

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, number only.
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.

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 frequently used **Points 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)

PERMIT APPLICATION

Notes

Submit Add Notes

Permit Vehicles Size/WL Route

Operation
 Let system create my route
 I provide route

If Dir or Proximity is changed, you must click on the new selection. This will change the highlight back to blue, accepting the change.

Locations	Route	Dir	Miles	Proximity	Location	Info
Start	US71	AT			US71 AT IA	Info
Via 1	US71	AT			S OF SANBORN-CR15 AT	Lookup
Via 2						Clear Row
Via 3						Clear All
End	US71					

Status
 Current Status: N/A Details Evaluate

Directions

App No: New Status: WORKING Permit No:

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**

PERMIT APPLICATION

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Operation
 Let system create my route
 I provide route

If Dir or Proximity is changed, you must click on the new selection. This will change the highlight back to blue, accepting the change.

Locations	Route	Dir	Miles	Proximity	Location	Info
Start	US71	AT			US71 AT IA	Info
Via 1	US71	AT	1.50		NORTH CR	JCT 194 US71
Via 2	US59	AT			JCT 194 US59 S	Lookup
Via 3						Clear Row
End	US59					Clear All

Status
 Current Status: Fail - Incomplete Path Details Evaluate

Directions

App No: New Status: WORKING Permit No:

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.

The screenshot shows the 'PERMIT APPLICATION' interface with the 'Route' tab selected. The 'Locations' table is as follows:

Route	Dir	Miles	Proximity	Location	Info
Start	I35		AT	I35 AT IA	
Via 1					
Via 2					
Via 3					
End	I35		AT	JCT I35 MN60	

The 'Status' section shows 'Current Status: Fail - Constraint' and a 'Details' button. The 'Routing Results' dialog box is open, showing the 'Constraints' tab with the following text:

I35 S Max Height 15-8 between <start> and <I35 AT IA>

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

The screenshot shows the 'PERMIT APPLICATION' interface with the 'Route' tab selected. The 'Locations' table is the same as in the previous screenshot. The 'Status' section shows 'Current Status: Fail - Constraint' and a 'Details' button. The 'Bridge Constraint Details' dialog box is open, showing the following information:

Constraint: I35 S Max. Height 15-8 between <start> and <I35 AT IA>

Bridge ID: 24862
 Route: I35
 Direction: South
 Milepoint: 0.000
 Over or Under: Under
 Description: I35
 Location Description: AT IOWA STATE LINE
 Length: 316'
 Overall Width: 37' 0"
 Number of Lanes: 2
 Divided: Yes
 Vertical Clearance: 16' 2"
 Vertical Clearance 10: 16' 2"

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