MONTANA
Department of Transportation

RIGHT-OF-WAY EXHIBITS PROCEDURE

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Overview

This process document covers creating exhibit view frames, sheets, and publishing standards used for R/W Plan Production and Deed/Easement recording processes.

Process Provenance

- Date of development: 11/12/2025
- Revision date: *N/A*
- Application/Tool(s): *AutoCAD / Civil 3D*
- Version(s): *Civil 3D 2024*
- Environment(s): *MDT Civil 3D State Kit r2024 v2.21*
- Contact: *Open a Case*

References

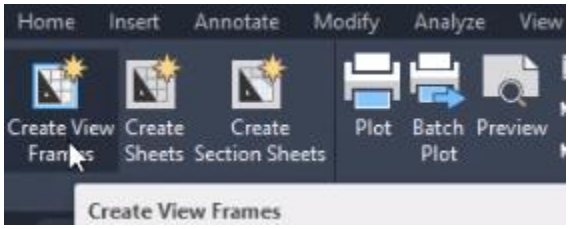
Right-of-Way Plan Sheets Procedure

Exhibit Procedure

Section I. Creating View Frames

Reproduce Right of Way View Frames

From the ROMAP drawing, create new View Frames following the same process as ***Right-of-Way Plan Sheets Procedure*****,** however, name the View Frame Group 'RIGHT OF WAY EXHIBIT'. Use the same naming guidelines, except change all ROPLN-* names to ROEXH-*.



Section II. Create Master Exhibit Sheets

Create Sheets

In the ROMAP drawing output tab, plan production group, Create Sheets.



In the Create Sheets dialog window, select the RIGHT OF WAY EXHIBIT view frame group. Change the Layout Creation settings to mirror the R/W Plans. Change the Layout Name to ROEXH-(<[NextCounter(CP)]>). Do not set a north arrow block as they come from the ROMAP MODEL space.

On the Sheet Set tab of the Create Sheets dialog window, create a new sheet set .dst following the standard naming convention 'XXXXX00XROEXH0MX'. Verify the storage location is in the Autodesk Docs Project folder.

Verify the sheet storage location is also in the Autodesk Docs Project folder.

In the Data References Tab, verify that the XXXXX00X_RWBL and all subsequent alignments required as a baseline for R/W acquisition are selected. Do not copy pipe networks or pressure pipe networks.

Modifying the ROEXH Master Exhibit Drawing

Open the exhibit file (XXXXX00XROEXH0MX.dwg). Attach the ROARE and DIMAP reference files. There may be other files used in plans development that need to be attached. Verify files are referenced on the correct layer. Select the ROARE file, right click, select Display Order and Send to Back. Clean up views to show only what should be displayed in the exhibit files before parcel exhibit files are created.

Note - Check the Xref Manager to verify that all the reference file types are set to Overlay not as Attachment. Reference files set to Attachment cause circular referencing errors.

Populate Project information in SSM

Open the SSM and add all relevant project information. Ensure that Project Phase and Project Milestone fields are set to '%%'.

Resave all sheets in the SSM.

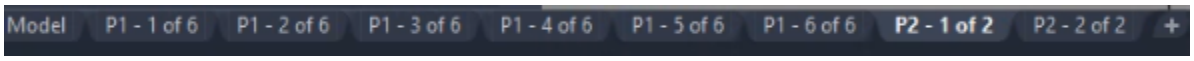
Section III. Parcel Exhibit Files

Depending on the project, a separate dwg file may be created for each parcel or one dwg file may be created for multiple parcels.

Separating Drawing Files for each Parcel

To create parcel exhibit files, open the master exhibit file and save as P001_XXXXX00XROEXH00X.dwg. (Additional parcel exhibit files will be P002, P003...). The parcel exhibit files will be saved on BIM 360 under the project folder.

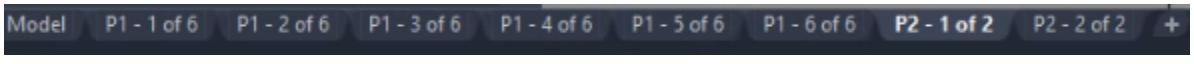
The tabs at the bottom will need to be renamed with the parcel number and number of sheets. For example - P1 - 1 of 5. Create a tab for each exhibit sheet the parcel is shown on. Fill in the parcel and sheet numbers, and turn on shading.



Multiple Parcels within One Drawing File

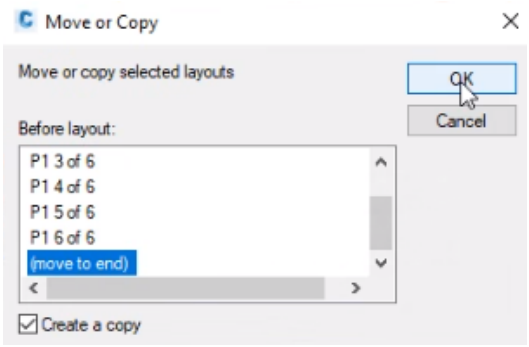
To create parcel exhibit files, open the master exhibit file and save as XXXXX00XROEXH00X.dwg. (Additional files will be 002, 003...). The parcel exhibit files will be saved on BIM 360 under the project folder.

Parcel exhibit files should have up to 10 tabs. The tabs at the bottom will need to be renamed with the parcel number and number of sheets. For example - P1 - 1 of 5. Create a tab for each exhibit sheet the parcel is shown on. Fill in the parcel and sheet numbers and turn on shading.



Multiple Parcels within One Drawing File (Continued)

Add the next parcel to the file by copying the tab it is shown on. Right click on the tab, select "Move or Copy", and click on Move to End. Make sure a check is in the box next to Create a Copy. It will copy all the tabs that are selected. Rename the tab with the parcel number and number of sheets. For example - P2 - 1 of 2.



Fill in the parcel and sheet numbers and turn on shading for each parcel.

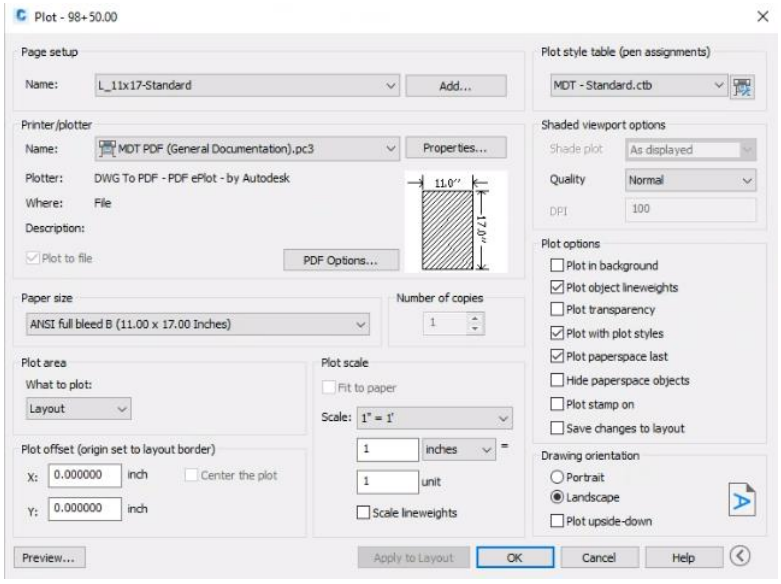
All the exhibit border information should be filled out. Remove the sheet numbers from the top right of the page.

Add comments on Autodesk Docs noting which exhibits are within the file.

Section IV. Publishing Sheets

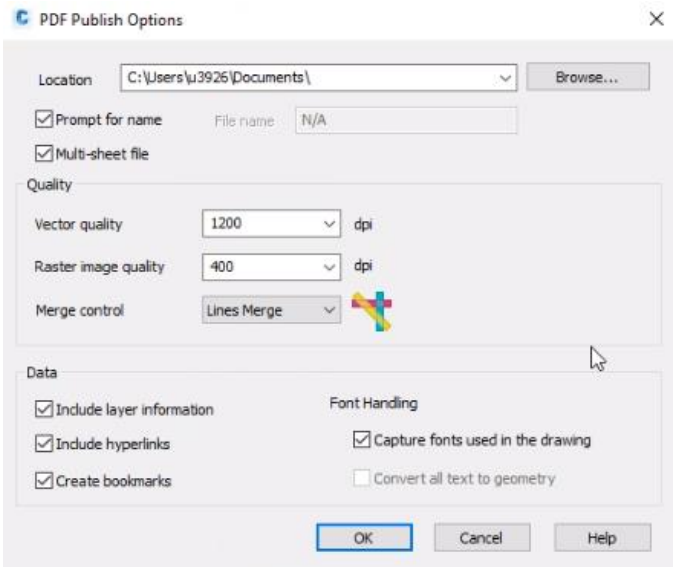
Printing Sheets Individually

Right click on the Parcel Layout Tab, select Plot. The settings should be all set as shown below. Select Okay. Give the file a name that includes the parcel number and UPN (for example P001_XXXXX00X) and save the pdf to the project folder in Draft Deeds. For consultants, save the PDFs with the drawing files for submittal to the Department.

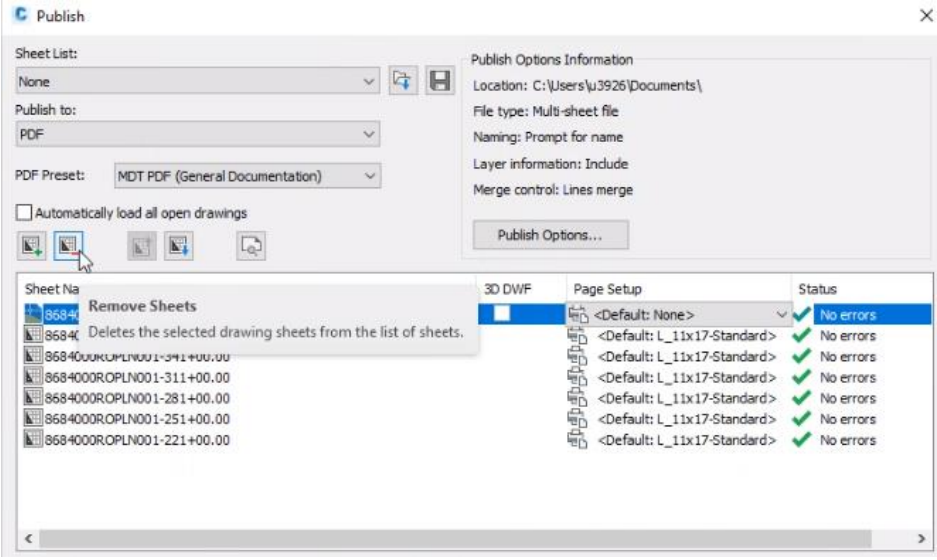


Publishing Multiple Sheets

To publish an exhibit pdf with multiple pages, on the Output Tab, Plot Ribbon, select Batch Plot. In the Publish box set Publish to PDF, click on Publish Options and make sure the box next to multi-sheet file is checked and change Merge Control to Lines Merge. Select OK.



Uncheck the box next to "Automatically load all open drawings". Remove the sheets that should not be included in the parcel. Under Sheet Name, select the model and each exhibit sheet that needs to be removed. Click on Remove Sheets. Hold down the control key to select multiple sheets or delete one sheet at a time.



Select Publish, give the file a name that includes the parcel number and UPN (for example P001_XXXXX00X) and save the pdf to the project folder in Draft Deeds. For consultants, save the PDFs with the drawing files for submittal to the Department.

Section V. Exhibit Drawing Major Change Notification

Along with other workflows in R/W Plan Production, the Exhibit Drawing Procedure will be going through extensive overhaul in 2026. Please be advised that these workflow notes will be substantially altered from the current process. These changes are done to increase efficiency, removing redundant tasks, and improve outflow processes for Digital Delivery.