

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

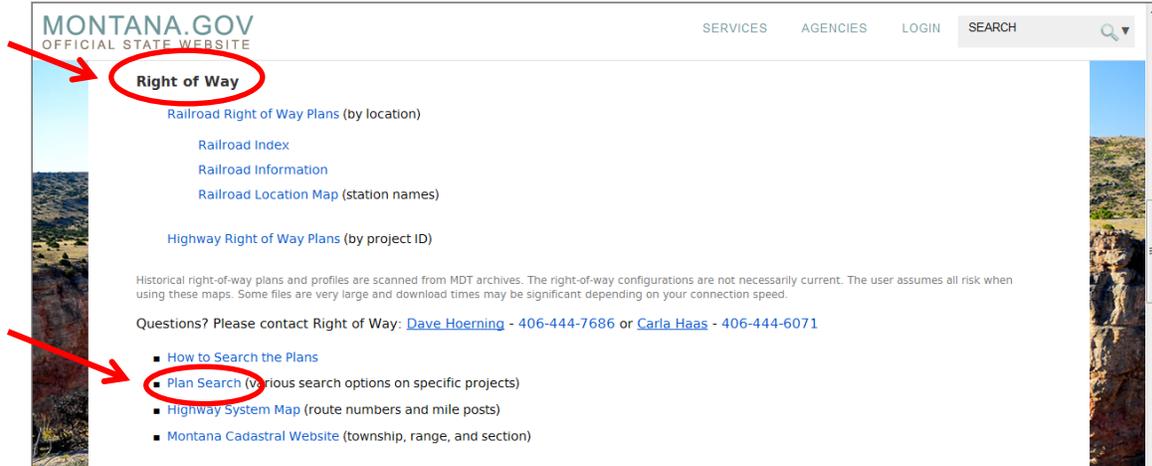
The Right-of-Way Plans Internet Site can be accessed from the [MDT Internet \(www.mdt.mt.gov\)](http://www.mdt.mt.gov) under the Publications/Plans menu.

The screenshot shows the Montana.gov website interface. At the top, there is a navigation bar with 'SERVICES', 'AGENCIES', 'LOGIN', and a 'SEARCH' box. Below this is a banner for MDT with the name 'MIKE TOOLEY, DIRECTOR' and a menu with 'about', 'careers', 'news', 'meetings & events', and 'contacts'. A secondary navigation bar contains 'TRAVELER INFO', 'PUBLIC INVOLVEMENT', 'DOING BUSINESS', and 'PUBLICATIONS'. The 'PUBLICATIONS' link is circled in red, with a red arrow pointing to a 'Publications' link in a grey bar below. Underneath, there are sections for 'Forms' and 'Maps'. The 'Forms' section lists 'Aircraft Registration', 'Highway Contractor Forms', 'Large Object Permit', and 'EEO Submissions', accompanied by a form icon. The 'Maps' section lists 'Official Highway Map', 'Road Condition Maps', 'Interactive Map Gallery', 'Urban Maps', and 'Maps from the Past', accompanied by a map icon. Below these is a 'Plans' section, where the 'Plans' link is circled in red and has a red arrow pointing to it. The 'Plans' section lists 'TranPlan21', 'Railroad ROW Plans', and 'Highway ROW Plans', accompanied by a map icon. To the right of the 'Plans' section is a 'Brochures, Reports & Studies' section with a document icon.

How to access the Plans Search

Click on “Plans”.

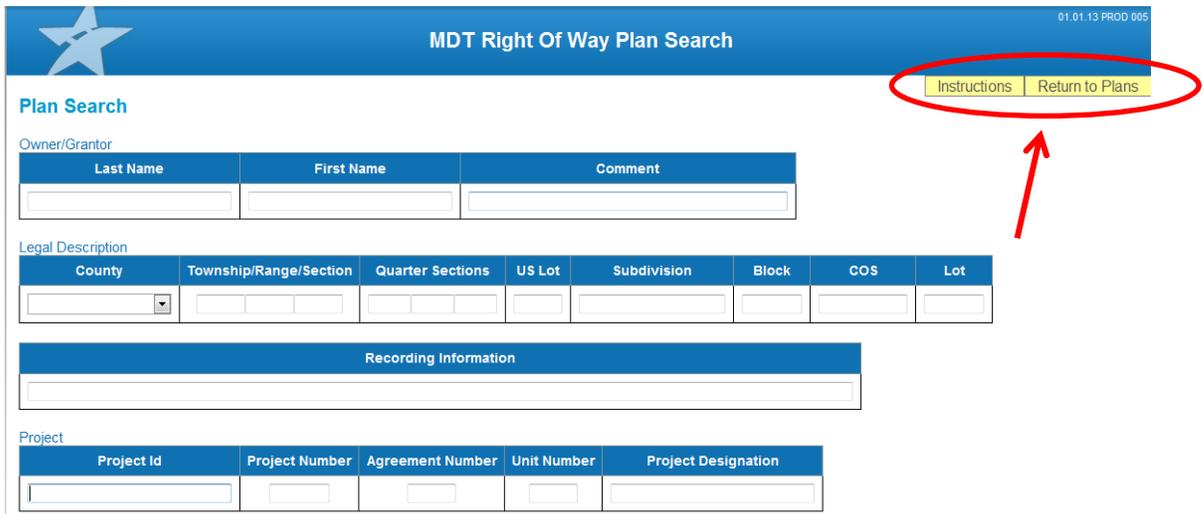
Then, scroll down to **“Right of Way”**.



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 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 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 box with 'F-HES' entered, a dropdown list of suggestions, and a table with columns: Project Id, Project Number, Agreement Number, Unit Number, and Project Designation. A message 'No results displayed.' is shown in the results area.

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.

This screenshot shows the same search interface as above, but with the 'Project' search box empty. Below the search criteria, 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'. The 'Display Project Id only in results' option is selected. At the bottom left, there are 'Search' and 'Reset' buttons. A red circle highlights the 'Reset' button, and a red arrow points to it from the right.

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 01.01.13 PROD 006

Search Results [Instructions](#) [Return to Plans](#)

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	Displaying results 1 to 1 of 1									
All	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		
<input type="checkbox"/>	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				

[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.

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Search Results

Plans are sorted by: [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](#)

[Print Selected Results](#) [Print All Results](#) [Change Search Criteria](#)

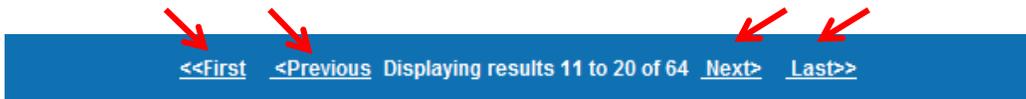
Select	Displaying results 1 to 1 of 1									
All	Click Here to View Right of Way Plan									
	Last Name	First Name	Middle Name	Comment						
	WESTWOOD	CHARLES	E							

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.



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.

MDT Right Of Way Plan Search 01.01.13 PROD 006

Instructions Return to Plans

Search Results

Plans are sorted by: Project Id and then by Parcel

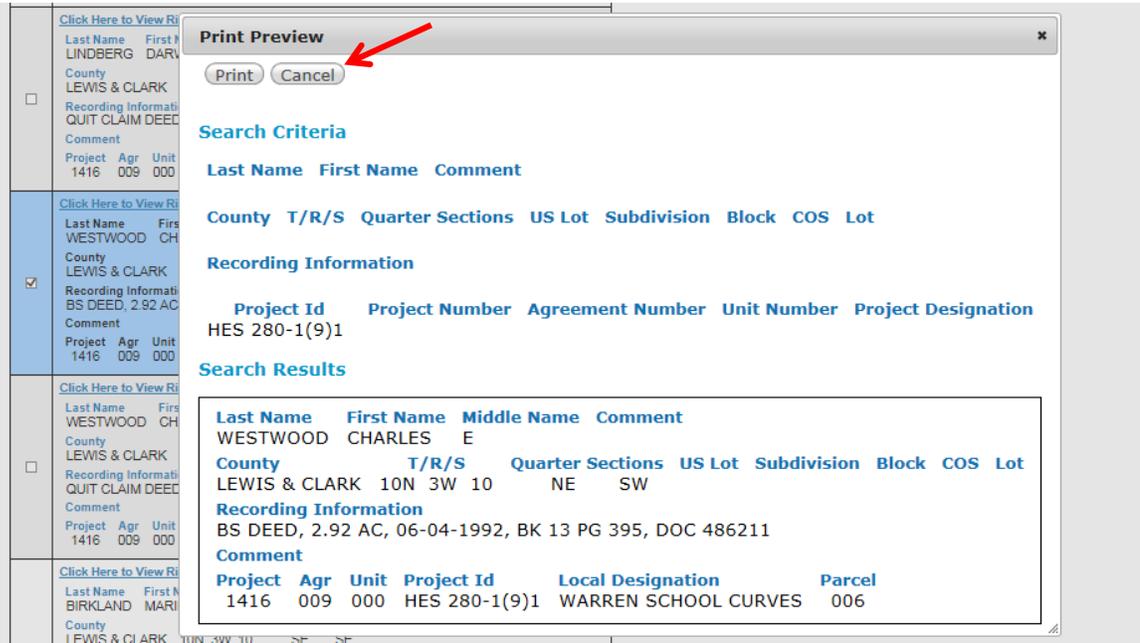
Print Selected Results Print All Results Change Search Criteria

Select All	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 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						

Displaying results 1 to 1 of 1

Print Selected Results Print All Results Change Search Criteria

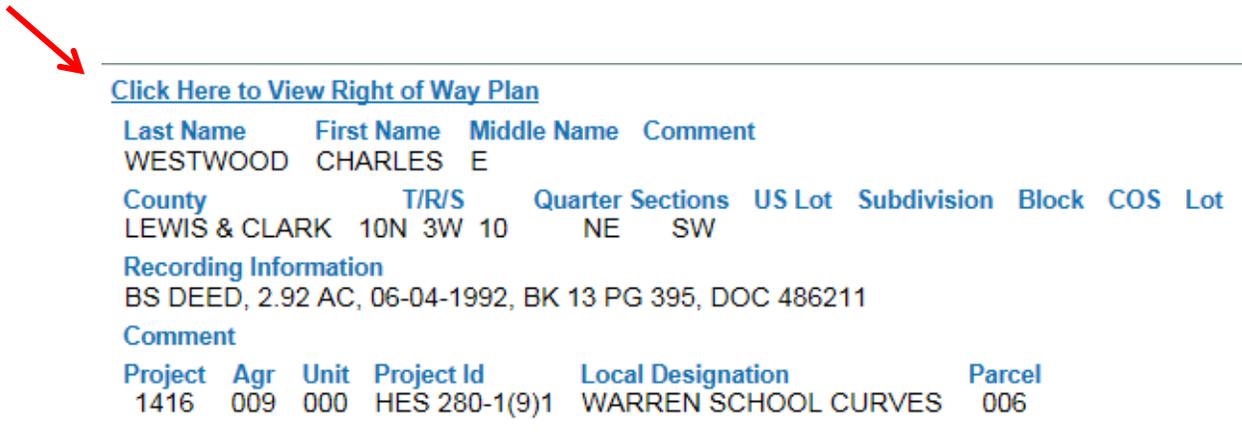
After having clicked one of the print buttons, a print preview window will appear. You may then either choose to “Print” or “Cancel”.



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.



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	115-1(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

←

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:

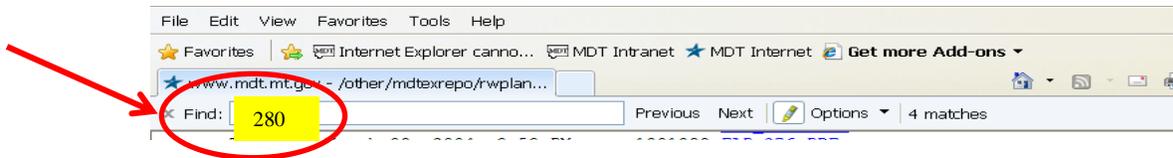
1. You can scroll down to HES then find the number 280. You can then locate the project you are searching for and click on it to view.

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	1811993	RS_279-1(2)16.PDF

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



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

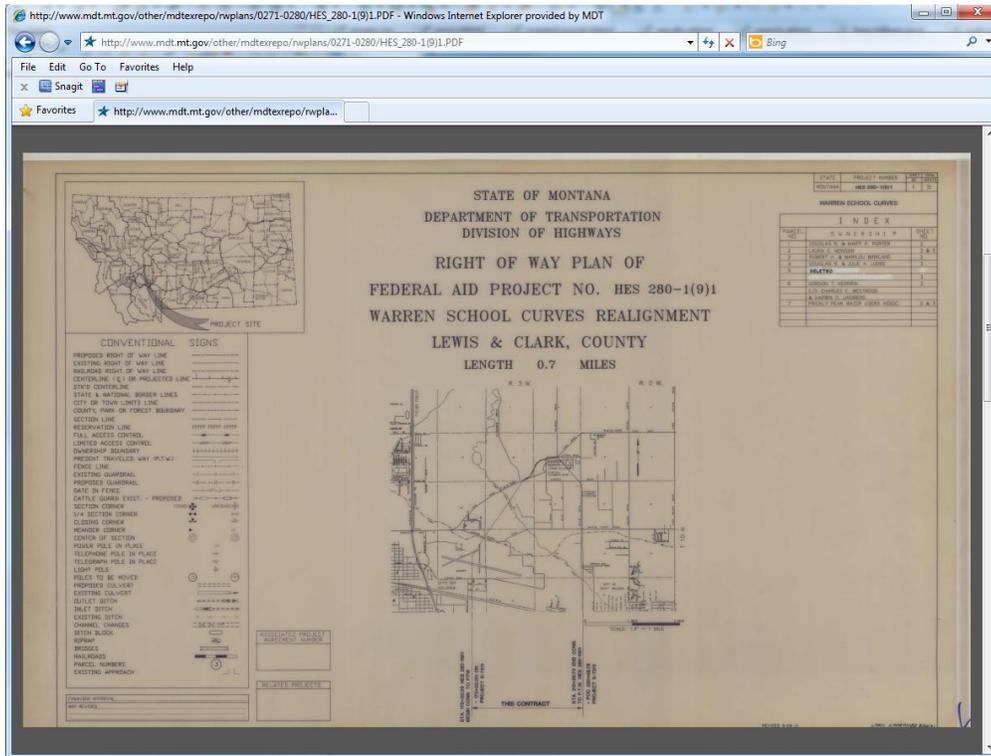


Every time that number is found it will be highlighted yellow. You can then find the project you are searching for and click on it to view.

A screenshot of the Internet Explorer search results page. The search bar shows '280' and '4 matches' are listed. The search results table is shown below, with the entry 'HES_280-1(9)1.PDF' highlighted in yellow. A red arrow points to this entry.

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	1811993	RS_279-1(2)16.PDF
Monday, February 03, 2003	10:26 AM	2421896	RS_280-1(4).PDF
Tuesday, March 09, 2004	11:19 AM	417227	S_273(1).PDF
Thursday, January 30, 2003	2:45 PM	4052936	S_273(5).PDF
Tuesday, March 09, 2004	12:36 PM	1830569	S_274(1).PDF
Monday, March 08, 2004	11:35 AM	997299	SBG_272(1).PDF
Wednesday, August 11, 2004	8:56 AM	6841403	STPHS_280-1(16)4.PDF
Tuesday, April 15, 2003	4:54 PM	4359889	STPS_271-1(5)5.PDF
Thursday, January 30, 2003	2:13 PM	4754897	STPS_272-1(2)0.PDF
Thursday, January 30, 2003	4:54 PM	2899028	STPS_273-1(3)0.PDF
Tuesday, May 12, 2009	11:25 AM	6511959	STPS_276-1(4)1.PDF
Monday, March 13, 2006	4:18 PM	18067864	STPS_276-1(8)0.PDF
Monday, February 03, 2003	9:04 AM	7967752	STPS_278-1(12)30.PDF
Monday, February 03, 2003	10:00 AM	9528473	STPS_279-1(6)9.PDF
Wednesday, March 10, 2004	9:56 AM	1186964	U_275(3)PLANS2.PDF
Thursday, November 06, 2003	4:38 PM	1272208	U_275(3)PLANS2.PDF
Monday, February 03, 2003	9:25 AM	1415916	U_279(8).PDF

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.