



**MONTANA DEPARTMENT OF TRANSPORTATION**

# **MONTANA RIGHT-OF-WAY DESIGN MANUAL**

## **Appendix D – Blue Sheet Sample Memos**



**Appendix D  
BLUE SHEET SAMPLE MEMOS**

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Revised 8/5/16

**Montana Department of Transportation  
Helena, Montana 59620-1001**

**Memorandum****To:** Jerilee Weibel, Great Falls R/W Acquisition Supervisor**From:** David M. Hoerning, P.L.S., R/W Design Manager**Date:** November 6, 2009

**Subject:** Project No.: 4323-066-000  
 R/W ID.: NH 60-2(66)91  
 Designation: 10<sup>th</sup> Ave S – 26<sup>th</sup> to 38<sup>th</sup> – GTF

These revisions are approved by the State on 3-3-04.

Revised sheets 2, 3, and 6 of 9 sheets.

Parcels Affected:

20

51 (Deleted)

Remarks: This blue sheet is to delete parcel 51 revising area to be included with adjacent parcels ownership as per new deed recorded.

- **Sheet 2 -**  
Parcel 20
  - Revised the name **from** Robert W. Zadick & Richard N. Zadick **to** Robert W. Zadick & Richard N. Zadick aka Robert Zadick and Richard Zadick
  - Added 108,793 SF to the Total Area
  - Added 22 SF to the Gross R/W and Net Areas
- **Sheet 3 -**  
Parcel 51 (Deleted)
  - Deleted all ownership information and areas from parcel 51 and added DELETED
- **Sheet 6 -**  
Parcel 20 and 51
  - Deleted ownership dots along property line between parcel 20 and 51 and added an ownership tie
  - Deleted parcel symbol number 51

## Attachment(s)

cc: District Administrator	Acquisition Section	County
District Construction Engineer	Special Programs Section	Utilities Section
District Utility Agent	Appraisal Review Section	Consultant Design Bureau
Chief – R/W Bureau	Access Management Section	Traffic & Safety Bureau
Financial and Administrative Section	Project File	Environmental

**SAMPLE BLUE SHEET MEMO**  
(with Deleted Parcel)

**Figure 1D**

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Revised 8/5/16

**Montana Department of Transportation  
Helena, Montana 59620-1001**

**Memorandum**

**To:** Maureen Walsh, Missoula R/W Acquisition Supervisor  
**From:** Shane C. Stack, P.E., Missoula Preconstruction Engineer  
**Date:** November 6, 2009  
**Subject:** Project No.: 1310-048-000  
R/W ID.: NH 1-3 48)247  
Designation: Cut Bank - West

These revisions are approved by the State on 3-24-04.

Revised sheets 4, 5, 21, & 22 of 25 sheets.

Parcels Affected:

35  
35.1 (New)  
39  
73 (Deleted)

Remarks: Parcel 35 has been subdivided with a portion of it quitclaimed to new owners creating new Parcel 35.1. Parcel 39 has been deeded to the same owners of Parcel 73. Parcel 73 is therefore deleted and its areas combined into Parcel 39.

- **Sheet 4 -**  
Parcel 35
  - Revised Sheet No. **from 20-22 to 20, 21**
Parcel 35.1 (New)
  - Added 35.1 to Parcel column
  - Added John L. & Leiann Cross - Und. ½ Int.; Patricia Augare Compton - Und. ½ Int. to Name column
  - Added 110 Main, Suite 7, Polson, MT 59860; HC 72, Box A, Browning, MT 59417 to Address column
  - Added Owner Notification Only to Ownership column
  - Added 21, 22 to Sheet No. column
Parcel 39
  - Revised Name **from** John Edward Tweedy **to** John L. & Leiann Cross - Und ½ Int.; Patricia Augare Compton - Und. ½ Int.
  - Revised Address **from** P.O. Box 893, Cut Bank, MT 59427 **to** 110 Main, Suite 7, Polson, MT 59860; HC 72, Box A, Browning, MT 59417
  - Revised Total Area **from** 11.70 AC **to** 73.54 AC
  - Revised Gross R/W Area **from** 0.36 AC **to** 1.19 AC
  - Revised Net Area **from** 0.36 AC **to** 1.19 AC

**SAMPLE BLUE SHEET MEMO**  
(with Deleted and New Parcel)

**Figure 2D**

- Revised Remainder Right **from** 11.34 AC **to** 72.35 AC
- Added Const. Pmt. Area 0.10 AC
- Revised Sheet No. **from** 22 **to** 21, 22
- **Sheet 5 -**  
Parcel 73 (Deleted)
  - Revised Name **from** John L. Cross and Leiann Cross - ½ Int.; Patricia Augare Compton - ½ Int. **to** Deleted
  - Deleted Total Area 61.84 AC, Gross Area 0.83 AC, Net Area 0.83 AC, Remainder Right 61.01 AC, Construction Permit Area 0.10 AC and Sheet No. 21-22
- **Sheet 21 -**  
Parcel 35
  - Moved Parcel 35 symbol **from** the NE¼SE¼, Section 10 **to** the NW¼SE¼, Section 10
 Parcel 35.1
  - Added Parcel 35.1 symbol in the NE¼SE¼, Section 10
 Parcel 73 (Deleted)
  - Revised parcel symbol **from** 73 **to** 39
- **Sheet 22 -**  
Parcel 35.1 (New)
  - Revised parcel symbol **from** 35 **to** 35.1
 Parcel 73 (Deleted)
  - Deleted parcel 73 symbol
  - Deleted the property dots separating parcel 39 and parcel 73
  - Added an ownership tie symbol between parcel 39 and parcel 73

Attachment(s)

cc: District Administrator	Acquisition Section	County
District Construction Engineer	Special Programs Section	Utilities Section
District Utility Agent	Appraisal Review Section	Highways Bureau
Chief – R/W Bureau	Access Management Section	Traffic & Safety Bureau
Financial and Administrative Section	Project File	Environmental

**SAMPLE BLUE SHEET MEMO**  
(with Deleted and New Parcel)

**Figure 2D** (continued)