

# SAMPLE COVER LETTER

Date

DNR Regional Office Contact  
Minnesota DNR – Lands and Minerals  
Street Address  
City, MN Zip

RE: Company Description of Installation Project – Application for License to Cross Public Waters

Dear (enter DNR regional contact person)

Our company is requesting a License to Cross Public Waters for Sample Project located in Kiester Township in Faribault County, Minnesota. We plan to install a new crossing under Brush Creek (enter River/Creek/state land) located in the NE ¼ SE ¼ in Section 20, Township 101 North, Range 24 West in Faribault County.

The project involves the installation of approximately 5 miles of 2-inch gas pipeline. The 2-inch pipeline will cross Brush Creek by directional boring under the existing culvert. There will be no wetland impacts. Best management practice erosion control measures will be used to protect the waterway and adjacent wetlands, as indicated in the plans. Construction access will be from the adjacent roadways and the adjacent right-of-way to limit disturbance to the natural habitat. No tree clearing will be required for the pipeline installation.

As part of the permitting process, the MNDNR Natural Heritage Information System (NHIS)

database was reviewed for this project. No state-listed species were identified within one mile of the project. The Creek will be protected from erosion during construction and impacts to listed aquatic species are not anticipated.

Attached is the Utility Crossing application form along with maps, project plans, and the cultural review. A check in the amount of \$2,250 for the application fee is being sent directly to the DNR Regional office. If you have questions or require additional information, please contact me at 507-359-XXXX or jane.doe@samplecompany.com.

Sincerely,

Jane Doe  
Engineering Specialist  
Sample Company

Attachments: Utility Crossing License Application Form  
Public Waters Inventory Map  
Project Plans, plat, & Bore Profile

*\*\* Not all information in the sample letter will pertain to all applicants and their letter may include more or less information \*\**