

# AS-BUILT TITLE PAGE PROCEDURE

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## Overview

Updating Title Pages for As-Built Plan Production.

### Process Guide

Application/Tool(s): AutoCAD / Civil 3D  
Version(s): 13.8.1704.0 Civil 3D 2026.2.1  
Environment: MDT State Kit 2026.1.0  
Released/Revised: 7/31/2026



**SUPPORT**  
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## Statement of Need

This procedure demonstrates the steps necessary to create, amend, and finalize Title Sheet documents for As-Built Construction Plans.

## Revisions

7/31/2026                      New Process Document

# Title Page Updates

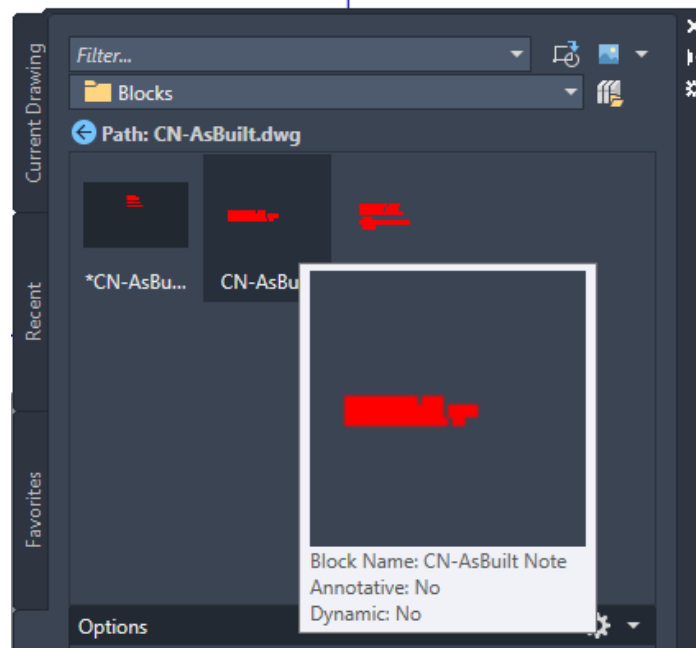
## Section I. Adding Text

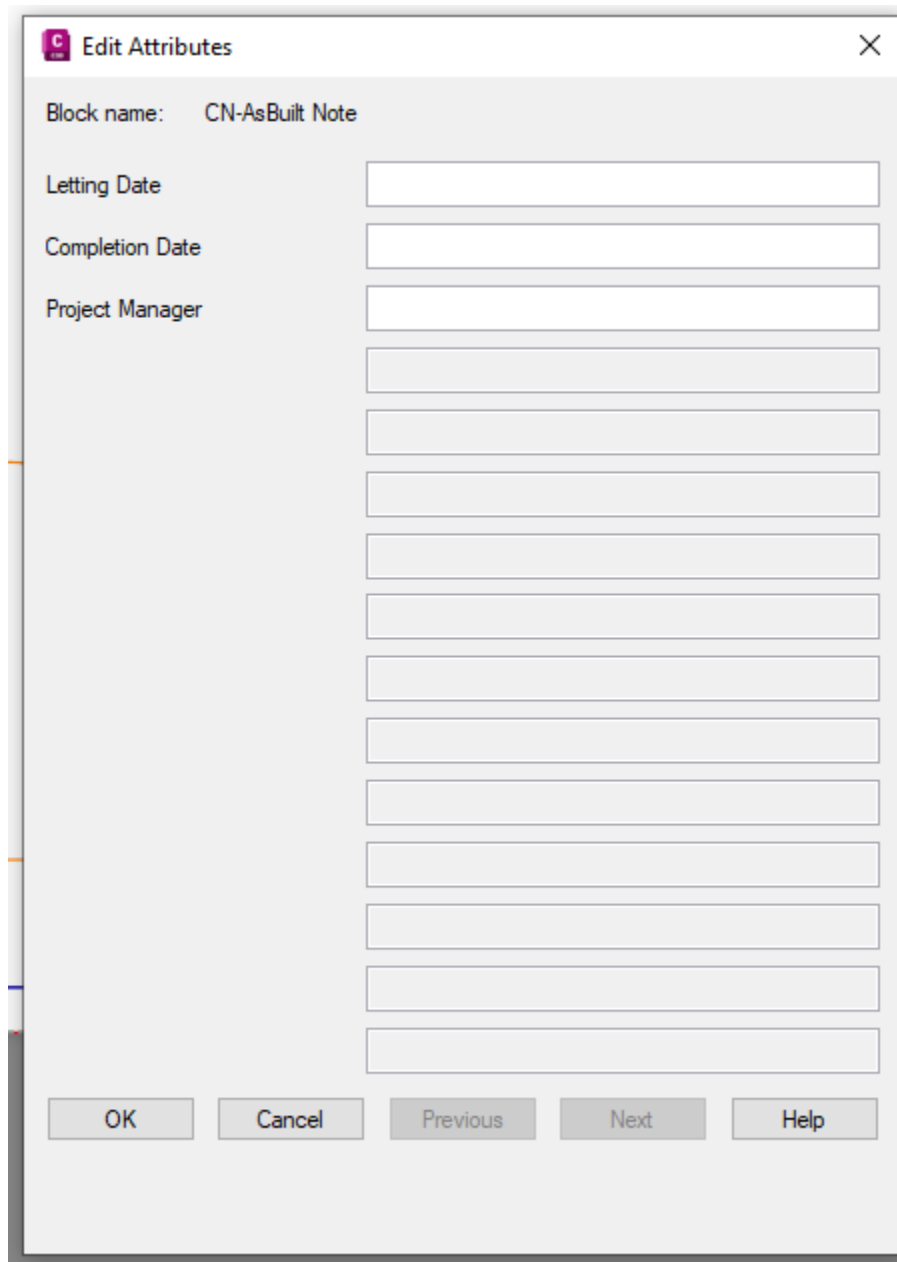
All text changes are to be added on the CN-ASBT layer. The layer is found in the Layer Properties Manager under the “Construction” sub-group.

All additions/changes to text except for data fields are to be added with Arial font, bolded, and italicized, placed on the CN-ASBT layer for easy identification to the changes to the original design.

## Section II. Adding the As-Built Block

To add the As-Built Block, type the command ‘BLOCKSPALETTE’ Find the CN-AsBuilt.dwg. Double click on the drawing in the blocks window to open the blocks within the file. Find the CN-AsBuilt Note Block and double click it to add it into your title page. When prompted, fill in the Letting Date, Completion Date, and EPM.





The screenshot shows a software dialog box titled "Edit Attributes" with a close button (X) in the top right corner. Inside the dialog, the "Block name:" is set to "CN-AsBuilt Note". Below this, there are three labeled text input fields: "Letting Date", "Completion Date", and "Project Manager". Under the "Project Manager" label, there is a vertical stack of 12 empty text input fields. At the bottom of the dialog, there are five buttons: "OK", "Cancel", "Previous", "Next", and "Help".

Press OK once finished.

## Section III. Updating Data Fields

### Project Phase Update

Update the Project Phase Data field to "AS-BUILTS" utilizing the Sheet Set Manager (SSM). If the link to the SSM is broken in the sheet, update the field manually.

## Title Page As-Built Note

For all relevant Title Sheets, the text “AS-BUILTS” shall be added to the center of the Title page under the Project Description.

To add the text, make the active layer “CN-ASBT”. On the Annotate Tab of the ribbon, select Multiline Text. Place the text in the drawing and add the ‘AS-BUILTS’ Text. Once added, select the text and utilize the Properties Palette to change the text height to 0.2”. Center the text under the Project Length Text.

**MONTANA DEPARTMENT OF TRANSPORTATION**

**FEDERAL AID PROJECT #####**

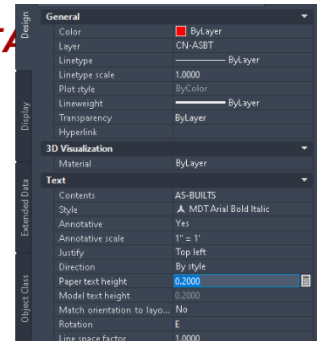
**#####**

**#####**

**##### COUNTY**

**LENGTH XX.X MILES**

**AS-BUILTS**



## Project Location, Length, Limit Changes

Verify that all changes to the project location, length or limits are updated to reflect the as-constructed conditions of the project.