[Date]

[Address]

Via Certified Mail with

Return Receipt Requested

Re: Proposed utility crossing

Dear [Railroad Contact]:

[Utility] is currently proposing to construct [type of facility] across property utilized by [railroad] at mile post x.xx in [County].

Pursuant to Minnesota Statutes Section 237.045 (attached), [utility] has enclosed a completed crossing application, certificate of insurance in the required amount and the appropriate fee for crossing the railroad’s private right-of-way. This standard one-time crossing fee is paid “in lieu of any other license, permit, application, or processing fee” and represents the sum total required to be paid to the railroad by the utility for the crossing right. (See subd. 6.)

Please note that the law allows [utility] to commence construction 35 days after [railroad]’s receipt of the enclosed materials unless [railroad] provides written notification to the utility that the proposed crossing presents a serious threat to the safe operations of the railroad or to the current use of the railroad right-of-way. (See subd. 5.)

Sincerely,