

Online Permit Application (OLPA) FAQs

1. Q: How do I know if this work is on a state project?
A: You will have had contact from the District Project Manager informing you to submit a permit for relocation.
2. Q: Where do I find the state project number?
A: You would get this number from the District Project Manager.
3. Q: Where do I find the agreement number?
A: You would get this number from the District Project Manager.
4. Q: What is the PUC Docket # and where do I get it?
A: If you've already been working with the PUC on a routing or sighting permit you would already be assigned a PUC Docket #.
5. Q: How much detail should I supply about the facility I will place or construct?
A: As much as possible.
6. Q: How should I describe the location of the facility?
A: Provide dimensions from nearest cross streets, roads, major landmarks, etc.
7. Q: How do I know if my project is on tribal lands?
A: There is a layer of the Right of Way Mapping and Monitoring (RWMM) website that you can activate to see if the work falls within tribal lands.
The link to the RWMM site is: <http://www.dot.state.mn.us/maps/gisweb/row/>
8. Q: How do I know if I need traffic control?
A: The District Permits Representative will let you know if traffic control is required.
9. Q: How do I know if I need tree trimming and/or clearing?
A: The applicant determines if tree trimming and/or clearing is needed. The District Permits Representative will approve or deny tree trimming requests. The person who is applying for the permit pays for the trimming and/or clearing.
10. Q: What do "along" and "across" mean?
A: 'Along' means parallel; 'across' means crossing the highway.
11. Q: What is a blow-out zone?
A: This term applies to aerial lines and is a distance that the line can/may blow in the wind.
12. Q: How close is "near or attached to a bridge?"
A: Within 50 feet of a bridge or structure or on the bridge or structure.
13. Q: What do I need to submit for bridge details?
A: Bridge plan with dimensions and elevations for where the facility is to be placed.
14. Q: What do I need to submit for a dewatering plan?
A: Ask the Districts Permit Representative.
15. Q: How do I know if dewatering is necessary?
A: Ask the Districts Permit Representative.

16. Q: How do I know if I need a conduit or duct?

A: The utility company (applicant) determines.

17. Q: How do I know if I need a casing?

A: This depends on the facility being placed. Anything 2 inches or larger under pressure requires a casing.

18. Q: How does bonding work?

A: Surety Bond – This type of bond is known as a “Performance” bond. This bond may be used if there were ever an issue where the job was not being completed as required, MnDOT would have the opportunity to contact the business’ insurance company and be reimbursed and use the funds towards any cost that MnDOT may incur in the work it had to perform for the permit.

19. Q: How do I submit my deposit?

A: Work with your Districts Permit Representative to submit deposits.

20. Q: How will I know if you have received my application?

A: If you are a Registered User and logged in you can check the status on the OLPA website.

21. Q: How will I know if you have accepted my application?

A: You will receive an email notification.

22. Q: How do I check the progress or status of my application?

A: Log into the OLPA website as a Registered User, select Application, then Details, and then Status. If you are not a Registered User you will receive an issued permit.

23. Q: Whom do I call if I have questions about my application?

A: For Utility Accommodation permits please visit our web page <http://www.dot.state.mn.us/utility/contacts.html> and find contacts down the left side of the page. For any other type of right of way permit find the District Permits Representative list down the right side of the page.

24. Q: How will I receive my approved permit application?

A: You will receive an email from the District Permits Representative.

25. Q: Is there anything else I have to do before I start work?

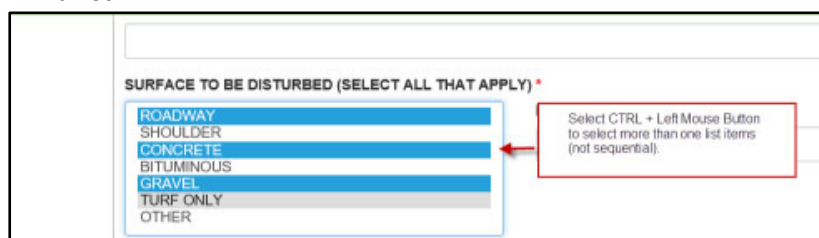
A: Contact the District Permit Representative/Inspector at least 2 days prior to starting work.

26. Q: How do I select multiple individual list items?

A:

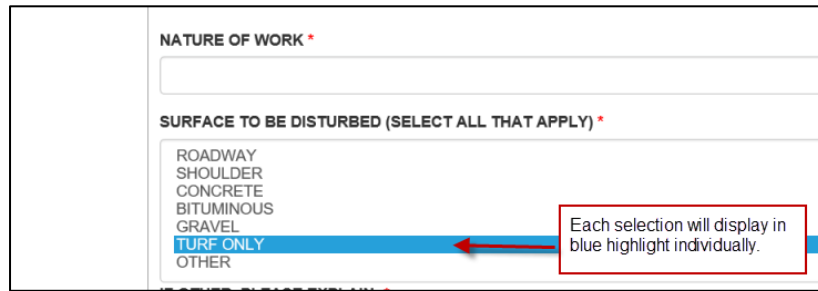
a. Using a computer mouse:

- i. Select the list box with the mouse pointer
- ii. Hold down the CTRL button and left click the mouse to select separate items in a list.



b. Using the keyboard:

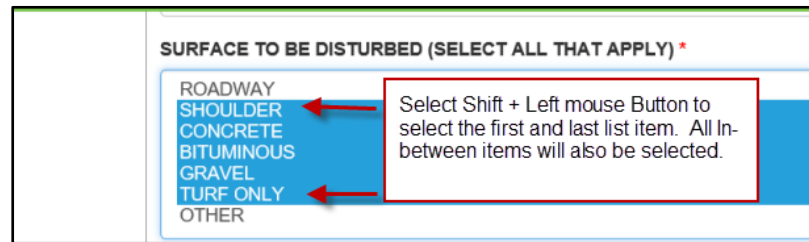
- i. Tab to the select option box.
- ii. Select Shift+F8 to enter listbox mode.
- iii. Use the Up/Down arrows and spacebar to select and clear items.
- iv. Once completed, press Shift + F8 to disable listbox mode.
- v. Pres Tab to move on to the next input.



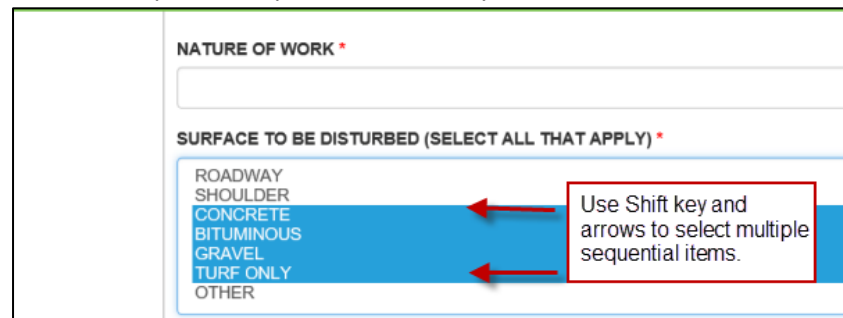
27. Q: How do I select multiple list items in a row?

A:

- a. Using the computer mouse:
 - i. Select the box with the mouse pointer
 - ii. Hold down the Shift button and left click the first and last item to be selected.
All in-between items will also be selected.



- b. Using the keyboard:
 - i. Using the Tab key, tab to the first item to select.
 - ii. Hold down the Shift key and use the arrow key to select the last item to be selected. Each item is selected as the arrow moves over the item.
 - iii. Once completed, depress the Shift key and tab to the next field.

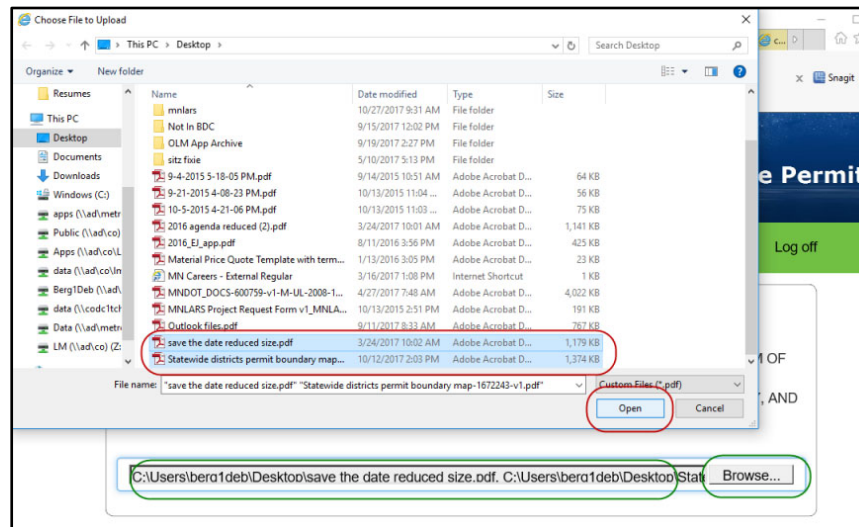


28. Q: How do I attach documents in a permit?

A:

- a. Using the computer mouse:
 - i. Select the box in which the link to the document is to be placed.
 - ii. Select the Browse button and navigate to the document(s) to be added.
 1. To select several documents use the CTRL key to select multiple individual documents
 2. Use the Shift key to select multiple documents in a row

- iii. Once documents are selected (they will be highlighted), click Open and the documents are attached to the Permit.



b. Using the keyboard:

- i. Tab to the field to add documents.
- ii. Select the space key to open the list of documents.
- iii. Using the Tab key, tab to the first item to select.
- iv. Select the space bar to select an item.
- v. To select more items, CTRL + arrow up/down to item and select space.
- vi. Tab to the Open button and select Enter. Items are now added into the form.

