DEPARTMENT OF TRANSPORTATION

OSOW Online Permitting System: How to enter routes

Let system create my route   (The Online Permitting System's RouteBuilder determines the route)

1. Select **Route** tab and choose **Let system create my route**.

2. Click in box next to **Start**.

3. Click on **Lookup** to choose desired roadway or enter a Minnesota Trunk HWY, US HWY or Interstate Hwy, <u>number only</u>.

4. If using **Lookup**, choose desired roadway from **Select Route** pop-up list.

5. Click in box under **Location.**

6. Click on **Lookup**.

7. Choose desired **Location Type** and **Location** from **Select Location** pop-up list.

8. Follow the same steps as above to complete the **End** route on your application.

Note: Use the TAB KEY to navigate between boxes after entries are made or selected from the **Lookup** pop-up lists.

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*Enter a **Start** and **End Location** using the **Lookup** option. Local and county roads are not mandated by MnDOT but may be found as a point of interest as frequently used **Points of Interest** are listed in the **Lookup**.*

After you have entered your **Start** and **End** points, click **Generate**.

RouteBuilder will then determine and display your **Status** and **Directions**.

How to enter routes (continued)

I provide route   (User enters a specific route)

1. Select **Route** tab and choose **I provide route**.

2. Click in box next to **Start**.

3. Click on **Lookup** to choose desired roadway or enter a Minnesota Trunk HWY, US HWY or Interstate Hwy, number only.

4. If using **Lookup**, choose desired roadway from **Select Route** pop-up list.

5. Click in box under **Location** and repeat **Steps 3 & 4** from above using **Lookup**.

6. Click in box next to **Via 1** and repeat **Steps 3 & 4** from above using **Lookup**.

   Note: Users will not be prompted to enter Via 1 Location box information, unless RouteBuilder prompts users to select road segment junctions.

Routing Off/On system

Enter a **Start Location** using the **Lookup** option.

County and/or local roads are not mandated by MnDOT, but may be found as a point of interest in RouteBuilder as frequently used Off/On state road system **Points of Interest** in **Lookup**.

If a frequently used county or local roadway isn't listed in the **Points of Interest** list in **Lookup**, users may submit an email request to add the roadway to the list.

How to enter routes (continued)

Users select **Off System** junctions, **Points of Interest**, or **Proximities** to route off the state road system in RouteBuilder.

Start by clicking the **Info** box after a **Location** has been entered.

Users select **Off System** and enter location notes into the comment box when specific junctions are unavailable in **Points of Interest**. Notes added will appear in the route directions once the completed route is **Evaluated**.
Off system note example: **AT RAMSEY CR 17 E**

When OFF/ON System locations are not a **Point of Interest** or at an exact junction or town, choose the nearest **Junction** or **Town Location** from **Lookup**. Then click on the **Info** box next to the Location and select **Off System** in the comment box that pops up.

Next, identify the **Proximity** and **Miles** from that chosen junction or city.

When routing back onto a state roadway, users may again select the junction, city, or nearest proximity; entering the roadway information into the Info Box.

On System route note example: ON STATE SYSTEM AT RAMSEY CR40 N.

NOTE: Off/On system location notes can also be added in the same Info Box used to select Off System. See example above. Please note the route Directions evaluated at the bottom of the page.

How to enter routes (continued)

FAIL CONSTRAINT ROUTES

Users can view route details and location information when receiving Fail Constraint routes.

To review **Fail Constraint** details, users click the **Details** button to open the **Routing Results** dialog box. The **Constraints** are displayed.

Users **double click** the **constraint location** to open the **Constraint Details** list.

NOTE: Applications submitted with **Fail Constraint** routes may be delayed.