

A legal description template has been created to quickly assemble legal descriptions for both TPP and traditional plats. These templates will allow you to quickly create legal description documents using the standard form while also allowing you the ability to adjust for unique situations. By pulling these templates from the server you will always have the most current version.

Contact Central Office at <u>DOTDTSDCOUtilityCoordination@dot.wi.gov</u> to make permanent changes to the template.

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#### Connect to Server Templates

These templates are saved on the server so you will always be using the most current version. First you will need to connect to the template folder in Microsoft Word, and you will only need to do this set the first time.

1. Go to File > Options





2. Select Advanced and scroll down to the General section press the File Locations... button.

Word Options		?	×
General	Preserve fidelity when sharing this document: Document1		
Display	Save form data as delimited text file		
Proofing	✓ Embed ling <u>u</u> istic data		
Save	General		
Language			
Advanced	<ul> <li>□ Provide feedback with sound</li> <li>✓ Provide feedback with animation</li> </ul>		
Customize Ribbon	Confirm file format conversion on open		
Quick Access Toolbar	✓ Update a <u>u</u> tomatic links at open		
Add-ins	Allow opening a document in <u>D</u> raft view		
Trust Center	Enable background repagination		
Trase center	Show add-in user interface errors Mailing address:		
	Eile Locations Web Ogtions		
	Layout options for: Document1		
	Add space for underlines		
	Adjust line height to grid height in the table		
	Balance <u>SBCS</u> characters and DBCS characters		
	Convert <u>b</u> ackslash characters into yen signs		
	Don't <u>c</u> enter "exact line height" lines		
	Don't expand character spaces on a line that ends with SHIFT+RETURN		
	Don't use <u>H</u> TML paragraph auto spacing		-
	Draw underline on trailing spaces OK	Can	
		Can	



3. Select *Workgroup templates* and click *Modify*. In the modify location enter: <u>\\Box\DTSD\DTSD\BTS\UtlCoord\Regions\Templates</u>

Click the arrow next to the folder name, then click OK.

File Locations			?	×			
File Locations							
<u>F</u> ile types:	Location:						
Documents Images	C:\Users\dotamd\Doc	uments		- 1			
User templates Workgroup templates	C:\\Roaming\Micros C:\\UtlCoord\Region	oft\Templates		- 1			
AutoRecover files Tools Startup	C:\\Roaming\Micros C:\\Microsoft Office C:\\Microsoft\Word	oft\Word \Root\Office16					
		Modify					
The default location is treated change a location, make sure							
🚾 Modify Location							
← → × ↑ 📙 « D	TSD → DTSD-BTS → L	ItlCoord $\rightarrow$ Regions $\rightarrow$	Templates		5 V	Search Templat	<b>م</b> es
Organize 🔻 New folde	er:						III 🕶 🤗
🋃 UtilityWaiv 🖈 🛆	Name	Date modified	Size				
🛃 UtlCoord  🖈	archived	4/25/2022 9:38 AM					
🛃 benifits-pc 🖈	Document The						
🛃 common-r≉	a testing	5/28/2021 7:20 PM					
🛃 DELETE 🛛 🖈 🔤							
🛃 Fleet 🛛 🖈							
🛃 lets 🛛 🖈							
🛃 time-exper🖈							
🛃 training-cc 🖈 👘							
Interest in the second sec							
🋃 Procedure: 🖈							
🋃 Initiatives 🖈							
Folder	r name:						
					Tools 🝷	ОК	Cancel

4. Click OK and OK again to apply the settings.

You will now be able to access the templates located in this folder and you will always be getting the most current version. You will not have to do this set-up again.



### Using the Server Templates

This step creates a new document based on the templates saved on the server ensuring you are always using the most current version. Changes to this document will not affect the server copy. For changes to the server copy contact the Central Office team at DOTDTSDCOUtilityCoordination@dot.wi.gov.

- 1. Go to File > New and select *Shared*. Then open the *Templates* folder.
  - a. Note: Your folder may say Custom instead of Shared.

È €			Document57 - Wor
Info	New		
New			
Open	Search for online templates	Q	
Save	Suggested searches: Business Industry Personal Design Sets Event Education Cards		
Save As	FEATURED SHARED		
Save as Adobe PDF			
Print			
Share			
Export			
Close			
Account	TPP Legal Description Traditional Plat Legal D		
Options			
Feedback			
Feedback			

- 2. Select either the TPP Legal Description Template or the Traditional Plat Legal Description Template.
- 3. This will create a new Word Document for you to edit.



#### **TPP Legal Description Template**

This template will quickly create the legal descriptions for a project with a Transportation Project Plat (TPP).

TIP! To move quickly between the greyed boxes, use the tab key.

**Note**: Your changes will not be saved to the server template. Contact Central Office at <u>DOTDTSDCOUtilityCoordination@dot.wi.gov</u> to make permanent changes to the template.

1. Double-click in the header area to activate it.

	Type. Legal Description
	All that part of the lands subject to the Grantor's easements or interests included in lands acquired for the improvement of Highway Type. Highway Number by the Grantee in:
Header	Parcel(s) Parcel Numbers. of transportation project plat Project ID-Plat Sheet & Amendment., recorded in volume Volume. of transportation project plats, transportation project plat cabinet Cabinet., page

2. Select the greyed box "Type." and pick the type of release from the drop-down menu.

	Туре. 👻	
Legal	Choose an item.	
	Quit Claim Deed	
All that part of the lands subject to the Grantor's	Temporary Construction Easement	ds acquired for
the improvement of Highway Type. Highway Nun	Conveyance of Rights in Land	us acquirea for
the improvement of highway type highway han	iser by the orantee in.	

Darcel/c) Darcel Numbers of transportation project plat Droject ID\_Dlat Sheet Amendment recorded in



3. Still in the header, click the greyed box "Highway Type." and select the highway type from the drop-down menu. If the highway type you need is not there, type in the highway type (ex. VAR HWY).

Туре.					
	Legal Description				
	e Grantor's easements or interest included in lands acquired for				
the improvement 🔃 Highway Type. 🖕	the improvement 📳 Highway Type. 🖕 ghway Number by the Grantee in:				
Choose an item.					
Parcel(s) Parcel Num	ation project plat Project ID-Plat Sheet. Amendment., recorded in				
volume Volume. of tSTH	ect plats, page Page., as document #Document Number. recorded				
in County County, WUSH					
СТН					
	1				

4. Click the greyed box "Highway Number" and type in the highway number.

	Туре. Legal Description
	All that part of the lands subject to the Grantor's easements or interests included in lands acquired for
	the improvement of 🛄 Highway Number by the Grantee in:
Header	Parcel(s) Parcel Numbers. of transportation project plat Project ID-Plat Sheet & Amendment., recorded
	in volume Volume of transnortation project plats transportation project plat cabinet Cabinet page
Tab to go	to the footer section.
-	

This instrument was drafted by the Wisconsin Department of Transportation

UTL No. UTL No

- 6. Select the greyed box "Project ID" at the bottom left and enter in R/W Project ID number in the XXXX-XX-XX format. Ex. 1234-00-21
- 7. Select the greyed box "UTIL No" at the bottom right and enter the utility number. Ex. 100
- 8. Either double-click on the body of the document or select *Close Header and Footer* in the menuribbon.

R/W Project ID Project ID.



This document will allow you to create multiple lines quickly carrying over the key information using the most current format.

**TIP!** To move quickly between the greyed boxes, use the tab key.

the improvement of Highway Type. Highway Number by the Grantee in:

Parcel(s) Parcel Numbers. of transportation project plat Project ID-Plat Sheet & Amendment., recorded in volume Volume. of transportation project plats, transportation project plat cabinet no. Cabinet., page Page., as document #Document Number. recorded in County County, Wisconsin.

Darcel Choose an item

- 9. Select the greyed box "Parcel Number" and enter in the applicable parcel numbers. Ex. 1, 2, 3, 4, and 5
- 10. Highlight the red text "Project ID" and enter the R/W Project ID in the XXXX-XX-XX format. Ex. 1234-00-21. Turn the text back to black.
  - a. Note: This step allows you to only enter the project ID once and it will carry this information on the added descriptions in Step 14.
- 11. Select the greyed box "Plat Sheet & Amendment" and enter the TPP number and amendment number, if required. Ex. 1122-34-24-4.02 Amendment No. 2.
- 12. The filing location may vary depending on the county and their filing procedures.
  - a. Fill out as appropriate and delete the unnecessary text.
  - b. When new entries are created, you will not have to repeat this step.
  - c. When only a Volume and Page and Document number are used:
    - i. Select the greyed box "Volume" and enter the volume number.
    - ii. Delete the text "transportation project plat cabinet no. Cabinet."
    - iii. Select the greyed box "Page" and enter the page number.
    - iv. Select the greyed box "Document Number" and enter the document number. Include # symbol only if provided by Register of Deeds.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded in volume 1234 of transportation project plats, page 5, as document #123987 recorded in County County, Wisconsin.

- d. When only a Cabinet and Document number are used:
  - i. Delete the text "volume Volume. of transportation project plats,"
  - ii. Select the greyed box "Cabinet" and enter the cabinet number.
  - iii. Delete the text " page Page.,"
  - iv. Select the greyed box "Document Number" and enter the document number. Include # symbol only if provided by Register of Deeds.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded in transportation project plat cabinet no. 56B, as document #123987 recorded in County County, Wisconsin.



- e. When only a Document number is used:
  - i. Delete the text "in volume Volume. of transportation project plats, transportation project plat cabinet Cabinet., page Page.,".
  - ii. Select the greyed "Document Number" and enter in the document number. Include # symbol only if provided by Register of Deeds.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded as document #123987 recorded in County County, Wisconsin.

- 13. Highlight the red text "County" and type the name of the county. Turn the text back to black.
  - a. Note: This step allows you to only enter the county once and it will carry this information on the added descriptions in Step 14.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded in volume 1234 of transportation project plats, page 5, as document #123987 recorded in Waukesha County, Wisconsin.

14. For additional TPPs, click the plus sign in the corner to add in another line.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded in volume 1234 of transportation project plats, page 5, as document #123987 recorded in Waukesha County, Wisconsin.

#### 15. Repeat step 14 until all TPPs have been entered.

Parcel(s) 1, 2, 3, 4, and 5 of transportation project plat 1234-00-21-4.02 Amendment No. 2, recorded in volume 1234 of transportation project plats, page 5, as document #123987 recorded in Waukesha County, Wisconsin.

Parcel(s) 6 and 7 of transportation project plat 1234-00-21-4.03, recorded in volume 1234 of transportation project plats, page 6, as document #123988 recorded in Waukesha County, Wisconsin.

Parcel(s) 8 of transportation project plat 1234-00-21-4.04 Amendment No. 1, recorded in volume 1234 of transportation project plats, page 6, as document #123989 recorded in Waukesha County, Wisconsin.



Next, tax key or easement information will be entered. If it is not needed simply delete the section and save the document in the project folder.

16. In the drop-down menu next to "Parcel" select the appropriate header.

Parcel Number.



- 17. Select the greyed box "Parcel Number" and enter the parcel number.
- 18. Select the greyed box "Information" and enter the tax key number or the easement number, whicheverapplies.
- 19. Select the plus sign to add another row, and repeat steps 17 and 18.

Parcel Tax Key Number

20. Save your document in the project folder.

**Note**: Your changes will not be saved to the server template. Contact Central Office at <u>DOTDTSDCOUtilityCoordination@dot.wi.gov</u> to make permanent changes to the template.



## Traditional Plat Legal Description Template

This template will quickly create the legal description for a project with a traditional plat.

TIP! To move quickly between the greyed boxes, use the tab key.

**Note**: Your changes will not be saved to the server template. Contact Central Office at <u>DOTDTSDCOUtilityCoordination@dot.wi.gov</u> to make permanent changes to the template.

1. Double-click in the header area to activate it.

	Type.
	All that part of the lands subject to the Grantor's easements or interests included in lands acquired for the improvement of Highway Type. Highway Number by the Grantee in:
Header	Parcel(s) Parcel Numbers. of transportation project plat Project ID-Plat Sheet & Amendment., recorded in volume Volume. of transportation project plats, transportation project plat cabinet Cabinet., page

2. Select the greyed box "Type." and pick the type of release from the drop-down menu.

	Туре. 👻	
Legal	Choose an item.	
	Quit Claim Deed	
All that part of the lands subject to the Grantor's the improvement of Highway Type. Highway Nun	Conveyance of Rights in Land	ds acquired for



3. Still in the header, click the greyed box "Highway Type." and select the highway type from the drop-down menu. If the highway type you need is not there, type in the highway type (ex. VAR HWY).



4. Click the greyed box "Highway Number" and type in the highway number.

	Туре. Legal Description	
	All that part of the lands subject to the Grantor's easements or interests included in lands a the improvement of J. Highway Number by the Grantee in:	icquired for
	to the footer section.	
Footer	R/W Project ID Project ID. This instrument was drafted by the Wisconsin Department of Transportation	UTL No. UTL No

- 6. Select the greyed box "Project ID" at the bottom left and enter in R/W Project ID number in the XXXX-XX-XX format. Ex. 1234-00-21
- 7. Select the greyed box "UTIL No" at the bottom right and enter the utility number. Ex. 100
- 8. Either double-click on the body of the document or select *Close Header and Footer* in the menuribbon.



9. Click the greyed box "Corner." and select the corner from the drop-down menu.

🗄 All t	hat part of th	Corner.: -, Corner.1/4, Section Section Number., TTownship #.N, RRange #.E/W.,							
Mur	nicipal Type. of	Choose an it	tem.	ounty, Wisconsin, in lands acquired by the Grantee for Project R/W					
Proj	ect ID 1234-00	SE		Project Limits, Highway Type. Highway, County County, Wisconsin,					
date	d Relocation (	NE	SE	with the County Clerk of County County, State of Wisconsin.	L				
		sw	-		+				
		NW							

- 10. Repeat Step 9 for the next greyed box "Corner."
- 11. Select the greyed box "Section Number." and enter the section number.
- 12. Select the greyed box "Township #." and enter the township number.
- 13. Select the greyed box "Range #." and enter the range number
- 14. Click the greyed box "E/W" and select east or west for the range.

All that part of the SE 1/4, SW 1/4, Section 24, T32N, REF/W., 🗸 unicipal Type. of Name., County								
	County, Wisconsin, in lands acquired by the Grantee for	Choose an item.	ct ID 1234-00-21, Project Title,					
	Project Limits, Highway Type. Highway, County County, V	E	elocation Order Date, as filed	Γ				
	with the County Clerk of County County, State of Wiscon	w						

15. Click the greyed box "Municipal Type." and select the municipal type from the drop down menu. If the municipal type you need is not there, type in the municipal type (ex. Township).

All that part of the SE 1/4, SW 1/4, Section 24, T32N, R18	Municipal Type. 🔻	Name., County County,	
Wisconsin, in lands acquired by the Grantee for Project R/	Choose an item.	0-21, Project Title, Project	
Limits, Highway Type. Highway, County County, Wisconsin,	City	rder Date, as filed with	
the County Clerk of County County, State of Wisconsin.	Town		
	Village		+

- 16. Select the greyed box "Name." and enter the municipal name. Ex. Racine.
- 17. Select the greyed box "County" and enter in the county.
- 18. Select all by highlighting or pressing CTRL+A and hit F9 to autofill the county information in the other parts of the description.
  - a. Note: Make sure that your function lock (F-lock) is on to use the function keys.

All that part of the SE 1/4, SW 1/4, Section 24, T32N, R18E, City of Racine, Racine County, Wisconsin, in lands acquired by the Grantee for Project R/W Project ID 1234-00-21, Project Title, Project Limits, Highway Type. Highway, Racine County, Wisconsin, dated Relocation Order Date, as filed with the County Clerk of Racine County, State of Wisconsin.

19. Select the greyed box "R/W Project ID 1234-00-21" and enter the R/W project ID in the 1234-56-20 format.

- 20. Select the greyed box "Project Title" and enter the project title.
- 21. Select the greyed box "Project Limits" and enter the project limits.



22. Click the greyed box "Highway Type." and select the highway type from the drop-down menu. If the highway type you need is not there, type in the highway type (ex. VAR HWY).



- 23. Select the greyed box "Highway" and enter in the number.
- 24. Select the greyed box "Relocation Order Date" and clicking on the arrow select the correct date in the pop-up calendar.
  - a. This date is the date the plat was signed by the Real Estate Supervisor.



25. Save the document in the project folder.

Note: Your changes will not be saved to the server template. Contact Central Office at <u>DOTDTSDCOUtilityCoordination@dot.wi.gov</u> to make permanent changes to the template.