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 DOTDTSDCOUtilityCoordination@dot.wi.gov to make permanent changes to the template.
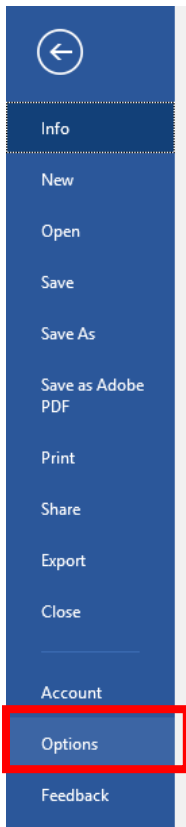
Table of Contents
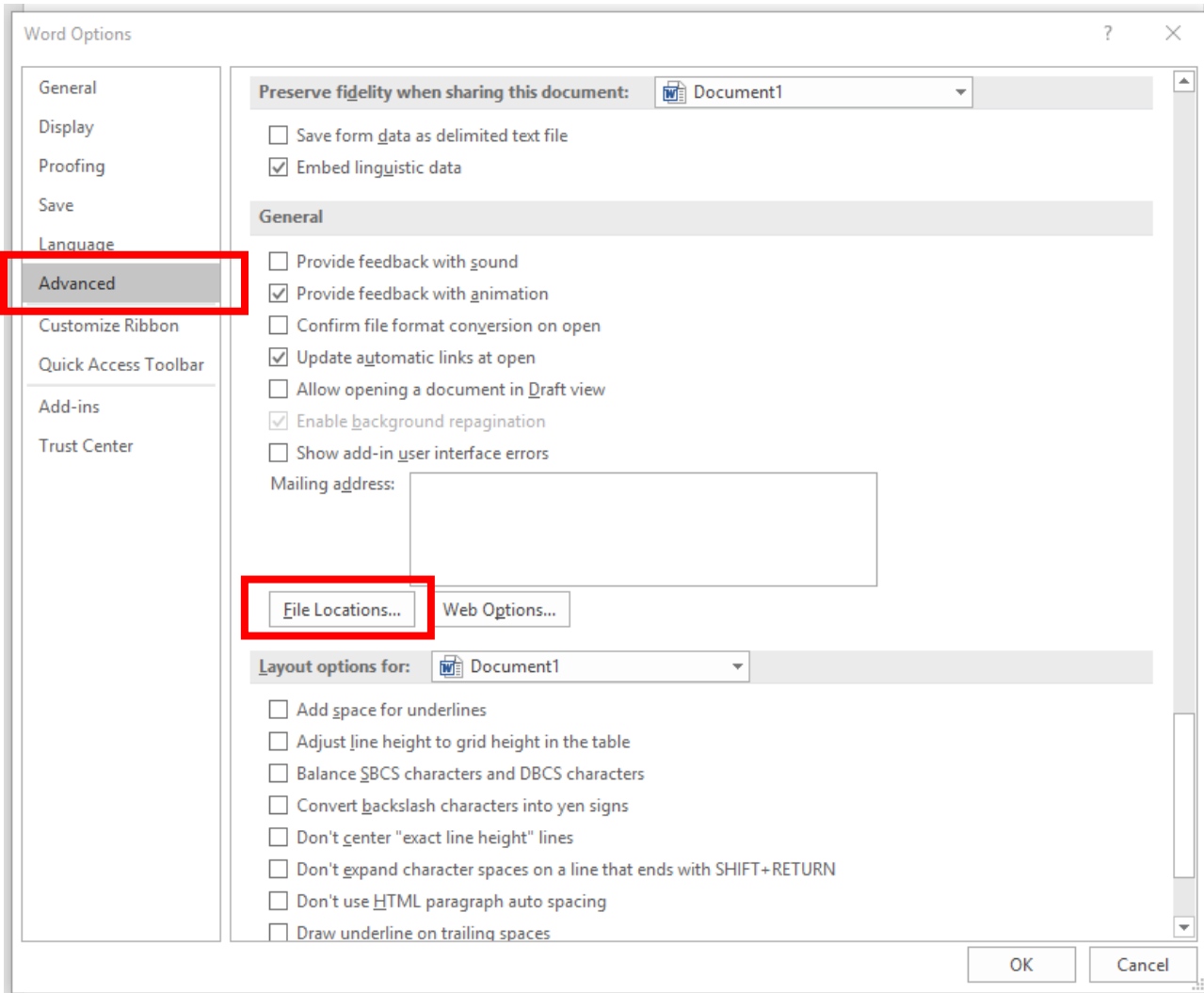
Connect to Server Templates

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.
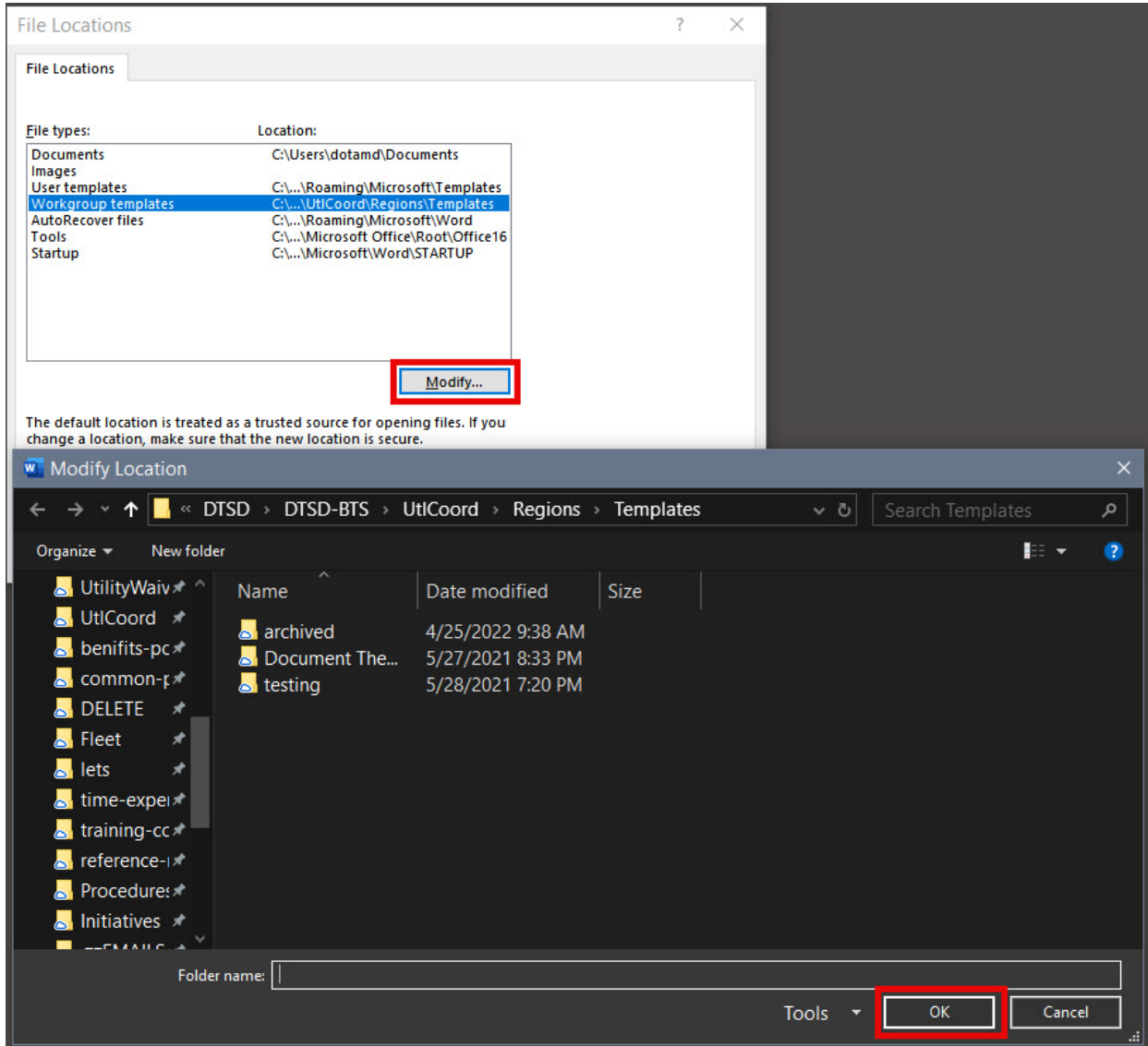
1. Go to File > Options

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

3. Select *Workgroup templates* and click *Modify*. In the modify location enter:
    \\Box\DTSD\DTSD-BTS\UtlCoord\Regions\Templates
    Click the arrow next to the folder name, then click *OK*.

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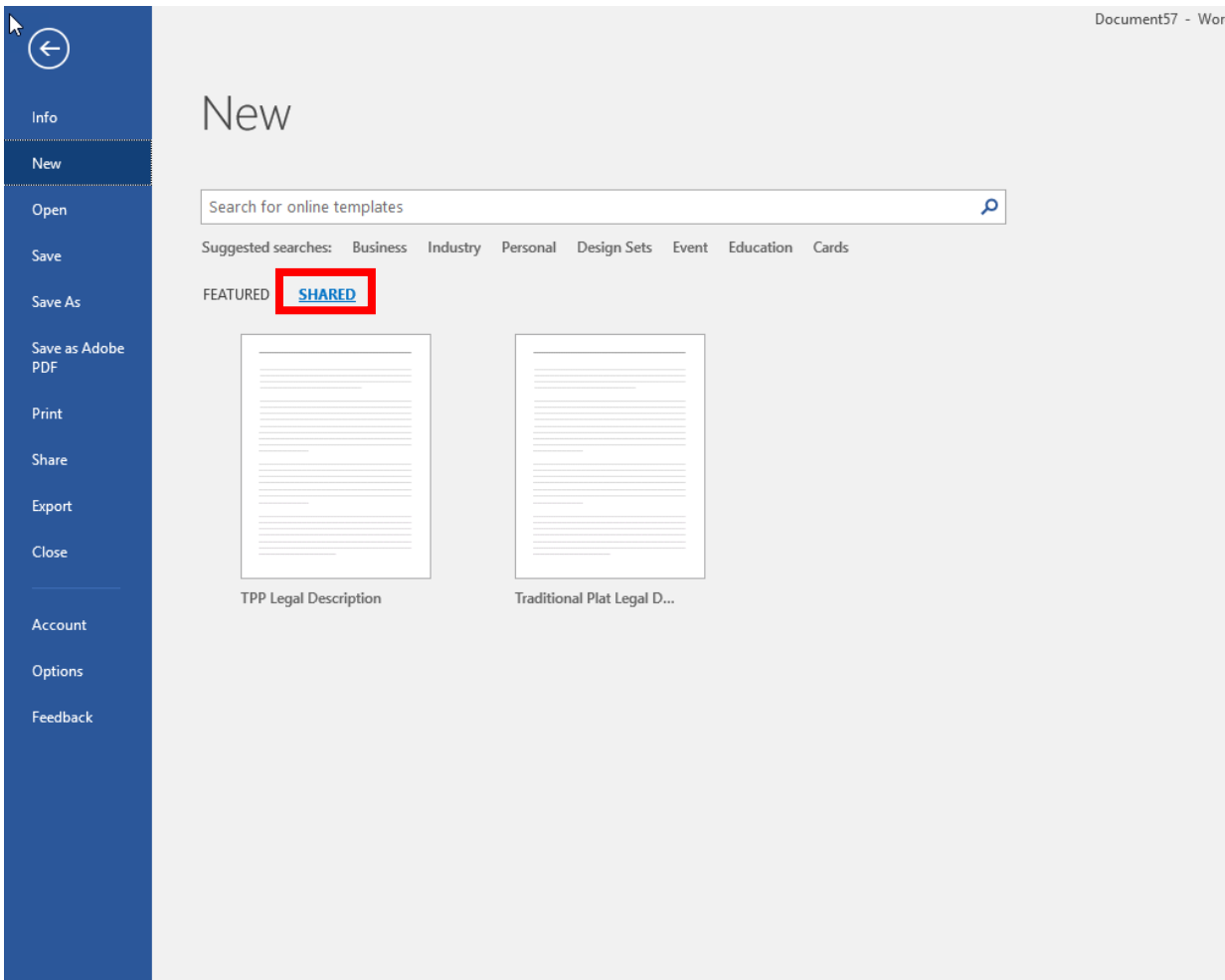
2. Select either the *TPP Legal Description Template* or the *Traditional Plat Legal Description Template*.
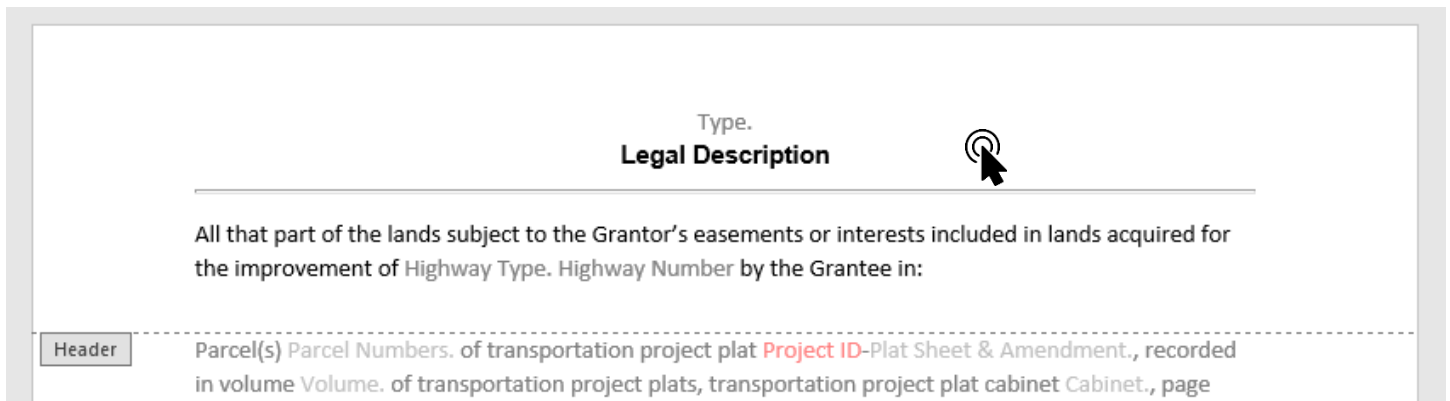3. This will create a new Word Document for you to edit.

TPP Legal Description Template

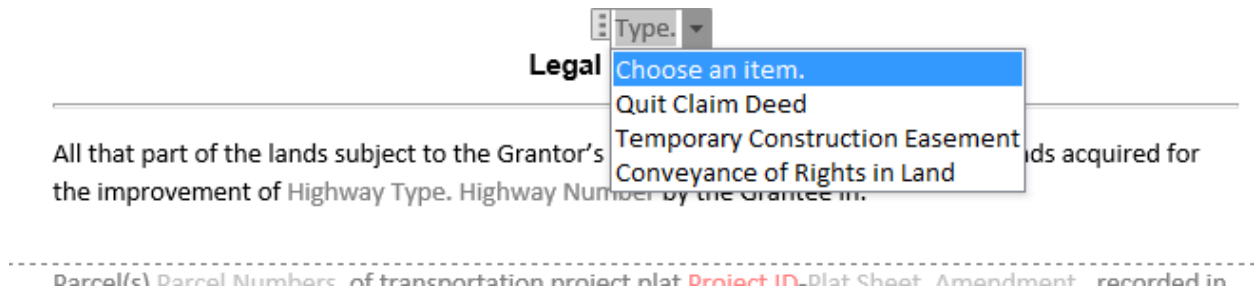This template will quickly create the legal descriptions for a project with a Transportation Project Plat (TPP).

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 DOTDTSDCOUtilityCoordination@dot.wi.gov to make permanent changes to the template.

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

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

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.

5. Tab to go to the footer section.

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 menu ribbon.

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.

Parcel   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.
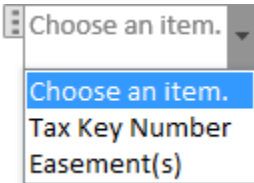>
> Parcel(s) 6 and 7 of transportation project plat 1234-00-21-4.03, recorded in volume 1234 of transportation project plats, page 6, as document #123988 recorded in Waukesha County, Wisconsin.
>
> Parcel(s) 8 of transportation project plat 1234-00-21-4.04 Amendment No. 1, recorded in volume 1234 of 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.
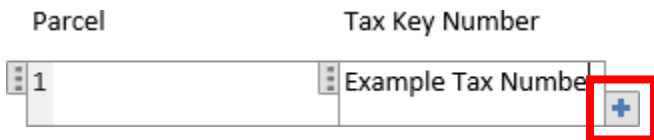
Parcel

Parcel Number.

Choose an item. ▾

| Choose an item. |
| Tax Key Number |
| Easement(s) |

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, whichever applies.
19. Select the plus sign to add another row, and repeat steps 17 and 18.

Parcel   Tax Key Number

1   Example Tax Number

                                                  ✚

20. Save your document in the project folder.

Note: Your changes will not be saved to the server template. Contact Central Office at DOTDTSDCOUtilityCoordination@dot.wi.gov to make permanent changes to the template.
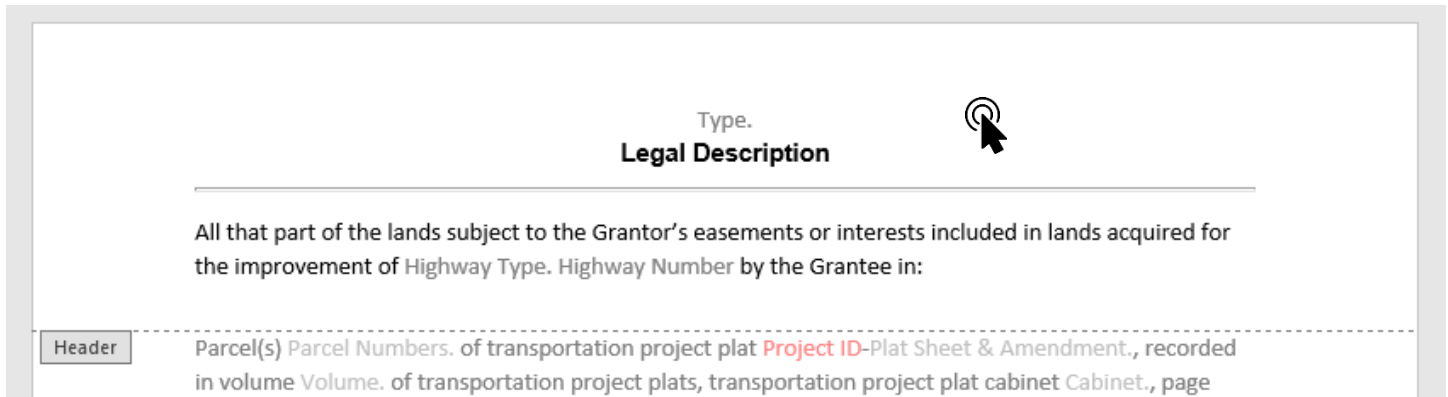
Traditional Plat Legal Description Template

This template will quickly create the legal description for a project with a traditional plat.
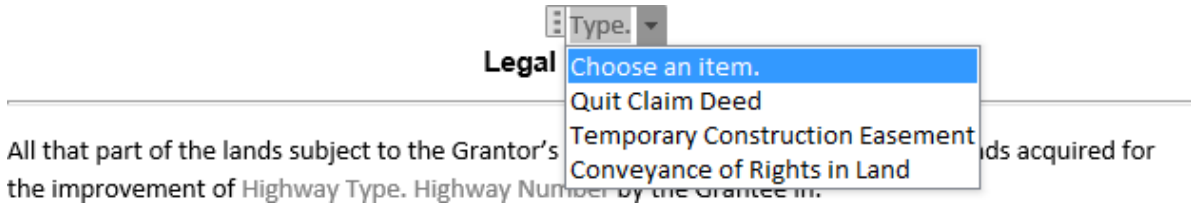
TIP! To move quickly between the greyed boxes, use the tab key.

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

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

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

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.

5. Tab to go to the footer section.

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 menu ribbon.

9. Click the greyed box "Corner." and select the corner from the drop-down menu.
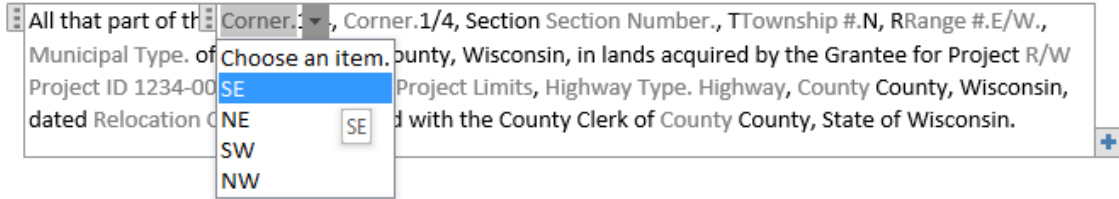
10. Repeat Step 9 for the next greyed box "Corner."
11. Select the greyed box "Section Number." and enter the section number.
12. Select the greyed box "Township #." and enter the township number.
13. Select the greyed box "Range #." and enter the range number
14. Click the greyed box "E/W" and select east or west for the range.
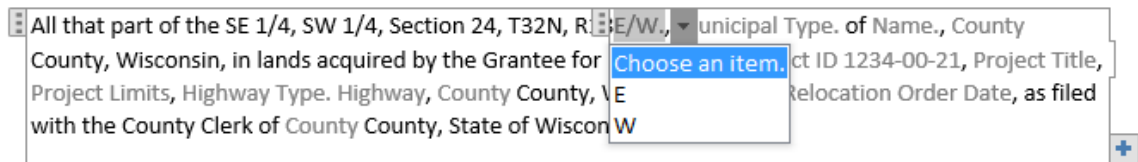
15. Click the greyed box "Municipal Type." and select the municipal type from the drop down menu. If the municipal type you need is not there, type in the municipal type (ex. Township).
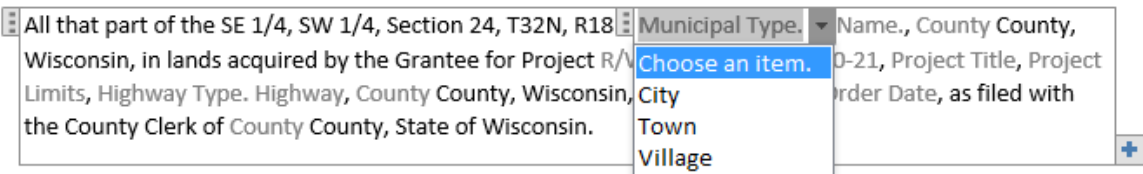
16. Select the greyed box "Name." and enter the municipal name. Ex. Racine.
17. Select the greyed box "County" and enter in the county.
18. Select all by highlighting or pressing CTRL+A and hit F9 to autofill the county information in the other parts of the description.
    a. Note: Make sure that your function lock (F-lock) is on to use the function keys.

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).

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 1234-00-21, Main Street, CTH G to HWY 3 Highway Type. ▼

Highway, Racine County, Wisconsin, dated Relocation Order Date, as filed with the Co | Choose an item.
IH
STH
USH
CTH

Racine County, State of Wisconsin.

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.

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 1234-00-21, Main Street, CTH G to HWY 32, STH 26, Racine County, Wisconsin, date Relocation Order Date, ▼ led with the County Clerk of Racine County, State of Wisconsin.

◄ June, 2018 ►

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

25. Save the document in the project folder.

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