

Help Guide for Using MDT’s Right-of-Way Plans Internet Site found at <http://www.mdt.mt.gov/publications/plans.shtml>

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How to access the Plans Internet Site

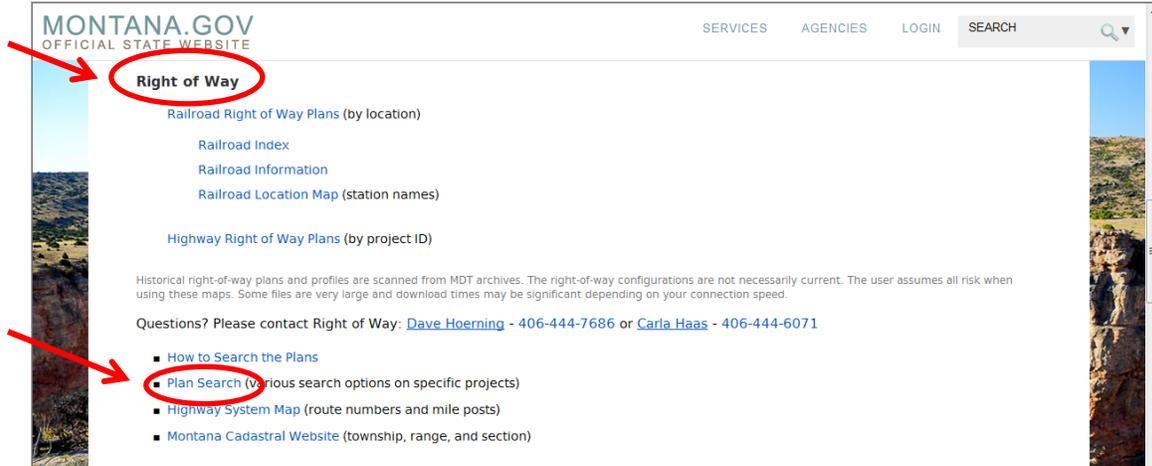
The Right-of-Way Plans Internet Site can be accessed from the [MDT Internet \(www.mdt.mt.gov\)](http://www.mdt.mt.gov) under the Publications/Plans menu. (Note: The display on your computer may look different from the one shown below - depending on what version of Windows you have on your computer.)

The screenshot shows the Montana.gov website interface. At the top, the logo 'MONTANA.GOV OFFICIAL STATE WEBSITE' is on the left, and 'SERVICES AGENCIES LOGIN SEARCH' is on the right. Below this is a banner for 'MDT★ MIKE TOOLEY, DIRECTOR' with a sub-menu: 'about | careers | news | meetings & events | contacts'. A primary navigation bar contains 'TRAVELER INFO', 'PUBLIC INVOLVEMENT', 'DOING BUSINESS', and 'PUBLICATIONS'. Below this is a 'Know Before You Go!' section with a smartphone image. A secondary navigation bar contains 'TRAVELER INFO', 'PUBLIC INVOLVEMENT', and 'DOING BUSINESS'. A grey bar below contains 'Publications'. The main content area has two columns: 'Forms' (Aircraft Registration, Highway Contractor Forms, Large Object Permit, EEO Submissions) and 'Maps' (Official Highway Map, Road Condition Maps, Interactive Map Gallery, Urban Maps, Maps from the Past). Below these are 'Plans' (TranPlan21, Railroad ROW Plans, Highway ROW Plans) and 'Brochures, Reports & Studies' (represented by a document icon).

How to access the Plans Search

Click on “Plans”.

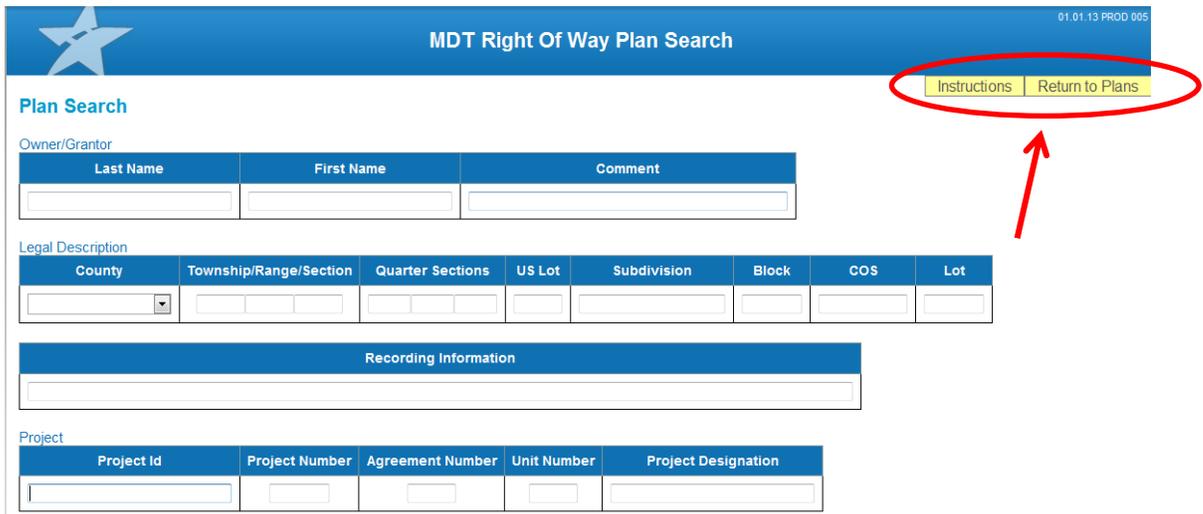
Then, scroll down to **“Right of Way”**.



Click on **“Plan Search”** to navigate to the screen below to input your search criteria.

Navigation Buttons

- Clicking on the **“Instructions”** button will display these instructions.
- Clicking on the **“Return to Plans”** button will navigate your browser to the plans website.



Search Criteria

- You may search on one or more field.
- The more specific search criteria you enter, the fewer results you will get.
- The **“%”** symbol may be used at any point in your search criteria as a wildcard to help obtain information in any of the fields that you are querying on. For example, if you know that recording information on a document is Book 13, Page 395, you could enter the following into the Recording Information field, **“%13%395%”**. The search will bring up information on the acquisition documents that have this sequence of numbers in that field.

- If you are having trouble finding what you are looking for, eliminate some of the search criteria or use more wildcards (“%”) to get more results.
- Choose either “**Display full record in results**” or “**Display Project Id only in results**” in the results by clicking on the appropriate option button.
- Click on the “**Search**” button to view your results.

Please choose how you would like the results displayed.

Display full record in results

Display Project Id only in results

Search **Reset**

Search by Owner/Grantor

If you know the name of the landowner that MDT acquired the property from (probably not the current landowner), enter a Last Name, First Name or a combination of the two. As you start to type, the system will provide possible matches for your criteria. You may ignore the possible matches or select one from the drop down list by clicking on the item in the list with your mouse. For example, if you know the owner’s last name contains the letters “WEST”, you would get the following results:

MDT Right Of Way Plan Search
01.01.13 PROD 006

Owner/Grantor

Last Name	First Name	Comment
[WEST] x		
(MYERS) WEST		
(WESTLAKE) PETER		
ANDERSON-WESTROPE		
MOORE (WESTERGARD)		
PETER (WESTLAKE)		
VAN TWEST		
WEST		
WEST (JR)		
WEST (MEYERS)		
WEST, JR.		

Ship/Range/Section	Quarter Sections	US Lot	Subdivision	Block	COS	Lot

Recording Information	

Search by Legal Description (most common search)

The following is an example of how to input the search criteria to obtain information by Legal Description, (County, Township/Range/Section, Quarter Section, US Gov’t Lot, Subdivision, Block, COS, etc.).

Owner/Grantor

Last Name	First Name	Comment

Legal Description

County	Township/Range/Section	Quarter Sections	US Lot	Subdivision	Block	COS	Lot
	10N 3W 10	NE SW					

Recording Information	

Project

Project Id	Project Number	Agreement Number	Unit Number	Project Designation

Please choose how you would like the results displayed.

Display full record in results

Display Project Id only in results

Search
Reset

Search by Project Id

Use this option if you know the plans Project Id. As you start to type, the system will provide possible matches for your criteria. You may ignore the possible matches or select one from the drop down list by clicking on the item in the list.

The screenshot shows the 'MDT Right Of Way Plan Search' interface. The 'Plan Search' section includes fields for Owner/Grantor (Last Name, First Name, Comment), Legal Description (County, Township/Range/Section, Quarter Sections, US Lot, Subdivision, Block, COS, Lot), and Recording Information. The 'Project' section has a search input with 'HES...' entered. A dropdown menu is open, showing a list of project IDs: F-HES 1-2(40)197, F-HES 1-4(7)280, F-HES 49-1(5)9, F-HES 69-1(2)6, F-HES-BRF 1-1(19)38, HES 1-2(16)108, and HES 1-2(29)138. A callout box with the text 'HES...' has an arrow pointing to the search input field.

Reset the Search Criteria

You may easily remove any entered criteria by clicking on the “Reset” button. Also note that when switching between the different search categories, the previously entered search criteria are removed.

The screenshot shows the same 'MDT Right Of Way Plan Search' interface. The search input is empty. At the bottom of the form, there is a section titled 'Please choose how you would like the results displayed.' with two radio button options: 'Display full record in results' and 'Display Project Id only in results'. Below these options are 'Search' and 'Reset' buttons. A callout box with the text 'Reset' has an arrow pointing to the 'Reset' button, which is circled in red.

Viewing the Results

Change the search criteria

If the results are not as expected, you may change your search criteria by clicking on either of the “**Change Search Criteria**” buttons displayed at the top and bottom of the page.

MDT Right Of Way Plan Search

Search Results

Plans are sorted by: Last Name, First Name, Middle Name, County, TRS, and finally by Quarter Sections ▼

Print Selected Results
Print All Results
Change Search Criteria

Select All	Displaying results 1 to 1 of 1									
Click Here to View Right of Way Plan										
	Last Name	First Name	Middle Name	Comment						
<input type="checkbox"/>	WESTWOOD	CHARLES	E							
	County	T/R/S	Quarter Sections		US Lot	Subdivision	Block	COS	Lot	
	LEWIS & CLARK	10N 3W 10	10	NE	SW					
	Recording Information									
	BS DEED, 2.92 AC, 06-04-1992, BK 13 PG 395, DOC 486211									
	Comment									
	Project	Agr	Unit	Project Id	Local Designation			Parcel		
	1416	009	000	HES 280-1(9)1	WARREN SCHOOL CURVES			006		

Print Selected Results
Print All Results
Change Search Criteria

How the results are sorted.

The results will be sorted differently depending on the search category you choose.

The default sorts are as follows:

- Owner/Grantor: Results will be sorted by Last Name, First Name, Middle Name, County, T/R/S, and finally by Quarter Sections
- Legal Description: Results will be sorted by Project ID and then by Parcel.
- Project Id: Plans will be sorted by Project Id, County, T/R/S, and finally by Quarter Sections.

If you would like to sort the data different then the default, click on the drop down list by the heading “**Plans are sorted by:**” for more options.

01.01.13 PROD 008

MDT Right Of Way Plan Search

County, TRS, and finally by Quarter Sections
 Last Name, First Name, Middle Name, County, TRS, and finally by Quarter Sections
 Local Designation and then by Project Id
 Parcel and then by Project Id
 Project, Agr, Unit, and finally by Project Id
 Project Id, County, TRS, and finally by Quarter Sections
Project Id and then by Parcel
 TRS and then by Quarter Sections

Search Results

Plans are sorted by:

Select	Displaying results 1 to 1 of 1			
<input checked="" type="checkbox"/>	Click Here to View Right of Way Plan			
Last Name	First Name	Middle Name	Comment	
WESTWOOD	CHARLES	E		

“Project Id and then by Parcel”

Navigating the results

The results page will display up to ten matching records at a time. If more than 10 matches exist, you may scroll through them using the navigation links at both the top and bottom of the results.

Clicking on:

- “Next” will display the next 10 results.
- “Previous” will display the previous 10 results.
- “Last” will display the last results.
- “First” will display the first results.

Displaying results 11 to 20 of 64

Printing the results

Results can be printed by selecting individual results and then clicking the “**Print Selected Results**” button. Alternatively you may click the “**Print All Results**” button to print every result returned in the query. To select an individual result, check the box next to the result. To select all results currently display, you can click on “**Select All**” in the table header. Once a result has been selected, its background color will change to blue and the box will be checked. After having selected the results to print, click on the “**Print Selected Results**” button at the top or bottom of the page. Any selected results from other result pages will also be printed. Note that if you use your browser’s print functionality, only the selected results currently displayed will print. Therefore, it is recommended to use the “**Print Selected Results**” button when printing.

01.01.13 PROD 006

MDT Right Of Way Plan Search

[Instructions](#) | [Return to Plans](#)

Search Results

Plans are sorted by: Project Id and then by Parcel

Select	Displaying results 1 to 1 of 1																																													
<input type="checkbox"/>	Click Here to View Right of Way Plan <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>WESTWOOD</td> <td>CHARLES</td> <td>E</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>County</th> <th>T/R/S</th> <th>Quarter Sections</th> <th>US Lot</th> <th>Subdivision</th> <th>Block</th> <th>COS</th> <th>Lot</th> </tr> </thead> <tbody> <tr> <td>LEWIS & CLARK</td> <td>10N 3W 10</td> <td>NE SW</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Recording Information BS DEED, 2.92 AC, 06-04-1992, BK 13 PG 395, DOC 486211</p> <p>Comment</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Agr</th> <th>Unit</th> <th>Project Id</th> <th>Local Designation</th> <th>Parcel</th> </tr> </thead> <tbody> <tr> <td>1416</td> <td>009</td> <td>000</td> <td>HES 280-1(9)1</td> <td>WARREN SCHOOL CURVES</td> <td>006</td> </tr> </tbody> </table>										Last Name	First Name	Middle Name	Comment	WESTWOOD	CHARLES	E		County	T/R/S	Quarter Sections	US Lot	Subdivision	Block	COS	Lot	LEWIS & CLARK	10N 3W 10	NE SW						Project	Agr	Unit	Project Id	Local Designation	Parcel	1416	009	000	HES 280-1(9)1	WARREN SCHOOL CURVES	006
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	Displaying results 1 to 1 of 1																																													

After having clicked one of the print buttons, a print preview window will appear. You may then either choose to “Print” or “Cancel”.

Print Preview

Search Criteria

Last Name	First Name	Comment
WESTWOOD	CHARLES	E

Recording Information

Project Id	Project Number	Agreement Number	Unit Number	Project Designation
HES 280-1(9)1				

Search Results

Last Name	First Name	Middle Name	Comment
WESTWOOD	CHARLES	E	

County	T/R/S	Quarter Sections	US Lot	Subdivision	Block	COS	Lot
LEWIS & CLARK	10N 3W 10	NE SW					

Recording Information
BS DEED, 2.92 AC, 06-04-1992, BK 13 PG 395, DOC 486211

Comment

Project	Agr	Unit	Project Id	Local Designation	Parcel
1416	009	000	HES 280-1(9)1	WARREN SCHOOL CURVES	006

How to view the Right of Way Plans associated with a result

To view the plans associated with a result, you will need to have Adobe Reader installed. To download, see <http://get.adobe.com/reader/>.

When the system can locate the plans associated to the project, the link “**Click Here to View Right of Way Plan**” will be displayed at the top of the result. Click on this link to view the plans. The plans will open as a PDF file in Adobe Reader.



[Click Here to View Right of Way Plan](#)

Last Name	First Name	Middle Name	Comment
WESTWOOD	CHARLES	E	
County	T/R/S	Quarter Sections	US Lot Subdivision Block COS Lot
LEWIS & CLARK	10N 3W 10	NE SW	
Recording Information			
BS DEED, 2.92 AC, 06-04-1992, BK 13 PG 395, DOC 486211			
Comment			
Project	Agr	Unit	Project Id Local Designation Parcel
1416	009	000	HES 280-1(9)1 WARREN SCHOOL CURVES 006

When the system cannot locate the plans associated to a project, a message in red will display at the top of the search result. Even though the plans file could not be located based on the Project Id, plans with a similar name may exist on the website. It is recommended that you perform a manual search on the plans website in this situation. Begin by clicking on the “**Plans**” link in the message.



Please perform a manual search on the [Plans](#) website based on the Project Id to locate plan.

Last Name	First Name	Middle Name	
U.S.A.			
County	T/R/S	Quarter Sections	US Lot Subdivision Block COS Lot
MADISON	11S 10W 35	SE SW	
Recording Information			
EASEMENT, 6-18-1987, BK 248 PG 385, DOC. 193266			
Comment			
Project	Agr	Unit	Project Id Local Designation Parcel
Z467	022	000	I 15-1(22)23 DELL-RED ROCK 009

Clicking on the “**Plans**” link will open a new browser window to the plans sorted by Project ID, and look for the highway project number.

For example, if you are searching for the plans for project HES 280-1(9)1, you would go to the directory range 0271-0280 for 280.

```
(To Parent Directory)
Monday, September 17, 2012 8:13 AM <dir> 0000-0010
Monday, September 17, 2012 8:12 AM <dir> 0011-0020
Monday, September 17, 2012 8:16 AM <dir> 0021-0030
Monday, September 17, 2012 8:16 AM <dir> 0031-0040
Saturday, July 21, 2012 5:44 PM <dir> 0041-0050
Tuesday, July 19, 2011 4:15 PM <dir> 0051-0060
Saturday, July 21, 2012 3:49 PM <dir> 0061-0070
Saturday, July 21, 2012 3:45 PM <dir> 0071-0080
Saturday, July 21, 2012 5:21 PM <dir> 0081-0090
Tuesday, July 19, 2011 4:23 PM <dir> 0091-0100
Tuesday, July 19, 2011 4:25 PM <dir> 0101-0110
Saturday, July 21, 2012 5:05 PM <dir> 0110-0120
Tuesday, July 19, 2011 4:27 PM <dir> 0121-0130
Saturday, July 21, 2012 4:59 PM <dir> 0131-0140
Tuesday, July 19, 2011 4:27 PM <dir> 0141-0150
Monday, September 17, 2012 7:35 AM <dir> 0151-0160
Tuesday, July 19, 2011 4:29 PM <dir> 0161-0170
Wednesday, July 18, 2012 9:30 AM <dir> 0171-0180
Tuesday, July 19, 2011 4:30 PM <dir> 0181-0190
Tuesday, July 19, 2011 4:31 PM <dir> 0191-0200
Tuesday, July 19, 2011 4:31 PM <dir> 0201-0210
Tuesday, July 19, 2011 4:32 PM <dir> 0211-0220
Tuesday, July 19, 2011 4:32 PM <dir> 0221-0230
Saturday, July 21, 2012 3:50 PM <dir> 0231-0240
Saturday, July 21, 2012 4:28 PM <dir> 0241-0250
Tuesday, July 19, 2011 4:35 PM <dir> 0251-0260
Tuesday, July 19, 2011 4:36 PM <dir> 0261-0270
Tuesday, July 19, 2011 4:36 PM <dir> 0271-0280
Saturday, July 21, 2012 3:53 PM <dir> 0281-0290
```

“0271-0280”

Now, the projects are listed first **alphabetically**, then **numerically** in the directory. Once you are in the correct directory, you can find the project HES 280-1(9)1 two ways:

1. You can scroll down to HES then find the number 280. You can then locate the project you are searching for and click on it to view.

```
Tuesday, March 09, 2004 3:53 PM 1801899 FAP\_276.PDF
Wednesday, March 10, 2004 9:43 AM 598210 FAP\_278.PDF
Tuesday, March 09, 2004 5:06 PM 3270032 FAPF\_277\(3\)PLANS1.PDF
Tuesday, March 09, 2004 5:06 PM 3270032 FAPF\_277\(3\)PLANS2.PDF
Tuesday, March 09, 2004 11:20 AM 766927 FG\_273\(9\).PDF
Thursday, March 04, 2004 5:02 PM 544117 FI\_271\(7\).PDF
Monday, February 03, 2003 11:09 AM 2292129 HES\_280-1\(9\)1.PDF
Tuesday, March 09, 2004 4:54 PM 2030035 NRH\_277B.PDF
Tuesday, March 09, 2004 3:59 PM 471023 NRM\_277A.PDF
Tuesday, March 09, 2004 4:01 PM 699622 NRM\_277B.PDF
Wednesday, March 10, 2004 9:53 AM 530020 NRS\_279.PDF
Thursday, January 30, 2003 4:26 PM 8019473 RF\_273\(17\).PDF
Monday, February 03, 2003 8:04 AM 8569701 RS\_278-1\(5\)0.PDF
Monday, February 03, 2003 9:29 AM 1811998 RS\_279-1\(2\)16.PDF
```

“HES 280-1(9)1”

2. Or if you go into the heading “Edit” and click on “Find on this Page”.

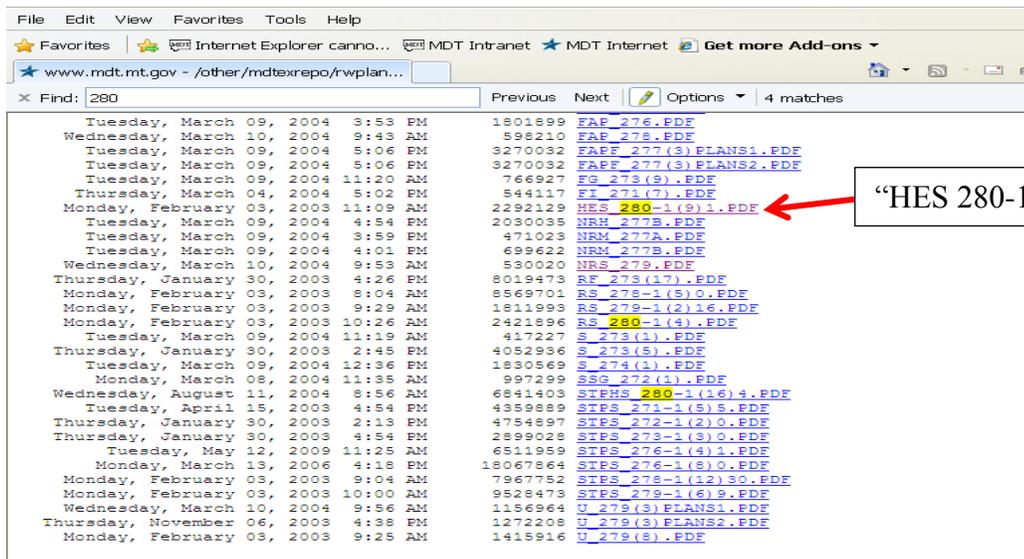


(Note: If you don't see the tool bar with the “Edit” & “Find on this Page” put your cursor on the Tool Bar, then right click and select “Menu Bar” or hit control-F.)

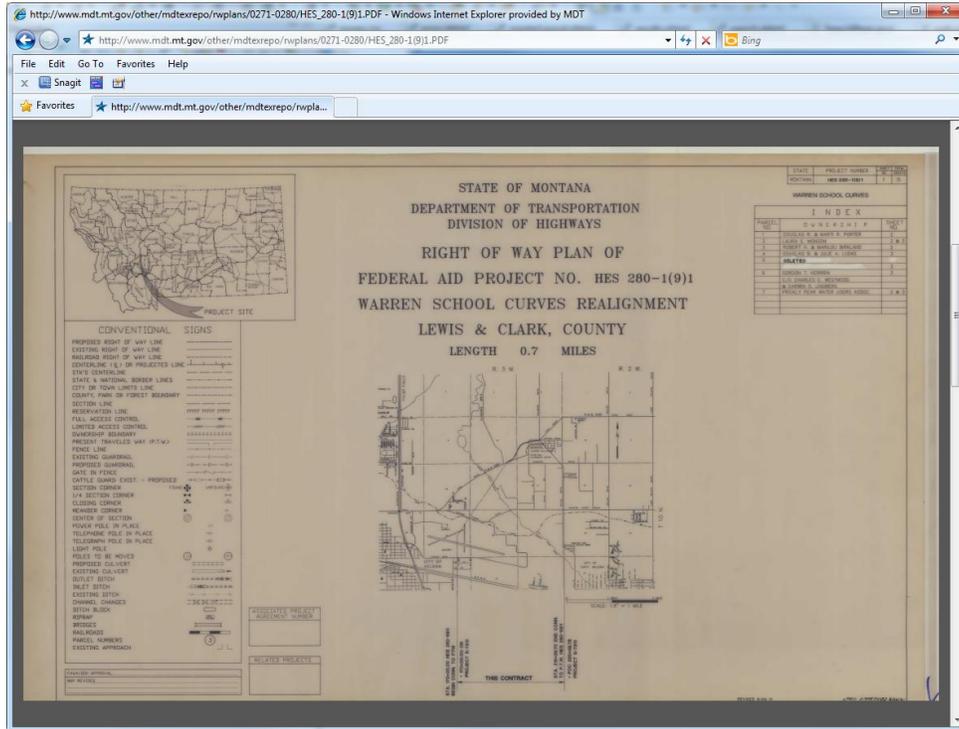
Type in the number of the project you are looking for (280).



Every time that number is found it will be highlighted yellow. You can then find the project you are searching for and click on it to view.



Cover sheet for highway project HES 280-1(9)1.



Helpful Tips

MDT’s projects that are current/active will not have plans available for viewing until they are closed. However, you may hit on a record that is for a current/active project. If you are interested in viewing or obtaining a paper copy of the R/W plans of a current/active project, please contact MDT’s Plan Section at 444-7686 or the Real Estate Services Section 444-6071 for assistance.