

# Lab 1- Creating a Location Survey Plat Template

## Lab 1: Creating a Location Survey Plat Template

### Purpose:

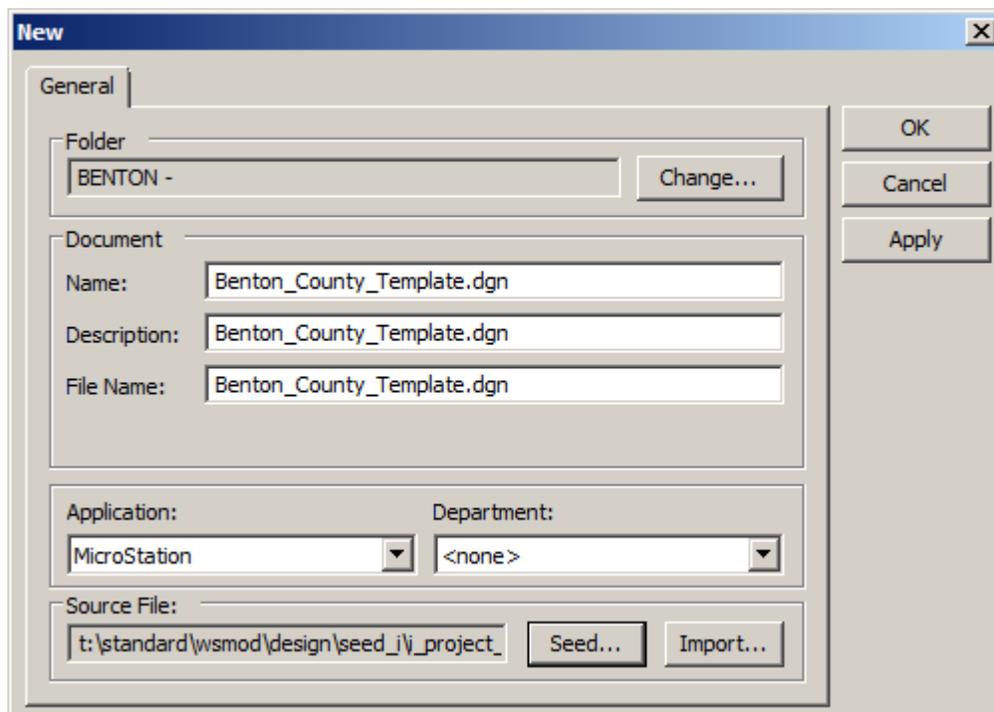
The purpose of this exercise is to provide the steps for creating a Survey Plat Template for any particular county. Once the template is created, contact CADD Support so it can be reviewed and moved to pw:\\ghpwise10:MoDOT\Documents\CADD\_Standards\County Survey Templates\{district}\.

### Background Information:

Benton County requires a 2" tall x 3" wide notch in the upper right corner to place their county seal. The District Land Survey Manager or lead PLS should know the specific requirements for the county in which they are recording the plat.

1. Open any MicroStation drawing through ProjectWise.

2. Create a new MicroStation drawing by selecting **File >>New**. Select "No Wizard" when prompted. Populate the dialog with the *Name*, *Description*, and *File Name* as shown below:



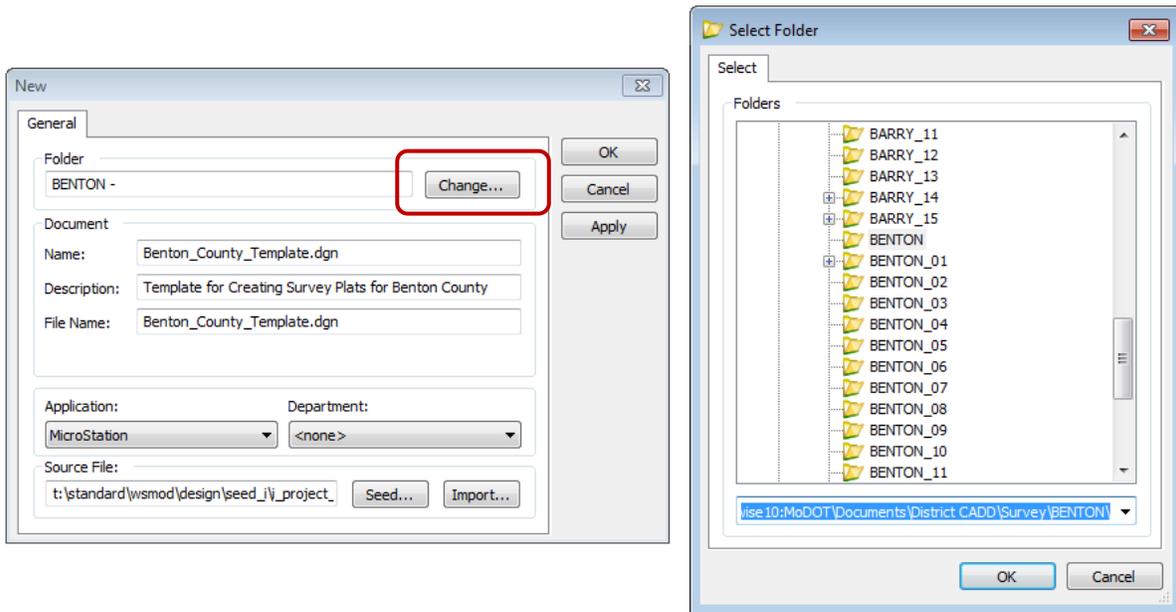
Hint: You can type the name, and then copy/paste it into the other boxes.

# Lab 1- Creating a Location Survey Plat Template

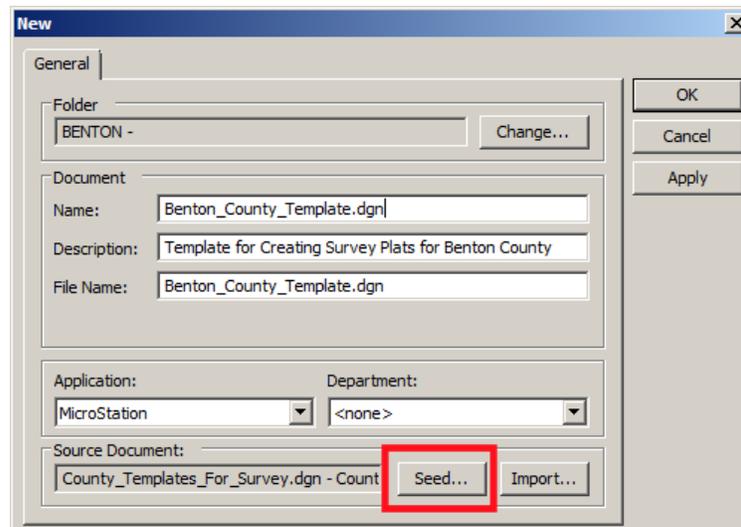
(2 Cont.) Make sure to select the **Change** button and change the location where the file will be temporarily stored.

For this lab, place this template in this location:

**PW:\MoDOT\Documents\District CADD\Survey\BENTON\_##\.**



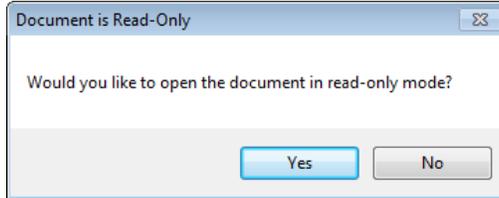
We also need to change the source file for creating this template file. Click on **Seed**. In the Select Document dialog box, navigate to **PW:\Documents\CADD\_Standards\Seed Files\Design-English** and select **County\_Templates\_For\_Survey.dgn**.



# Lab 1- Creating a Location Survey Plat Template

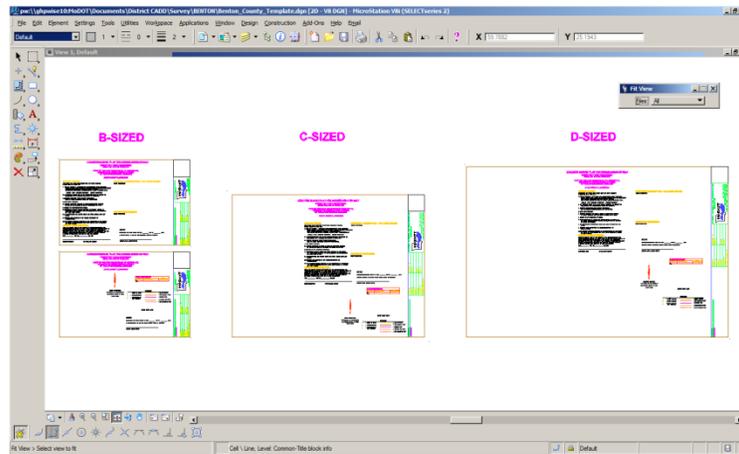
(2 Cont.) Then select **Open**.

Open the file in Read-Only mode because it is a read-only seed file. Select **Yes**.

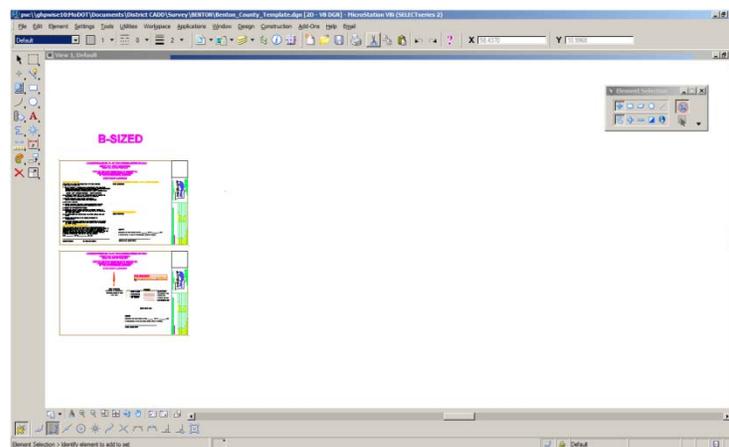


Finally select **OK** in the New dialog box to create the template file for the county.

3. When the file opens, you will notice 3 sets of border files.

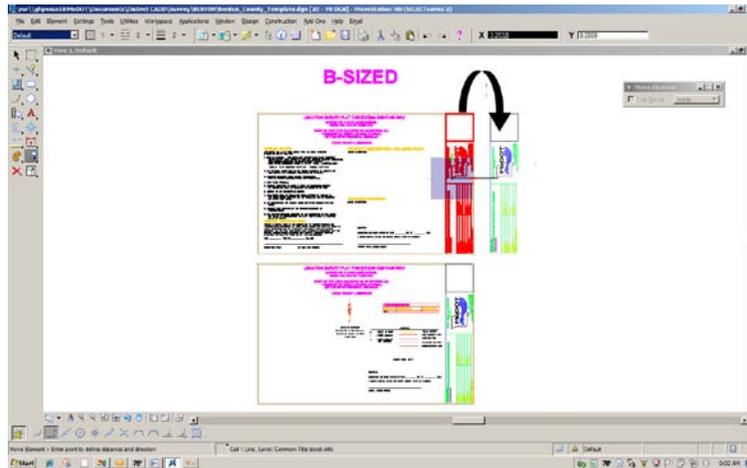
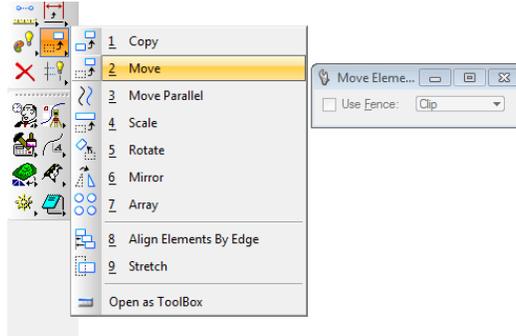


Benton County requires a B-Sized plat, so you can delete the C and D-Sized plats in the file.

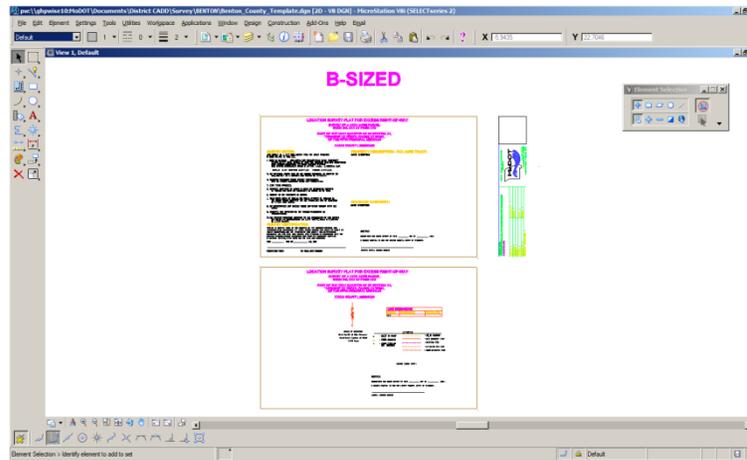


# Lab 1- Creating a Location Survey Plat Template

- Place any special blocks or notches as required by the county. Benton County requires a 2" tall by 3" wide notch in the upper right corner. In order to do this, we need to move the title block information somewhere outside the border. Using the **Move** tool, select the title block geometry and move it somewhere outside the border.

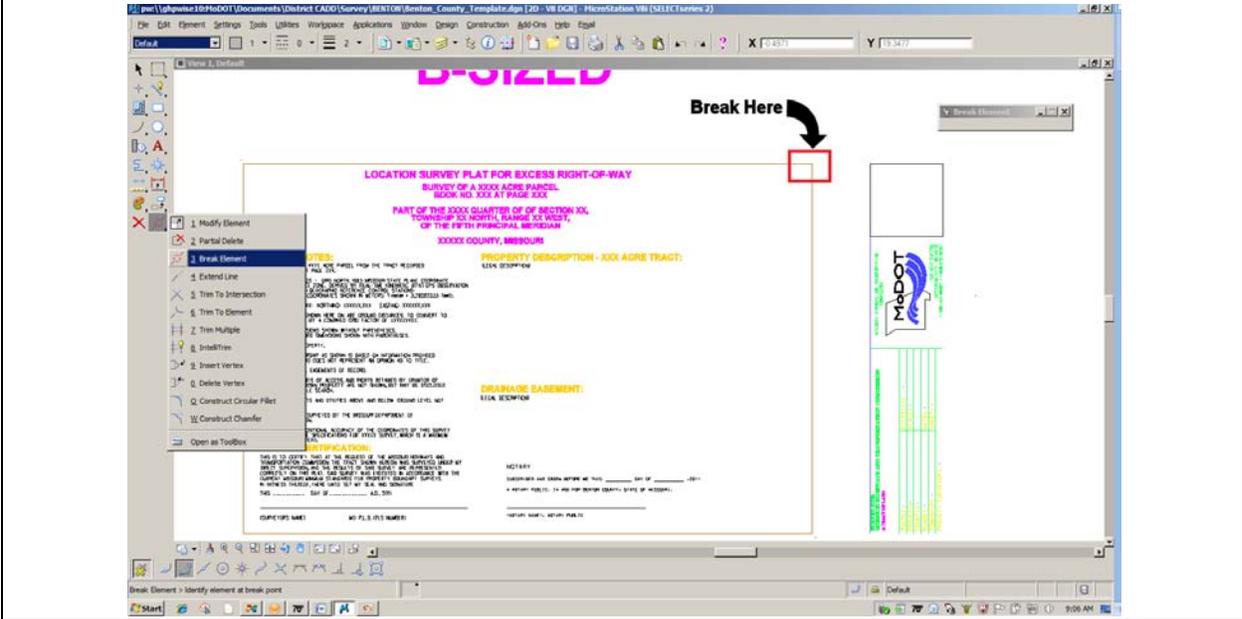


Do this to one, and delete the other. We will copy from one border to the other later.



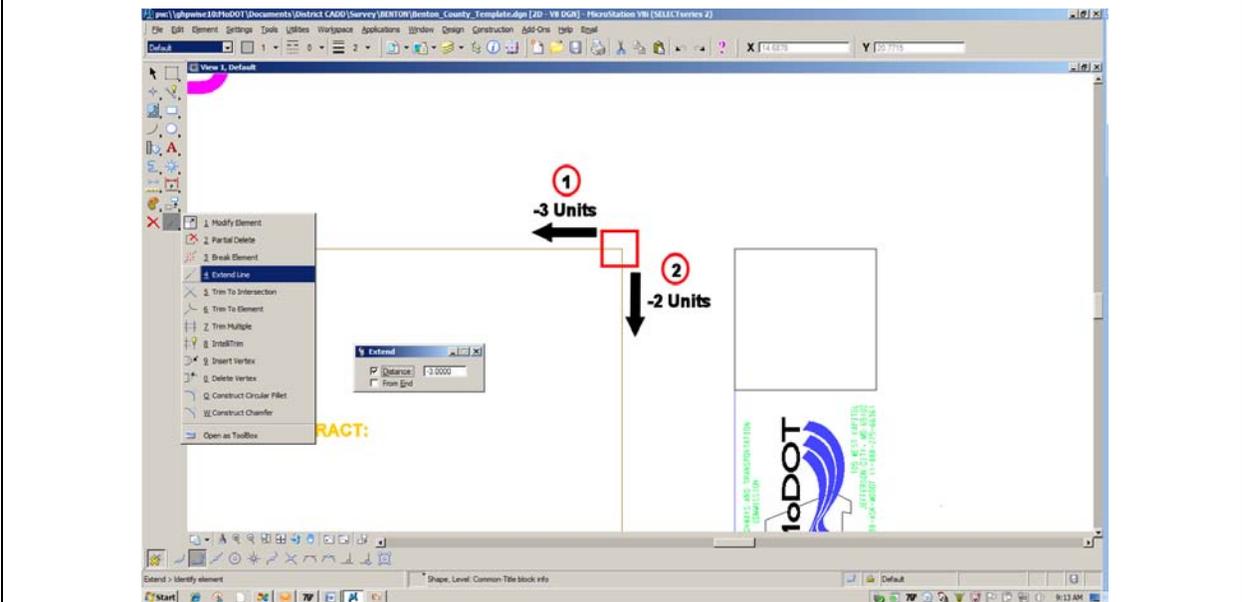
# Lab 1- Creating a Location Survey Plat Template

- To place the notch in the upper right corner, select the **Break Element** tool. Left click **ONE TIME** on the upper right corner of the border as shown below. This will cause the geometry to break so we can modify it. Do this to both borders.



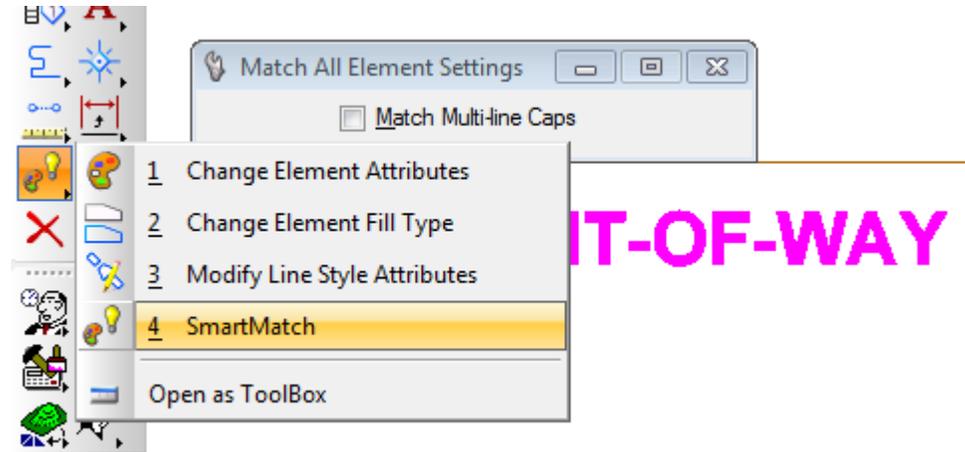
- Using the **Extend Line** tool, remove the amount needed to the horizontal and vertical lines. Since we remove from the existing lines, make sure to put in a **negative value** in the dialog box. Also do this to both sheets. The scale of the template is 1"=1', so for a 2' x 3' notch, you would remove 2' x 3' in the drawing.

(Note: Remove -3 units from the horizontal (x) line first, and then remove -2 units from the vertical (y))

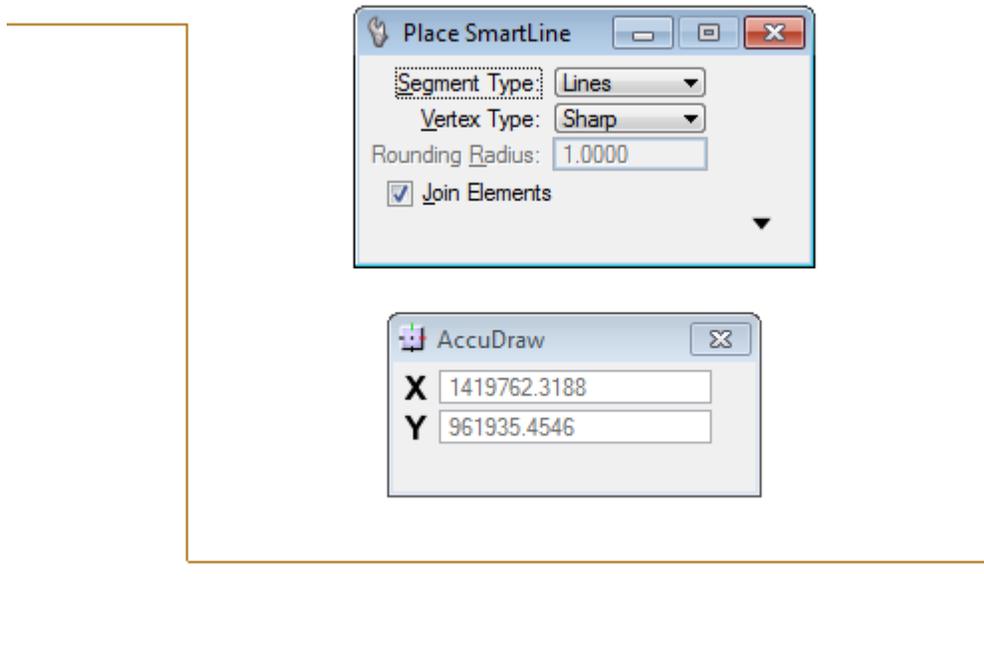


# Lab 1- Creating a Location Survey Plat Template

7. Use the **SmartMatch** tool and select the outside border. This will load the proper attributes so you can complete the notched out area in the next step.

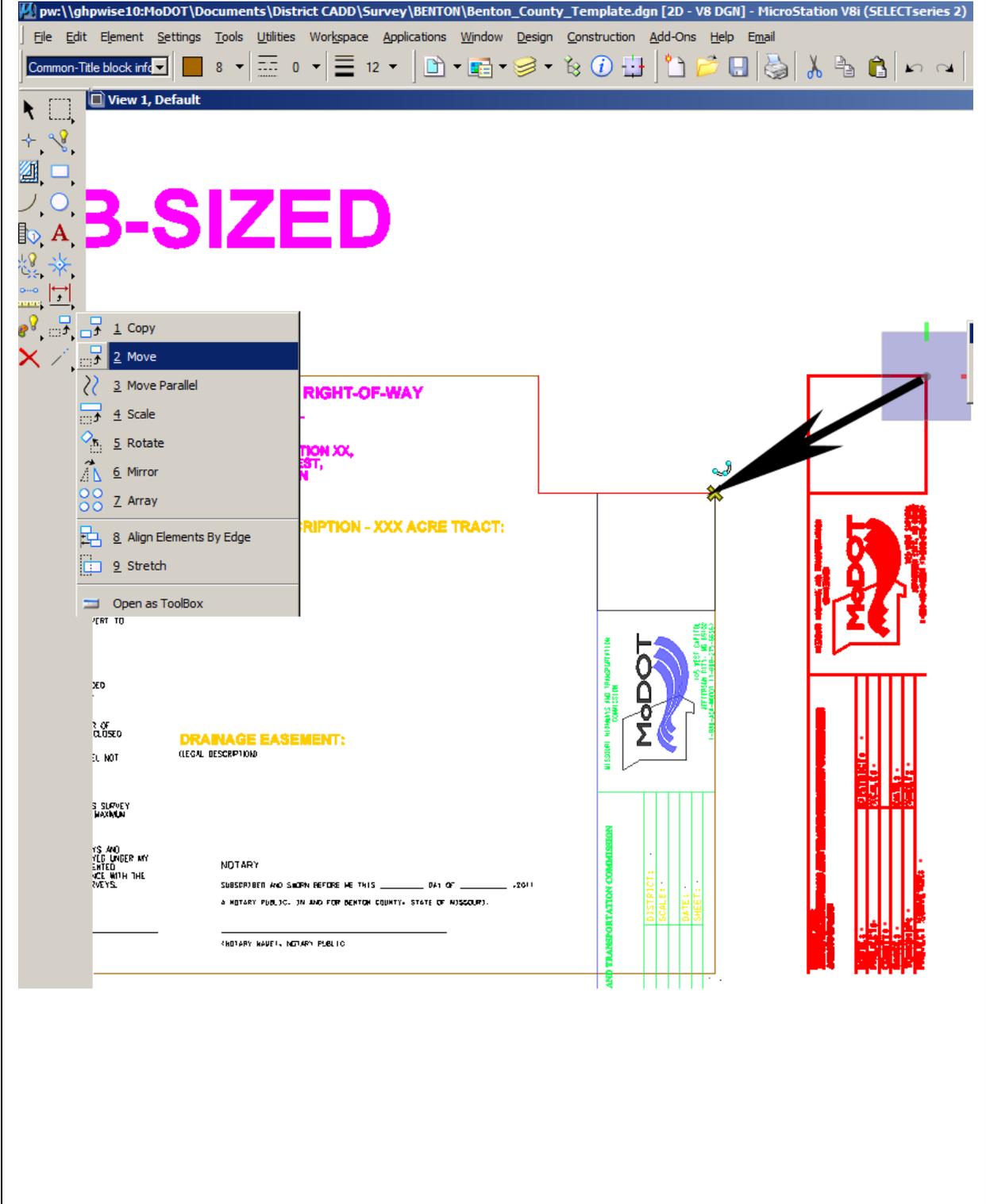


8. Using the **Place Smartline** and **Accudraw**, snap to the end of the horizontal line. Then move your mouse down, type in 2 and left click to accept the line. Snap to the other end of the vertical line. It should end up looking like the image below.



# Lab 1- Creating a Location Survey Plat Template

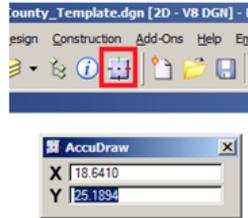
- Now we need to move the title block information back into the correct location inside the border. Use the **Move** tool and snap to the upper right hand corner of the PLS seal block. Move the title block information to the correct location in the border.



# Lab 1- Creating a Location Survey Plat Template

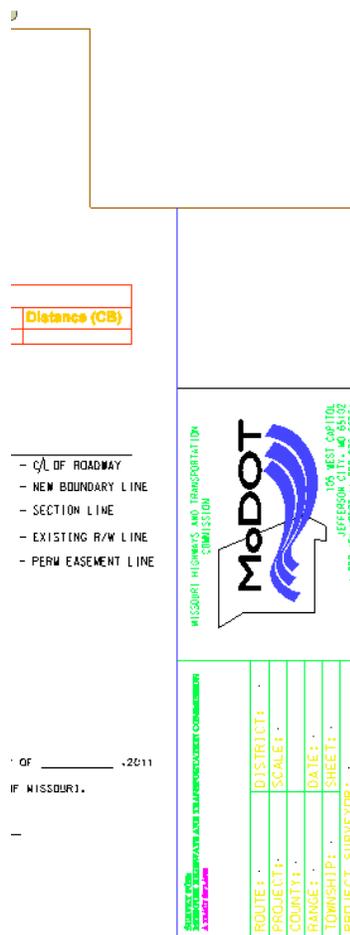
10. You will notice that the title block information extends past the border. In order to edit this, you will need to ungroup these items. Use the **Element Selection** tool and select both title blocks. Then go to **Edit>>Ungroup**. This will break up the title block information so you can make the necessary changes to it.

Use MicroStation tools (Element Selection, Move, Etc.) and modify the title block as needed to fit inside the border. Then copy the title block information to the other border. Make sure AccuDraw is turned on!



**NOTE: DO NOT modify the PLS seal area.**

When you are done, it should look something like this.



# Lab 1- Creating a Location Survey Plat Template

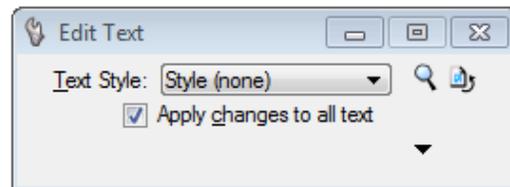
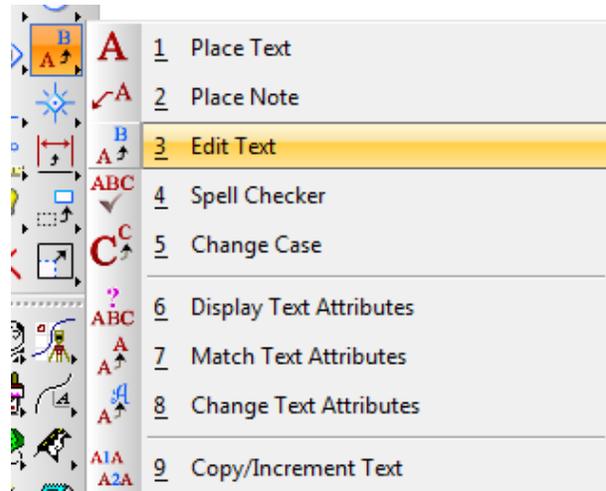
- Using the **Edit Text** tool, edit the county name in the Location Survey Plat description. Make sure to do this on both sheets.

## LOCATION SURVEY PLAT FOR EXCESS RIGHT-OF-WAY

SURVEY OF A XXXX ACRE PARCEL  
BOOK NO. XXX AT PAGE XXX

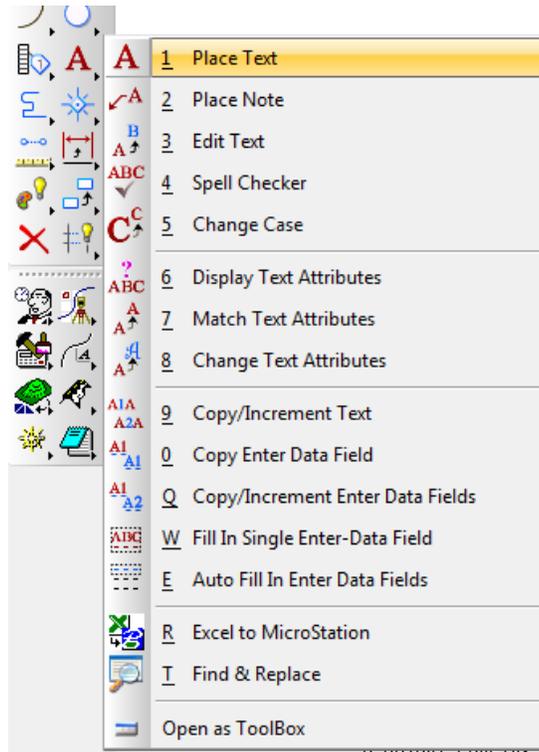
PART OF THE XXXX QUARTER OF OF SECTION XX,  
TOWNSHIP XX NORTH, RANGE XX WEST,  
OF THE FIFTH PRINCIPAL MERIDIAN

XXXXX COUNTY, MISSOURI



# Lab 1- Creating a Location Survey Plat Template

12. Final process is to fill out the information in the title block area for the county template. **SmartMatch** the text in the title block area for it to load the proper attributes and text attributes. Then go to the **Place Text** tool and place the **COUNTY** and **DISTRICT** text using the handles (points) provided in the title block area.



<b>SURVEY FOR: MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION</b>	
<b>A TRACT OF LAND</b>	
ROUTE : ·	DISTRICT : CD
PROJECT : ·	SCALE : ·
COUNTY : BENTON	
RANGE : ·	DATE : ·
TOWNSHIP : ·	SHEET : ·
PROJECT SURVEYOR : ·	

## Lab 1- Creating a Location Survey Plat Template

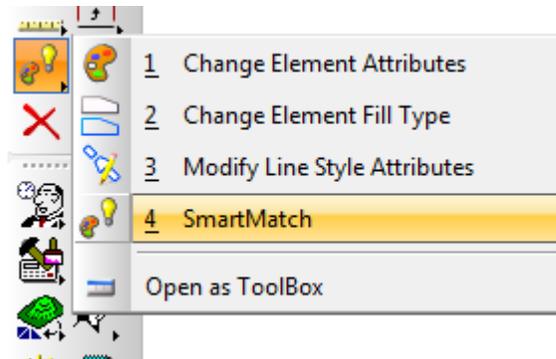
13. The county template is now completed. Save the file.

You will not do this here in class, but in production, you should now email it to CADD Support so it can be reviewed and placed in ProjectWise with the other templates. Those templates will be located at:

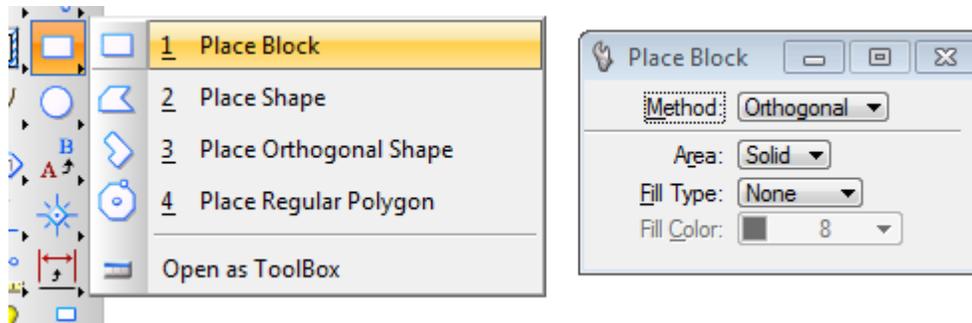
**pw:\ghpwise10:MoDOT\Documents\CADD\_Standards\County Survey Templates\**

Note that they will also be renamed to “[county]\_[size].dgn” for easy identification. For example, Benton\_B.dgn would be the Benton County template to be plotted at B size.

NOTE: Benton County required a “notched out” area in the upper right hand corner of the border for the county seal information. If a “notched out” area is not required, you can simply use the **SmartMatch** tool to load the proper attributes for the county seal block area. Select the border.



Construct the county seal block area using the **Place Block** tool in conjunction with **AccuDraw**..



Move the county seal block area to the correct location on the sheet according to the requirements by the county.

This concludes Lab 1.

**THIS PAGE LEFT BLANK FOR PRINTING PRUPOSES**