MONTANA
Department of Transportation

RIGHT-OF-WAY TITLE SHEET AND SHEET SET MANAGER PROCEDURES

Contents

Overview

This manual outlines the standardized process for preparing Right of Way title sheets and managing associated sheet sets within the design workflow. It provides guidance on creating, organizing, and maintaining drawing files and layout information to support consistent documentation and project coordination. The procedures are intended to ensure accuracy, streamline production, and align with established design standards and tools.

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 Design Manual - Chapter 23

# Title Sheet Creation Procedure

Section I.   Create New Drawing and Layout

New .dwg from Design-Start template

Create a new file using template design-start.dwt and save as XXXXX00XROTTL001.dwg in Autodesk Docs under the project in the RO workgroup.

Insert Title Page Layout

On the MDT Tools Tab under the MDT Sheets Ribbon, select MDT Sheet Layouts drop down and select the Right of Way Layouts.
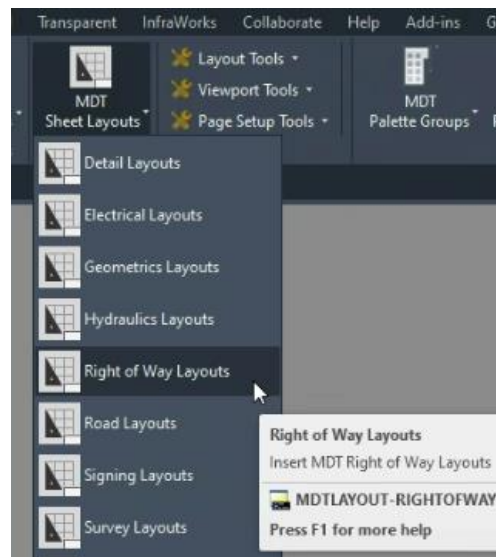
Inside the Right of Way Layouts dialog box pick RW-Title.
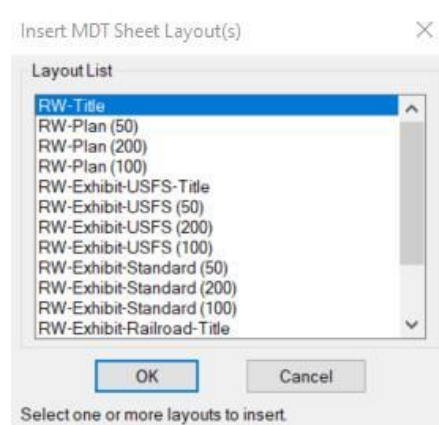
Section II.   Changing Title Sheet Attributes

Navigate to Title Layout

After the layout is inserted into the drawing, select the RW-Title tab on the bottom of the screen.

Update Project Location Map Arrow

The project location map is in the upper left corner of the title sheet. The 'This Project' arrow is a nested block. To move the arrow to its project location, select the arrow and explode the block once. Select and drag the end of the arrow to the project location.

Import Road Design Title Map

The viewport in the center of the title sheet will reference the RD title sheet (XXXXXXXRDTTLMAP). Double-click inside the viewport to get into model space, then using the X-Ref Manager (XREF), attach the RDTTLMAP. Zoom and adjust the view to show the project location map along with the north arrow and the begin and end project notes. Note: the command ZE will zoom to the extents of the model space inside the viewport, you can zoom a layout to a desired size using ZOOM command.

Updating Text Fields

Text with a gray background (**####**) is a field/attribute definition and will be updated through the sheet set manager (SSM). It is IMPERATIVE that those fields are not exploded, or force-changed through the text editor. Avoid exploding blocks and fields.

Text without a gray background is an attribute. Attributes must be edited on each sheet. Double-click on attributes to add text. Attributes that need editing PER SHEET are: CSF on Grid State Plane Coordinates (X.XXXXXXXX), Access Control Facility Recording Information, *Length (XX.X) Miles, Associated Project Agreement Numbers, Related Projects**, Existing R/W Retracement Number. **Do Not Manually Populate #### Fields These Are Auto Filled from the Sheet Set Manager.** Avoid exploding blocks and fields.

*To edit the Length (XX.X) Text, the block must be exploded ONCE to also display the correct attributes from the SSM. This is the only exception to exploding blocks.

**To add the Related Projects, double click the block to edit text, then use the (…) box to access the MText editor for multiple lines (for multiple projects).

## Section III. Sheet Set Manager Procedure

Preface

The project information located on the right side of the sheet border and in the top center of the title sheet is populated using the Sheet Set Manager (Excluding the CSF Number). Before this information can be entered a plan sheet set needs to be created. *Exploding fields will remove the ability to automate information to be populated from the sheet set manager, and all fields would then be required to be manually entered. Avoid exploding fields.*

Create a Sheet Set

From the Home tab/Palettes Ribbon, select Sheet Set Manager, or utilize the command SSM.
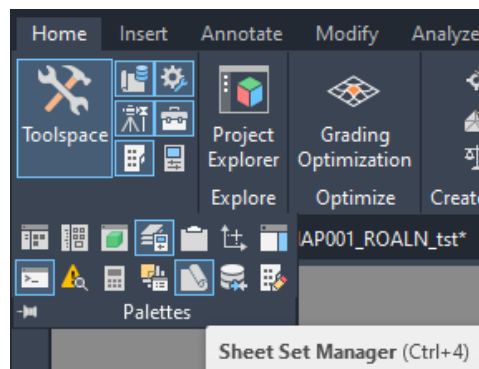
Within the Sheet Set Manager Select New Sheet Set from the upper left drop down menu.
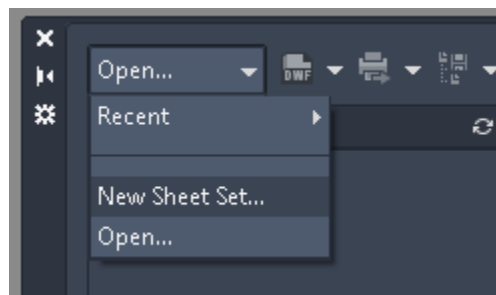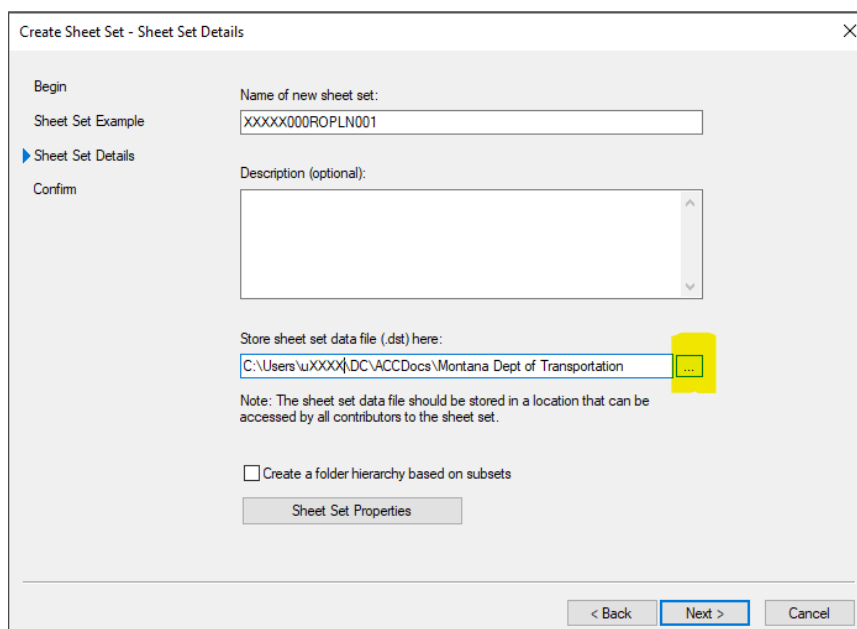

In the Create Sheet Set dialog box on the Begin tab, select 'An example sheet set' and click Next. On the Sheet Set Example Page, select "Browse to another sheet set to use as an example". The path should be set as shown below. Select Next.
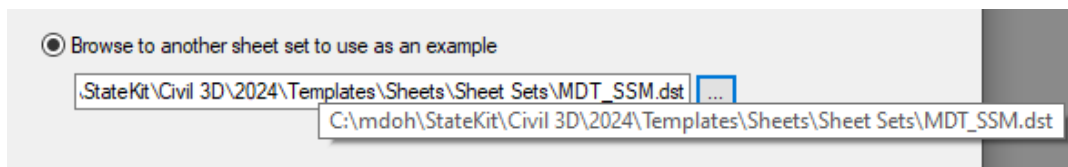
Create a Sheet Set (Continued)

On the Sheet Set Details page, rename the Sheet Set to the standard naming convention (XXXXX000RODST001). Under 'Store sheet set data file (.dst) here', browse to the project RO folder in Autodesk Docs using the button to the right of the file path with 3 dots. *Please note that the file naming structure of the .dst file changed from XXXXX00XPLN00X to XXXXX00XDST001. Images will be replaced to reflect changes at a later date).*



Select Next and Finish.

Open Existing Sheet Sets

If the Sheet Set does not populate in the SSM, navigate to the file location using the open sheet set drop down menu and open the sheet set. This may be an indication that the RW-Title dwg is not saved in the same Autodesk Docs file folder. Verify that both the sheet set and the dwg are saved under the RO folder in Autodesk Docs.

After initial creation, opening any Sheet Set will follow the same procedure for opening a Sheet Set.
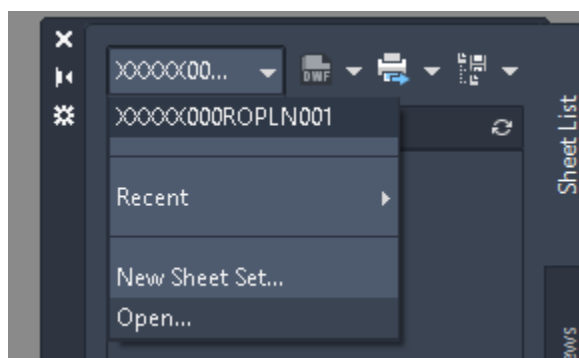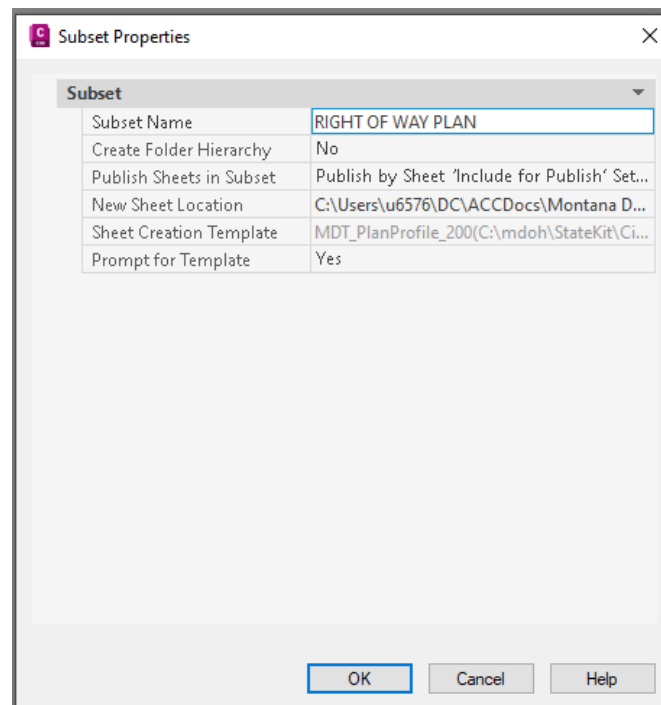
Creating the RIGHT OF WAY PLAN Subset

Right click on the Sheet Set name and select New Subset.
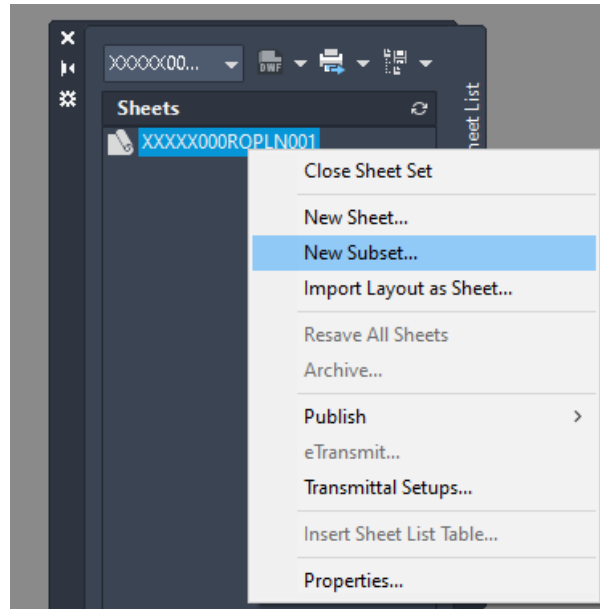
Inside the Subset Properties dialog box rename the subset to "RIGHT OF WAY PLAN", this will allow the SSM to change the name of every sheet (ROTTL, ROOWN, ROPLN) in the bottom right corner of the page. Verify the sheet location is in the Autodesk Docs RO Folder, then select OK.

Importing Layouts as Sheets in SSM

Right click on the RIGHT OF WAY PLAN subset name and select Import Layout as Sheet.
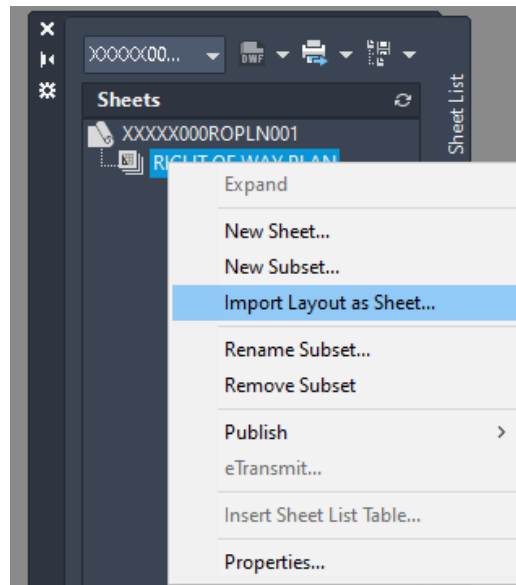

Inside the Import Layouts as Sheets dialog box, select 'Browse for Drawings...'. Select the ROTTL sheet as well as any other created sheets (ROOWN, ROPLN). Click 'Open'. Select the desired layouts by clicking inside the check box in front of the drawing name(s). Verify that any unwanted layouts (e.g. MDT-TMP) are unselected before clicking 'Import Checked'. The selected layouts will be added to the RIGHT OF WAY PLAN subset.
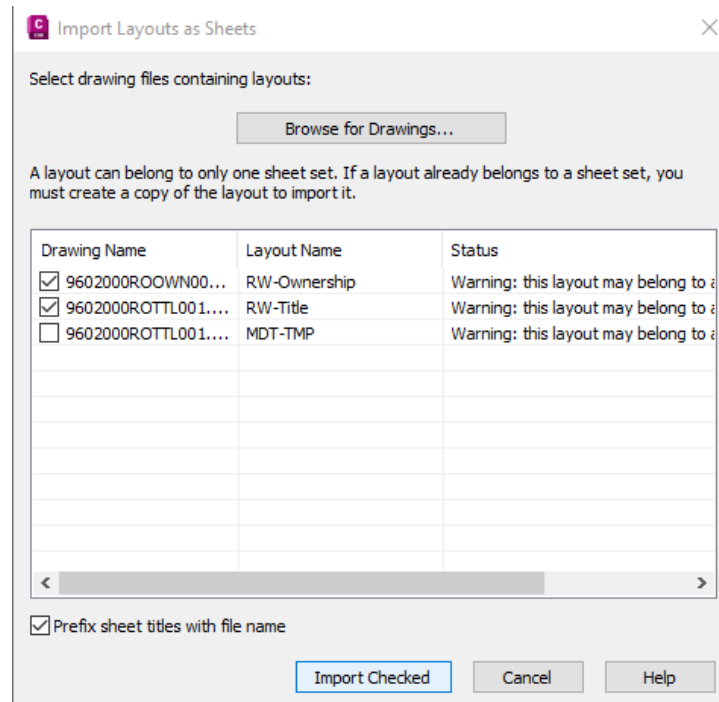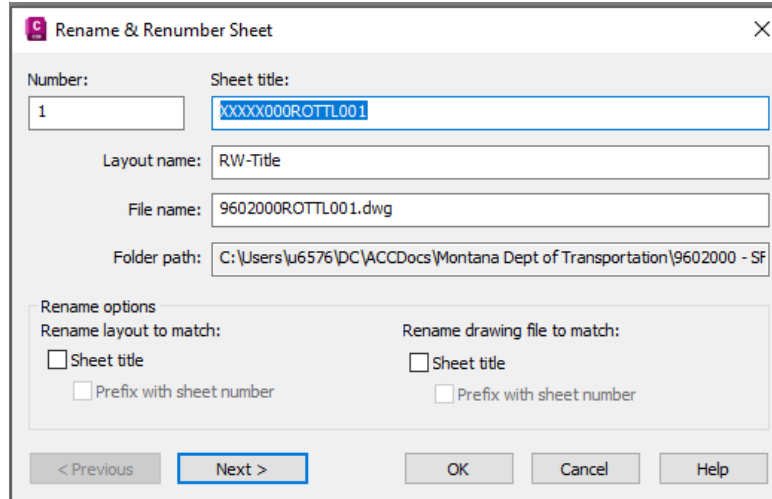
Renaming and Renumbering Sheets

Before entering project information, rename and renumber each sheet by right clicking on a sheet inside the 'RIGHT OF WAY PLAN' subset and selecting 'Rename & Renumber...'.
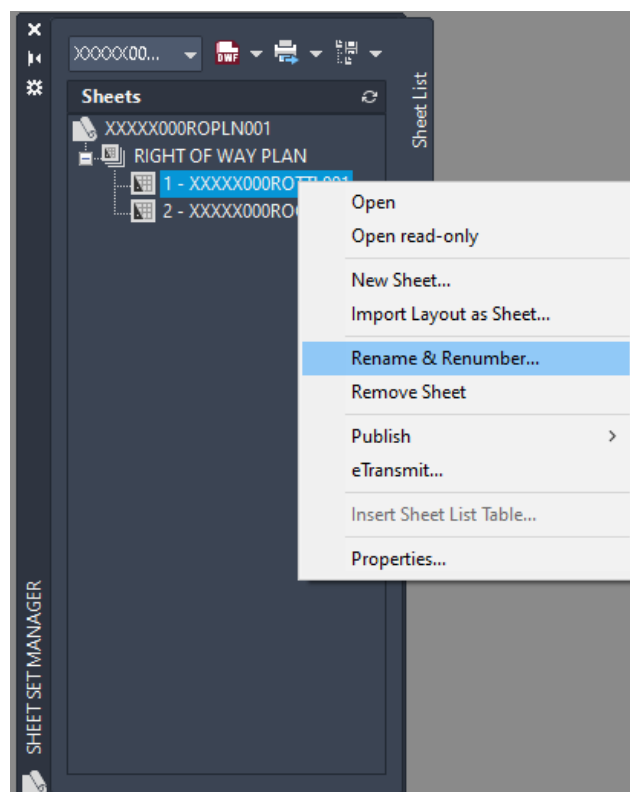
Inside the Rename & Renumber dialog box, Change the Sheet title to the standard convention and name sheet numbers accordingly. (e.g. 1-ROTTL, 2-ROOWN, 3-ROPLN...) . Note: The <Previous and Next> buttons on the bottom left of the dialog box allow each layout in the subset. Click OK when completed.


Reordering Sheets in SSM

To reorder the sheets in the Sheet Set Manager subset, left-click and drag the layouts up or down the subset. There will be a horizontal line to show where the sheet will be inserted in the subset. Note: even if sheets are not property ordered in the subset, they will print correctly if the sheet number is set correctly.
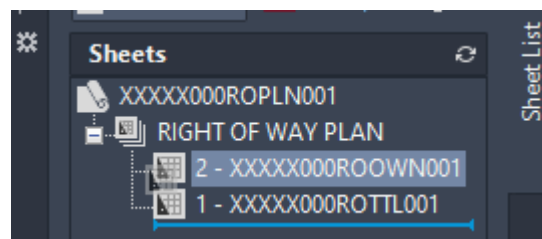
To enter the project information, right click on the Sheet Set and select Properties.
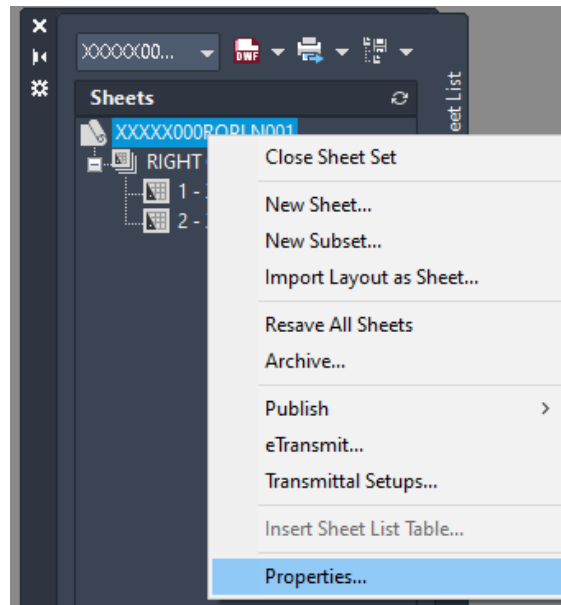
Inside the Sheet Set Properties dialog box, under the 'Project Control' group, fill in the Project UPN and Project Description using the 'Project number' and 'Project name' fields respectively. Replace text in the 'Project milestone' to '%%" and keep the 'Preliminary' text in the 'Project phase' field until the project is authorized for acquisition.

Section IV. Title Sheet Block Visibility States

Funding Source Block

Due to the funding nature of a project, a block with multiple visibility states has been created to show all the various funding options for a project for R/W. Select the correct visibility for the project's funding source. Most projects will be Federal Funding. *(Note: RW-Exhibit Titles are included in the visibility states are covered in Right-of-Way Exhibits)*
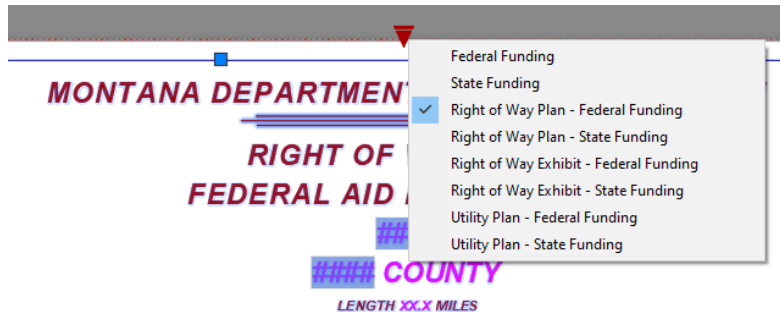
For the Funding Source Block, the Project Designation, County, and Project ID will all populate from the Sheet Set Manager for the project. Under the 'Sheet Set Custom Properties' group, fill in fields 01 and 03. Be sure to have the 'Project Control' group completed as well.

Funding Source Block (Continued)

On the title sheet layout, the command REGEN will populate the information inside the fields that were filled in using the Sheet Set Manager. To show the information in the top center of the layout, select the title sheet heading block and use the EXPLODE command to display the information populated from the Sheet Set Manager. As stated previously, this is the ONLY exception to exploding Sheet blocks.


Before EXPLODE

After EXPLODE

Fill in the Project Length information by double-clicking the XX.X attribute.

Related Projects Block

In the layout on the lower right hand side, the block 'Related Projects' can be edited by double-clicking on the #### marks, then click the button Multiline editor[…] Edit as needed. After the project information has been added, click OK (or CTRL-Enter).
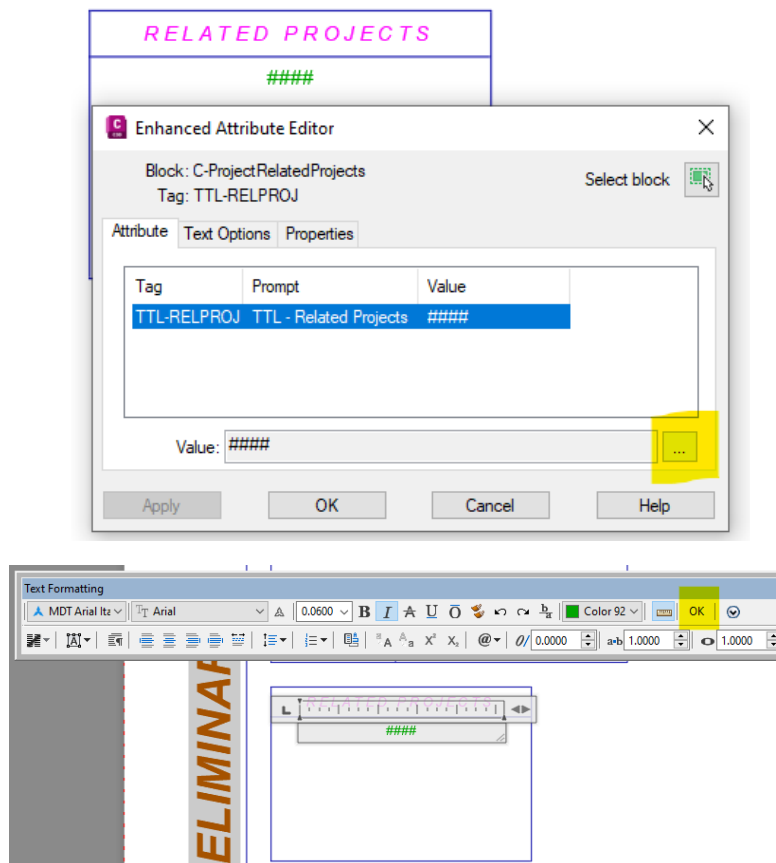
State Plane Coordinates and Certificate of Survey Information

The CSF for Grid State Plane Coordinates needs to be added to every sheet manually. It is located on the top right of the Title Sheet and subsequent sheets in the Sheet border.

Fill out the COS Retracement information on the bottom right of the Title Sheet. The COS Note has visibility states for R/W Retracement, Apparent R/W and no COS note.
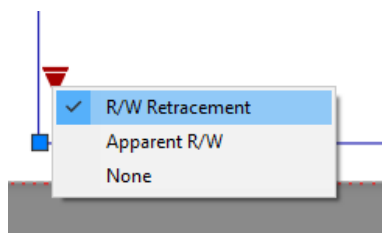
Engineering Stamps and Seals

For Title sheets that require an engineering stamp or seal, use the appropriate title sheet template when initially creating the title sheets and exhibits. The Engineering stamp is included on those sheets as a visibility state where you can select the appropriate designee for signature [Preconstruction Engineer].

Ownership Page Note Retirement Notification

The Title sheet no longer contains the note 'SEE SHEET NO. _ FOR OWNERSIP NAMES, ADDRESSES, ETC…' This information is easily identified in the plan set. No block shall be added for the ownership page number.