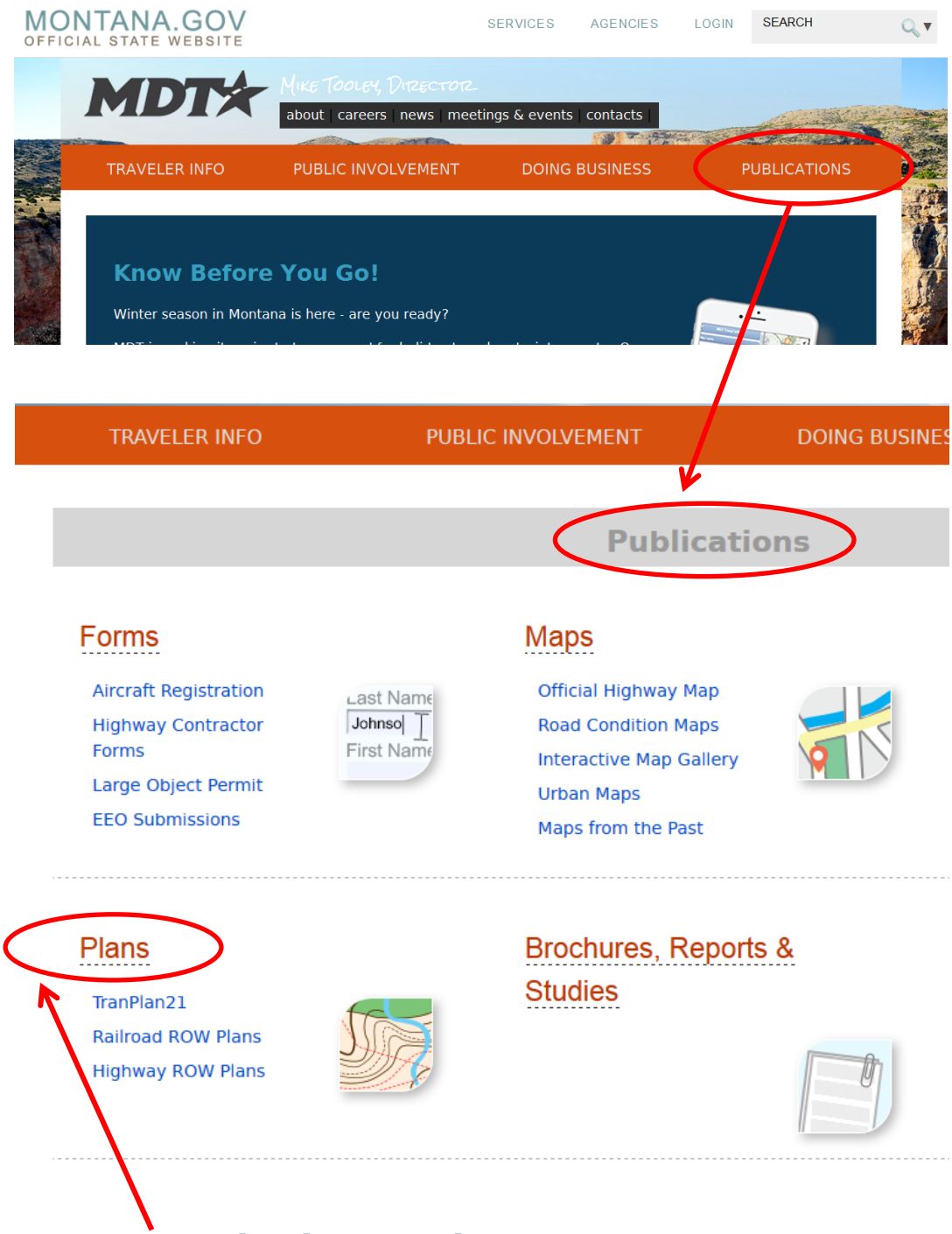
Help Guide for Using MDT's Right-of-Way Plans Internet Site found at http://www.mdt.mt.gov/publications/plans.shtml

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How to access the Plans Internet Site

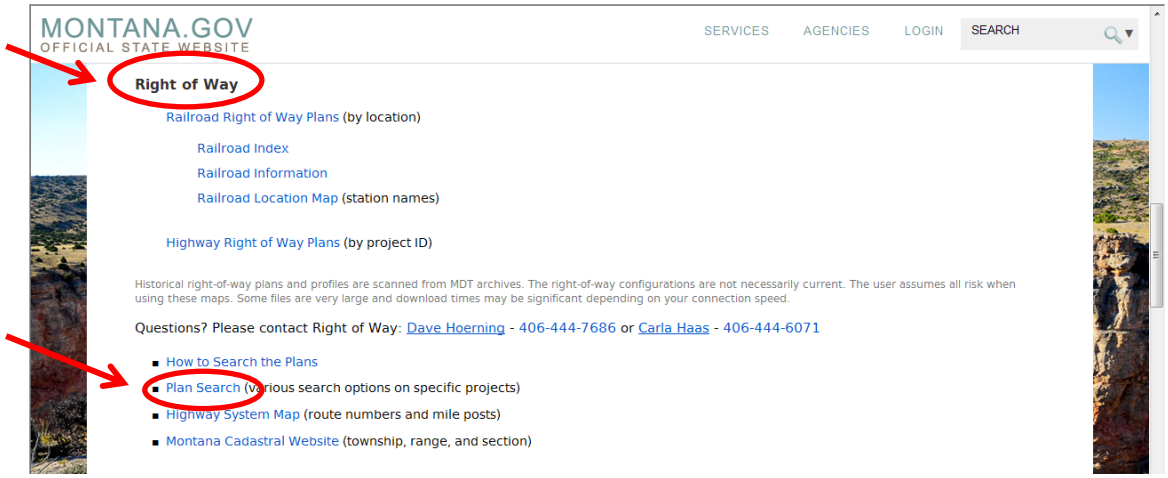
The Right-of-Way Plans Internet Site can be accessed from the MDT Internet (www.mdt.mt.gov) under the Publications/Plans menu. *(Note: The display on your computer may look different from the one shown below - depending on what version of Windows you have on your computer.)*



How to access the Plans Search

Click on **"Plans"**.

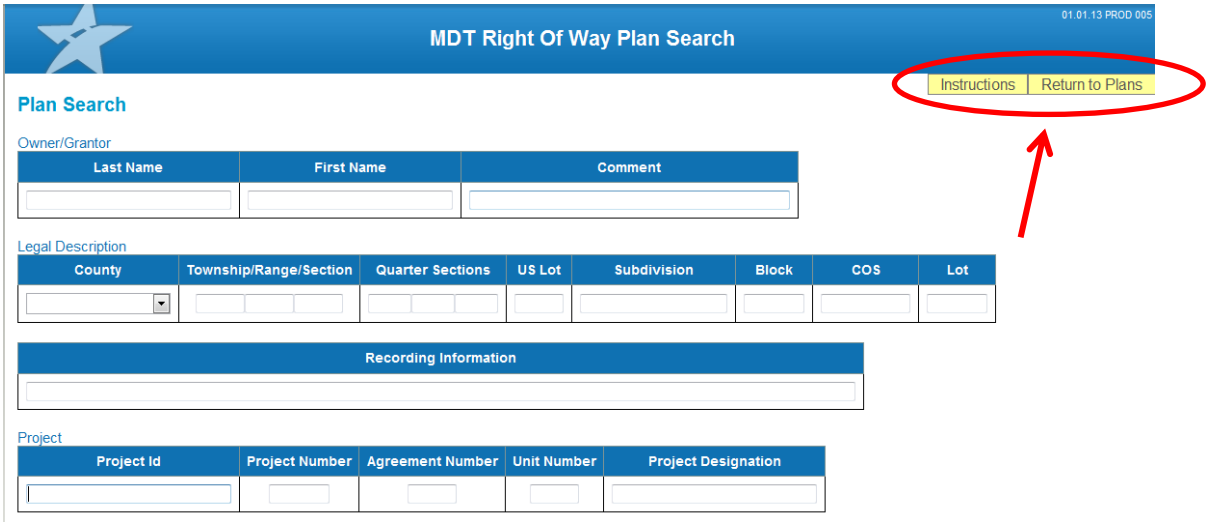
Then, scroll down to **"Right of Way"**.



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

Navigation Buttons

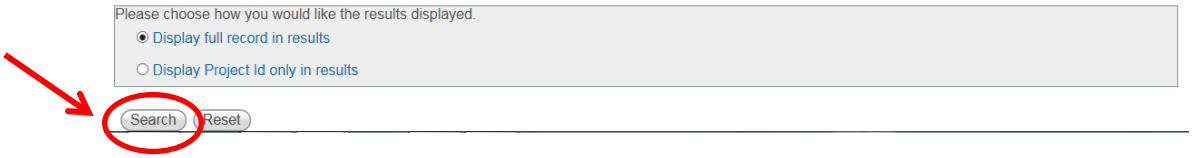
- Clicking on the **"Instructions"** button will display these instructions.
- Clicking on the **"Return to Plans"** button will navigate your browser to the plans website.



Search Criteria

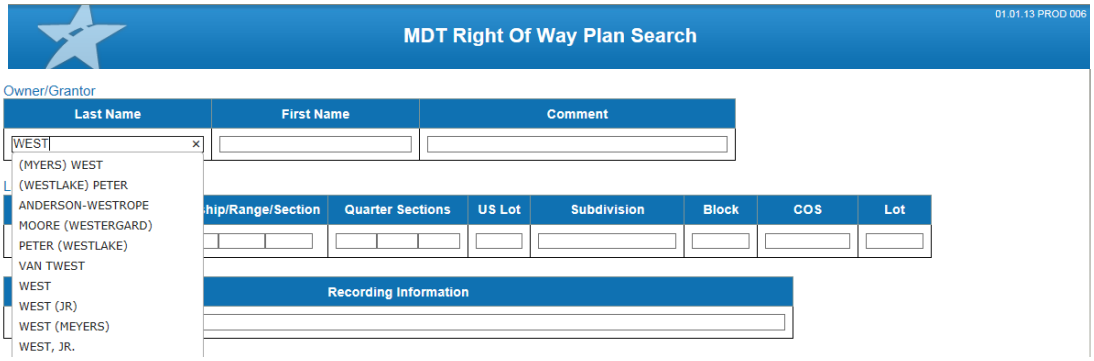
- You may search on one or more field.
- The more specific search criteria you enter, the fewer results you will get.
- The "%" symbol may be used at any point in your search criteria as a wildcard to help obtain information in any of the fields that you are querying on. For example, if you know that 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.



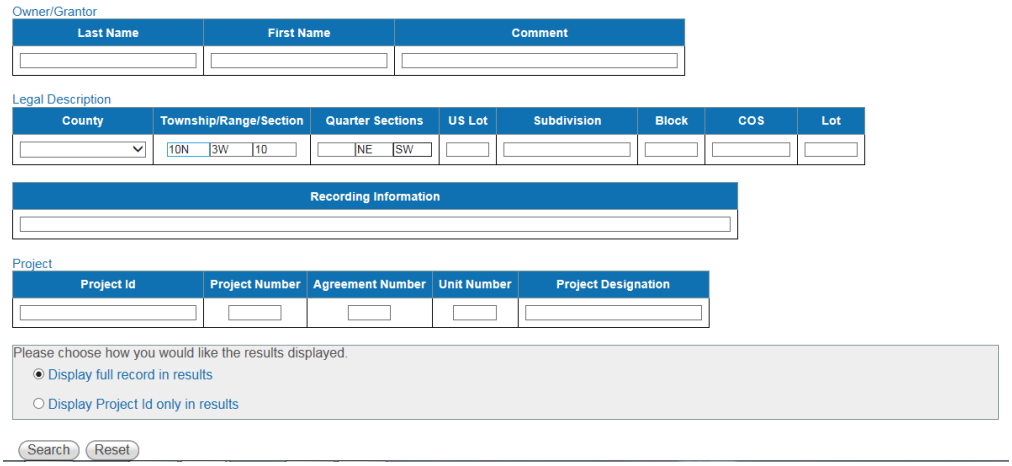
Search by Owner/Grantor

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:



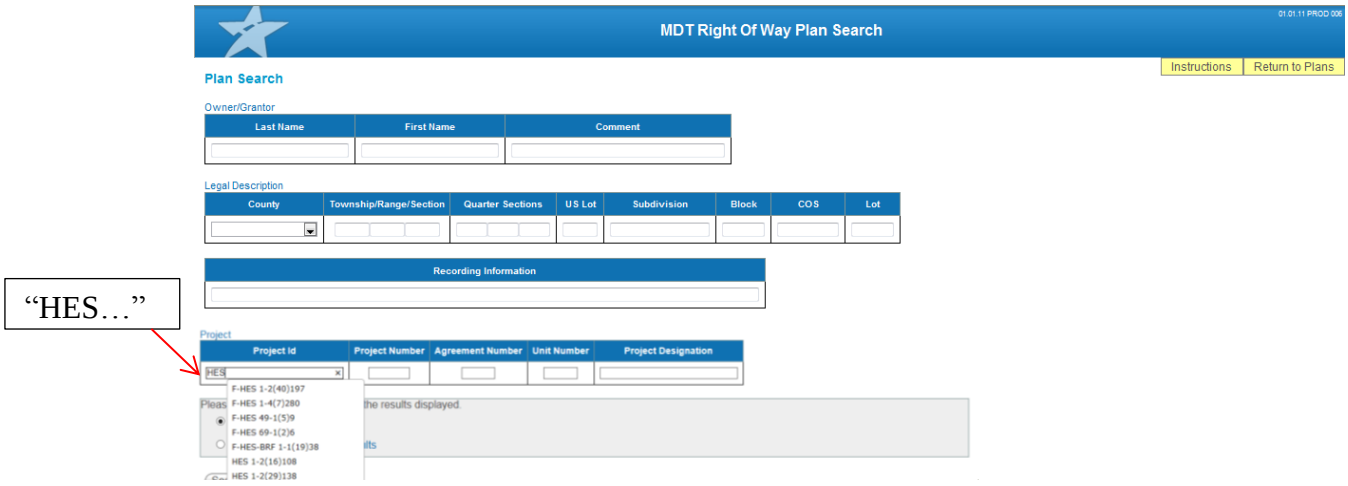
Search by Legal Description (most common search)

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.).



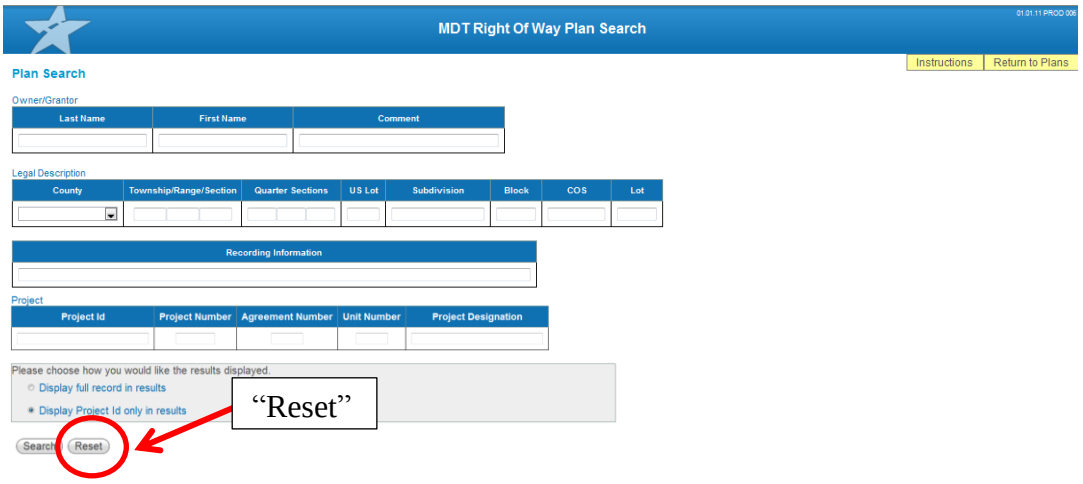
Search by Project Id

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.



Reset the Search Criteria

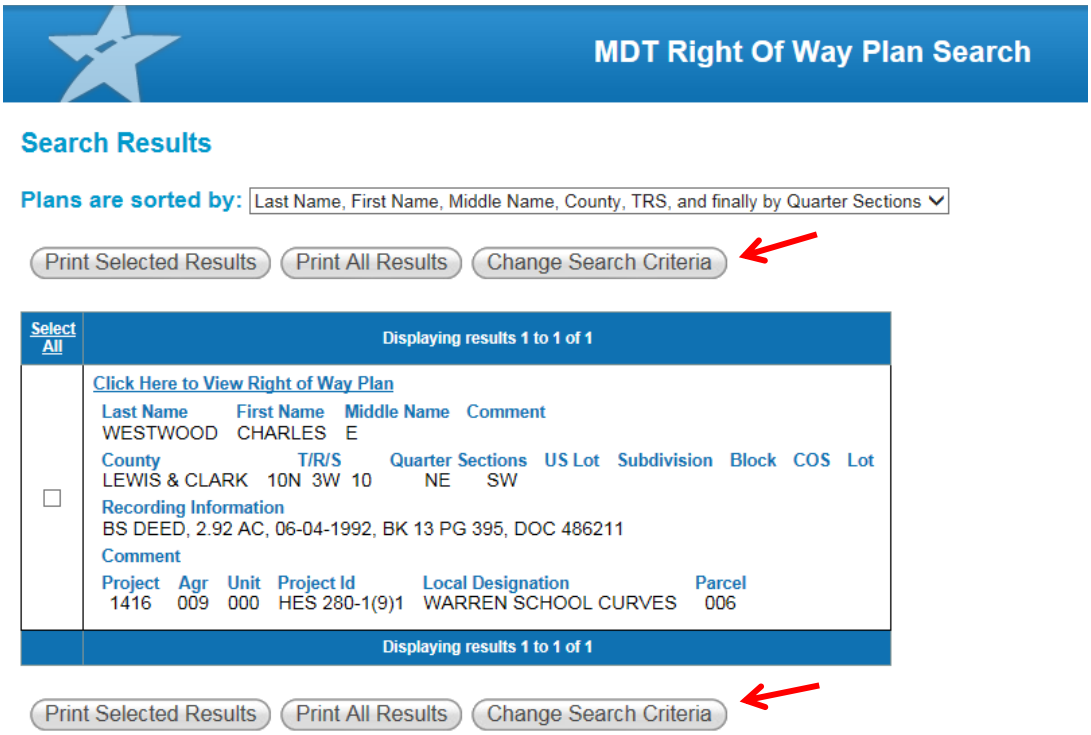
You may easily remove any entered criteria by clicking on the **"Reset"** button. Also note that when switching between the different search categories, the previously entered search criteria are removed.



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.



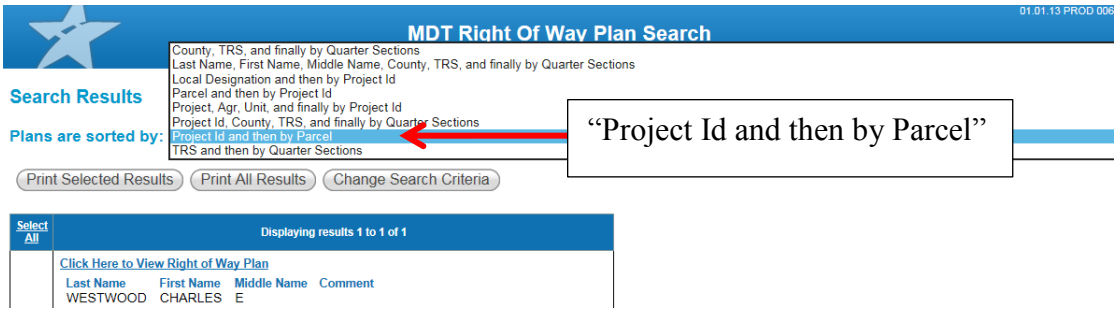
How the results are sorted.

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.

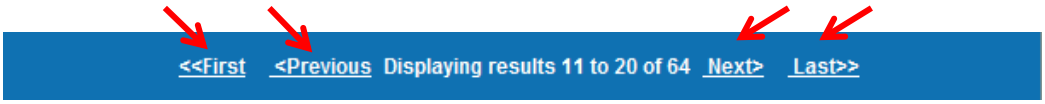


Navigating the results

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.

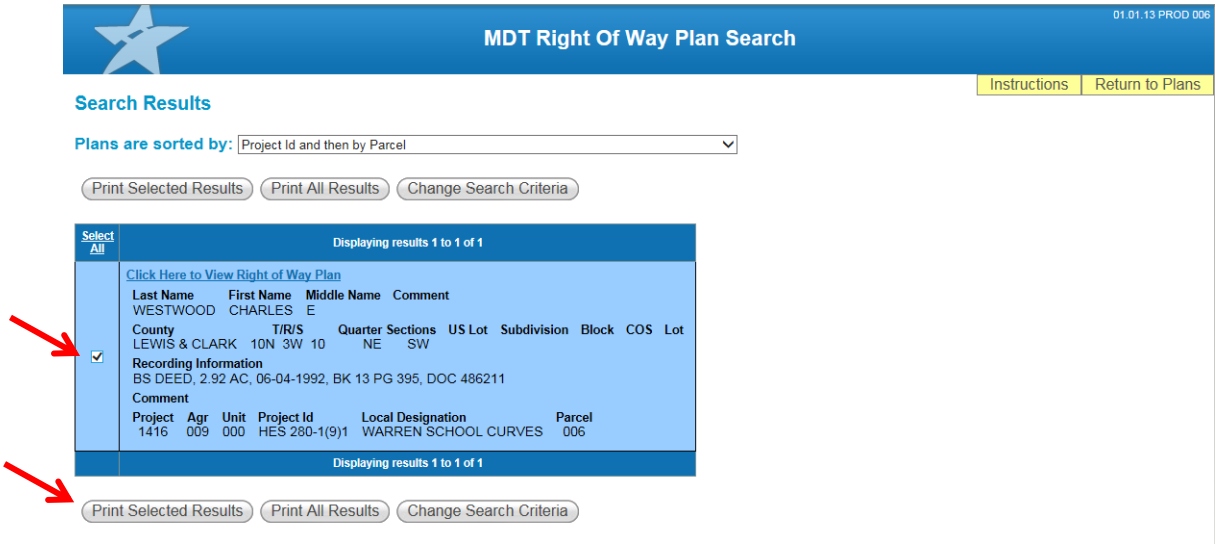
Clicking on:

- **"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.

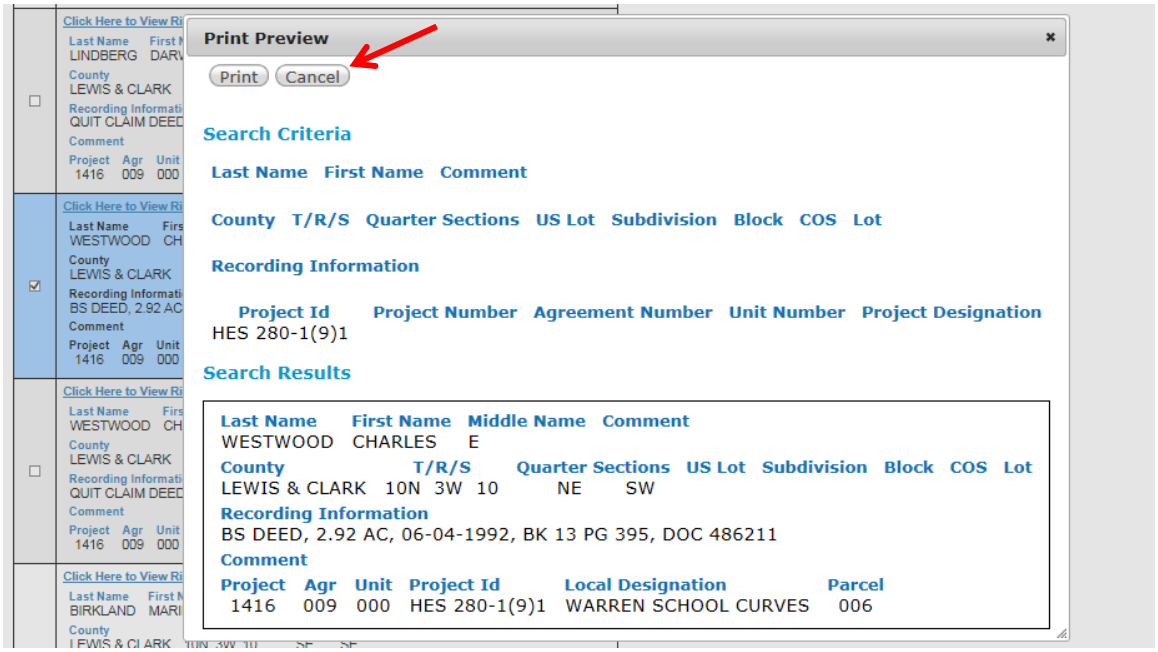


Printing the results

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.



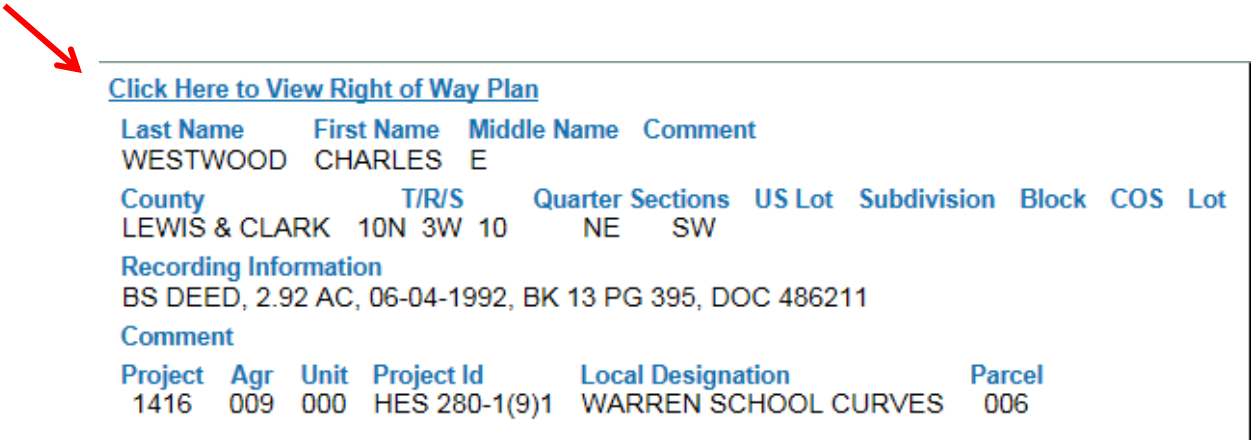
After having clicked one of the print buttons, a print preview window will appear. You may then either choose to **"Print"** or **"Cancel"**.



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.


Click Here to View Right of Way Plan

Last Name	First Name	Middle Name	Comment
WESTWOOD	CHARLES	E	

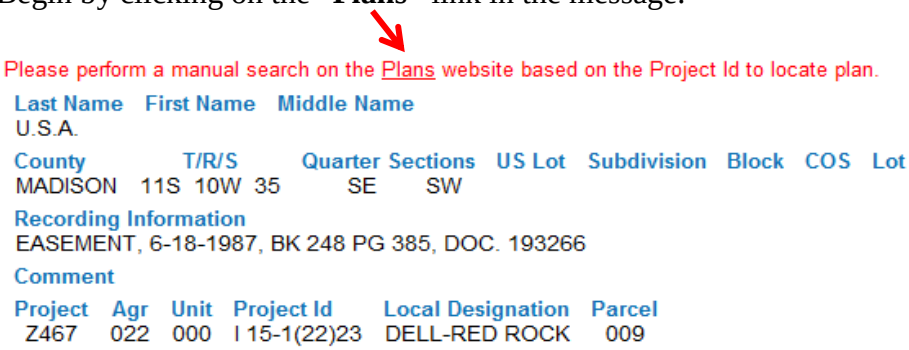
County	T/R/S	Quarter Sections	US Lot	Subdivision	Block	COS	Lot
LEWIS & CLARK	10N 3W 10	NE SW					

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					

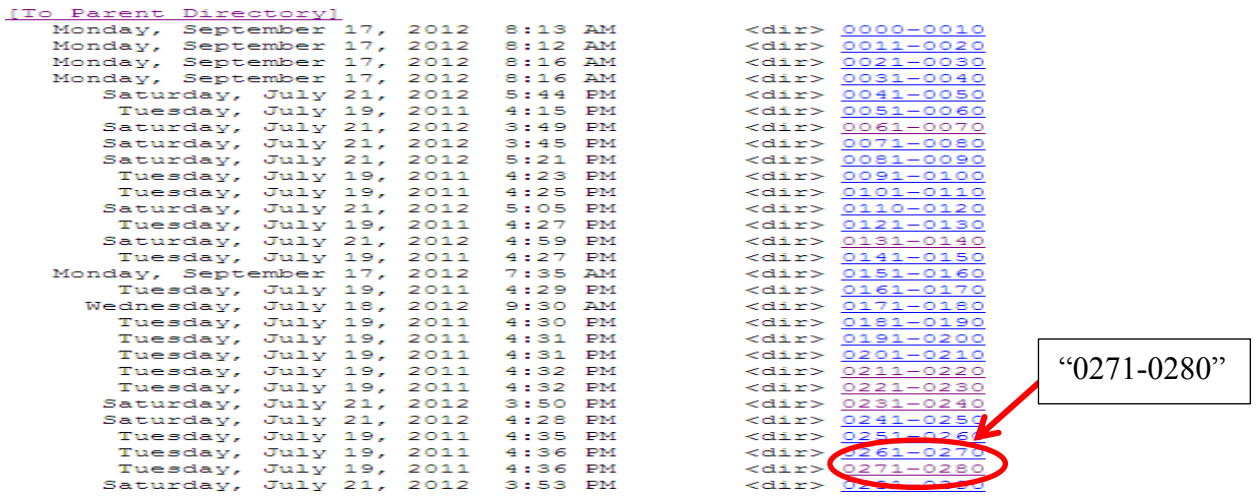
Recording Information
EASEMENT, 6-18-1987, BK 248 PG 385, DOC. 193266

Comment

Project	Agr	Unit	Project Id	Local Designation	Parcel
Z467	022	000	I 15-1(22)23	DELL-RED ROCK	009

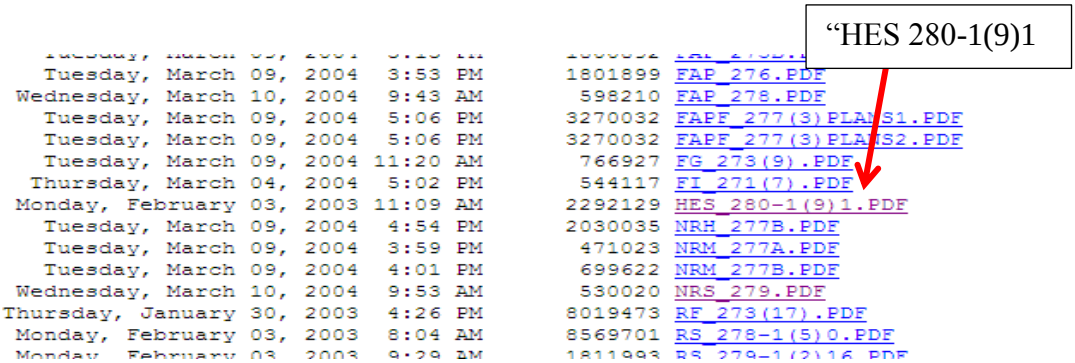
Clicking on the **"Plans"** link will open a new browser window to the plans sorted by Project ID, and look for the highway project number.

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.



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.

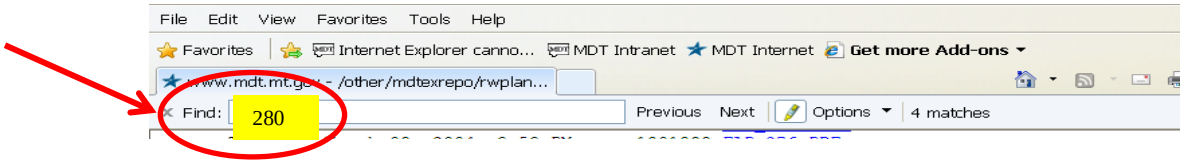


2. Or if you go into the heading **"Edit"** and click on **"Find on this Page"**.

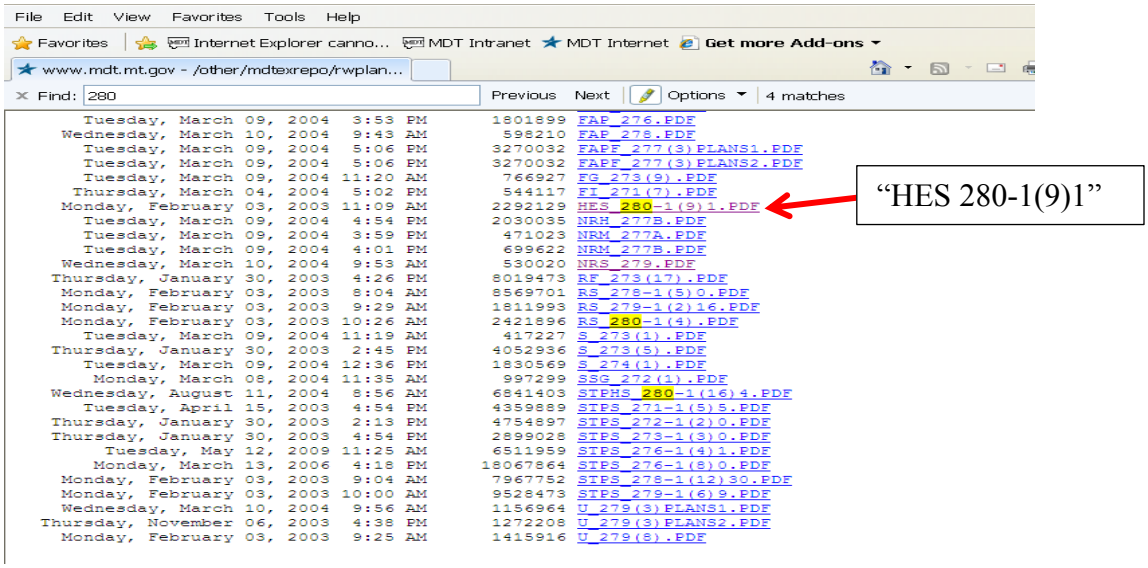


(Note: If you don't see the tool bar with the "Edit" &"Find on this Page" put your cursor on the Tool Bar, then right click and select "Menu Bar" or hit control-F.)

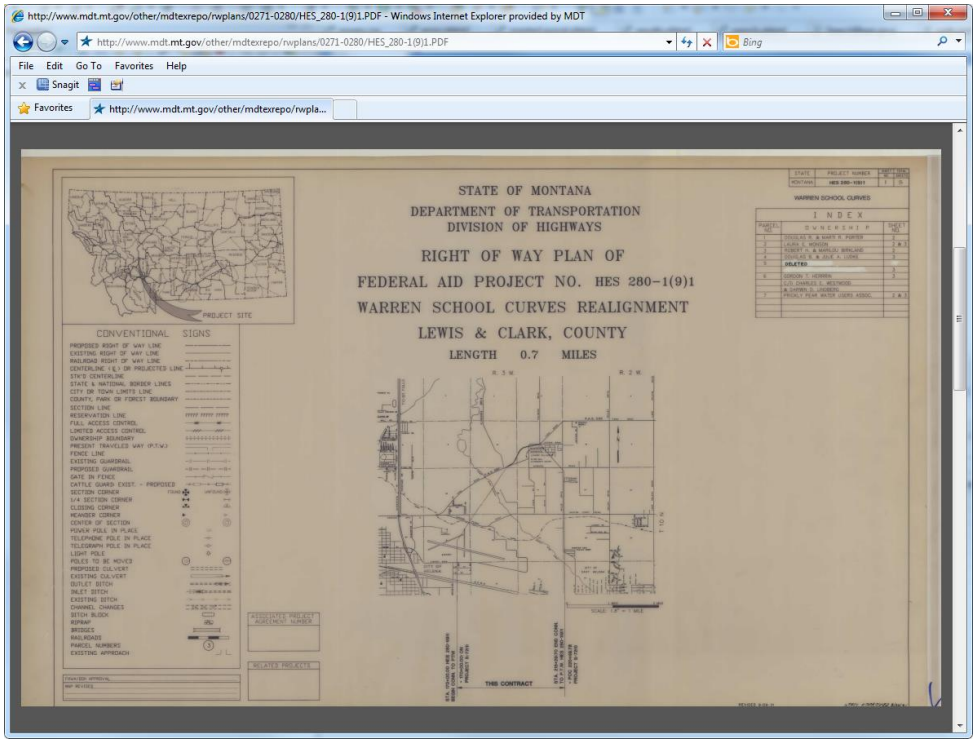
Type in the number of the project you are looking for (280).



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.