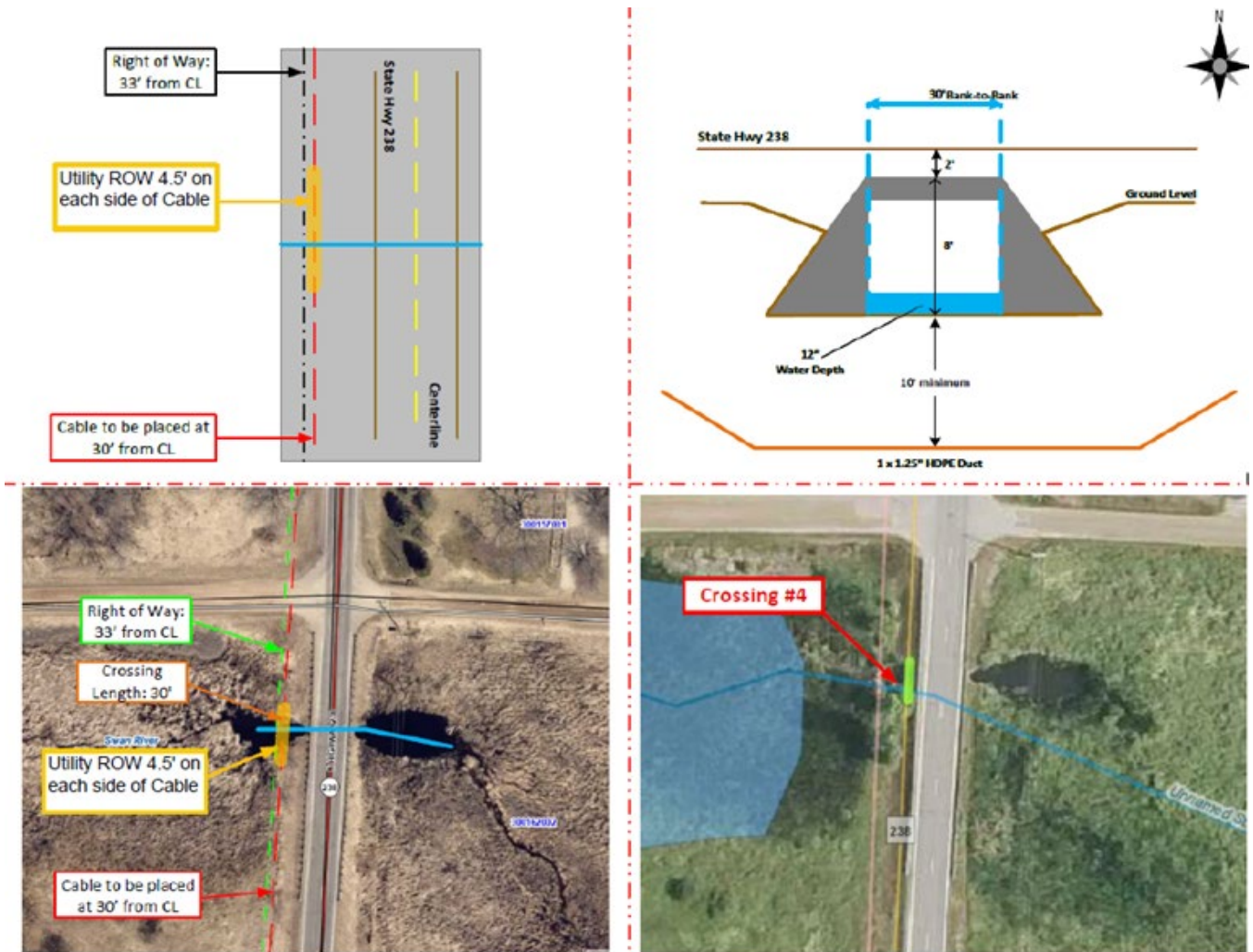
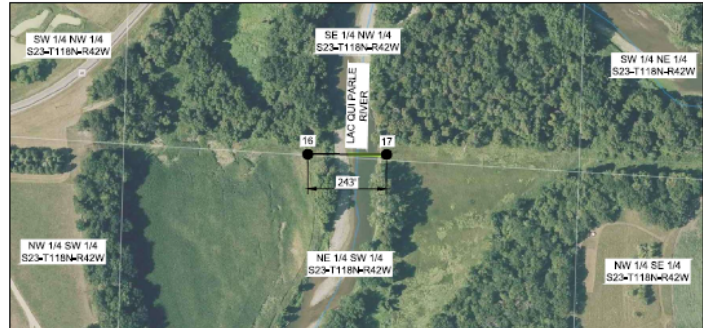
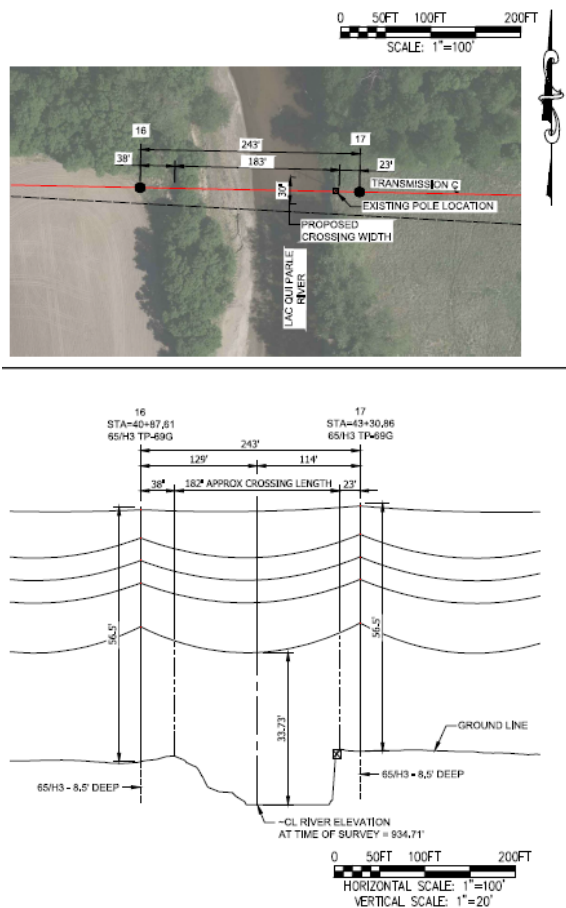


Figure 5: Example 2 of Aerial Map, Plans and Cross-section on one page – Boring under water



NOTES:

1. THIS LOCATION APPEARS AS CROSSING 1 IN THE WATER CROSSING TABLE SUBMITTED WITH DNR PERMIT APPLICATION.
2. PROPOSED CROSSING LENGTH IS APPROXIMATE BANK TO BANK DISTANCE DIRECTLY UNDERNEATH CONDUCTORS.
3. TRANSMISSION CONDUCTORS DISPLAYED AT 212" FINAL SAG.
4. PROPOSED CROSSING WIDTH IS PROJECTED DISTANCE ALONG WATERLINE NEEDED FOR CONSTRUCTION AND MAINTENANCE.
5. NO TRENCHING, PLOWING, BORING, OR JACKING PROPOSED FOR CROSSING.
6. MINOR VEGETATION CLEARING AT POLE BASE MAY BE REQUIRED.
7. CONSTRUCTION AND MAINTENANCE TO BE IN ACCORDANCE WITH ALL APPLICABLE REGULATORY REQUIREMENTS AND STANDARDS.

Figure 6: Example of Aerial Map, Plans and Cross-section on one page – Overhead

For underwater crossings, the utility line must be a minimum depth of 10 feet under the bed of public waters, for all construction methods. For some public water crossings (e.g., rivers), DNR may require that the utility company install the line deeper than 10 feet under the bed of the public water. In some instances, the contractor may have difficulty installing the line at a 10-foot depth below the bed of the water body (e.g., due to very rocky soils, large pipe diameter, etc.). In these situations, the applicant must provide an explanation of why the minimum 10-foot depth is not achievable. This explanation will be reviewed and the applicant notified if it is acceptable.

For overwater crossings, the lowest utility line must be a minimum height of 25 feet above the water. If this distance cannot be obtained, an explanation must be included in the cover letter or project description in ULA. This explanation will be reviewed and the applicant notified if it is acceptable.

5. AS-BUILT SURVEY MAP (For license renewals only) -- For each crossing, provide a map of the location of the existing utility line.

6. Business Filing – If this is a company, attach a copy of the Minnesota Secretary of State business filing(s). [Minnesota Secretary Of State - How to search business filings](#). The company name in the application must match the business filing exactly.

Additional Required documents depending on the answers to the application questions:

- Attach a cover letter explaining the project if you haven't sufficiently explained the project in the project description section. If you have additional documentation that may be helpful, please include that as well.
- If the project has been reviewed pursuant to Minnesota Rules chapter 4410 the National Environmental Policy Act (NEPA), a conditional use permit, Natural Heritage information System (NHIS) Information Request, or other similar reviews, provide documentation.
- If this is a joint application, attach a copy of the referenced license application or license (if available)
- If DNR is the sole beneficiary of this utility line, attach a document, such as an email from the DNR staff member.
- If land crossing(s) are in the existing right of way, attach a copy of the existing utility license and list the specific crossings (if applicable)

How Do I Renew a License?

To renew an expiring license, the applicant is required to complete a new application and provide current maps, and an application fee. Before filling out the new application, review the original application and verify that the line is still in place and in use at the same crossing locations. On the License Details page of the ULA Application, answer "yes" to the renewal question and enter the license number. Map the crossings and include the required documents including a separate plat, plan, cross section, and aerial map for each crossing. Provide an "as built" survey showing the actual location of the utility line. The applicant is required to pay all fees as if the renewal is an application for a new license.

Can I pay online?

Answer: Yes, application fees can 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 a 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.

What happens if a Land Crossing has Funding Restrictions?

Applicants proposing to cross state lands encumbered with federal funds should plan for a longer review process. Before the DNR can grant a utility license over land encumbered with federal funding, it must apply for and receive written approval from the funding provider. The process can take up to a year or more.

Additional information may be requested including:

1. Map showing the scope of the entire project - preferably with aerial photo overlay and clear labels.
2. Detailed map of the project segment on DNR land.
3. Project and construction description sufficient to evaluate the project's potential impacts to natural resources and to recreational users, including the time of year of the planned construction, type of equipment, and environmental precautions to be used.
4. A cultural review of the project completed by the State Historic Preservation Office (SHPO). Depending on the initial cultural review results, a more detailed survey of historical and cultural assets may be required. A copy of the SHPO response letter must be included.
5. Description of alternate routes that were considered, with explanations of why each alternative route was not chosen.

How do I ask questions or contact a staff person?

Answer: Contact Lands and Minerals Regional Operations staff using the information on our webpage listing them by region at [Lands and Minerals Division Regional Operations | Minnesota DNR](#)

Where do I find Additional Information on Utility Licenses and Application materials?

Go the [Utility crossing license](#) webpage and scroll to the bottom of the page under Additional Resources for a training presentation PDF and Training videos.