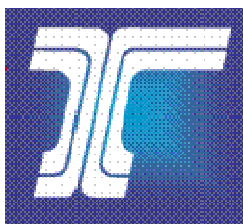

Map Center

Guide to Searches

ODOT Enterprise Content Management System



Oregon Department of Transportation
Created Date: 08/18/2009
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About This Document

The **Map Center** tool provides users with the ability to search for, view, download and print Right of Way maps, contract plans and related highway information.

This document provides an introduction to the **Map Center** search function, including step-by-step directions to using the tool to complete a search for Right of Way maps, contract plans and related highway information.

Note: This document does **not** address the features and functions used to capture and store Right of Way maps, contract plans and related highway information or for other system administration. It only addresses the document search capabilities.

About the Map Center

The **Map Center** provides ODOT employees the ability to search for and view Right of Way maps, contract plan documents and related highway data. On the **Map Center**, you may search for a map or contract plan to view and, then, print or save the document.

This user guide provides an introduction to the functions and features of the **Map Center**, including step-by-step directions to completing a search for maps and contract plans.

Getting to the Map Center

Accessing Map Center

1. Once you have navigated to the *Map Center* Home page, you may want to add this page to the **Favorites** list on your Internet browser. Refer to Figure 1 below.
2. On the *Map Center* Home Page, you may:
 - Click **Contract Plans Search** to open the *Contract Plan Search* page. Go to [Contract Plan Search](#) for more information.
 - Click **RW Map Search** to open the *Right of Way Search* page. Go to [Right of Way Map Search](#) for more information.
3. Close your Internet browser to close and exit *Map Center* after completing your **Map Center** search.

Map Center Guide to Searches

Your view of the *Map Center* window and Home Page may be different than the views shown.
The functions available are based on permissions granted to each specific user.

Figure 1. Map Center Home Page



Search Tips

When searching for maps and contract plans, keep these simple suggestions in mind:

- Enter sufficient search criteria to identify the desired document(s) without returning too many or too few results. The more specific criteria you enter, the better the search results.
- The search process looks for all documents that contain **all** of the search criteria you enter. For example, if you enter a **Map Name**, **County**, **Highway Number** and **Route Number**, then the search results will include each document that contains **all** of these entered criteria.
- The search value you enter is not case sensitive. For example, entering “SMITH” or “smith” or “SmiTH” in the **Map Name** field will produce the same search results.
- You may enter a partial value but the search results will include all documents with this partial value in the searched field. For example, if you only enter “1” in the **Right of Way Map Number** field, the search will return all records which contain a “1” anywhere in the **Right of Way Map Number**. If you are not specific enough, this could result in too many matching results.
- If your search results in no matching documents or very few matching documents, reduce your search criteria. For example, search only on **Map Name**, instead of **Map Name**, **County**, **Highway Number**, and **Route Number**.
- If your search results in too many matching documents, increase the number of criteria used in the search. For example, search on **Map Name**, **County** and **Route Number** instead of just **Map Name**.
- If Max Rows is set to 500, a maximum number of 500 results may be returned with any one search. Matching results in excess of this will not be displayed.

Right of Way Map Search

1. Open the *Right of Way Map Search* page. Refer to Figure 2 below.
2. Enter or select search criteria, as available, to narrow your search for the map you want to locate. Refer to [Search Tips](#) and to Table 1 for descriptions of the available search criteria.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the window. Refer to Figure 3 below.
4. Go to [Right of Way Map Search Results](#) for more information about the search results.
5. **Close** the *Right of Way Map Search* page and return to the *Map Center Home* page.

Figure 2. Right of Way Map Search Page

Right of Way Map Search

Criteria

Right of Way Map Number

Township

Range

Section

Highway Number

Beginning Milepoint

Ending Milepoint

Key Number

Transit Notes

Right of Way Project Number

Map Name

County

Route Number

Non-ODOT Road Name

Latitude

Longitude

☒ Keep Open on Search

Refresh/Reload the browser page to reset the search criteria.

Enter your search criteria and click Search

Results

Please click "Search" to retrieve the table.

Map Center Guide to Searches

Table 1. Right of Way Map Search Criteria








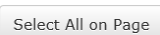

Field	Description
Map Properties	
Right of Way Map Number	The number assigned to the Right of Way map by the Maps and Plans Center.
Township	Township in which a parcel of land is located. See drop-down menu for all choices.
Range	Range in which a parcel of land is located. See drop-down menu for all choices.
Section	Section in which a parcel of land is located. See drop-down menu for all choices.
Highway Number	A unique number assigned to a section of road currently owned by ODOT and in use as a contiguous transportation corridor. It may contain the numbers of current ODOT highways as defined in ITIS as well as those not current. Choices include all highway numbers.
Beginning Milepoint	Estimate of the milepoint at the beginning of a highway segment depicted on a map.
Ending Milepoint	Estimate of the milepoint at the end of a highway segment depicted on a map.
Key Number	The unique numeric identifier assigned to ODOT projects as part of the State Transportation Improvement Plan (STIP) development process.
Transit Notes	A book number identifying the field journal maintained by engineers during a construction project to record engineering comments.
Right of Way Project Number	The Right of Way project number associated with the map. This field will not return search results for older project numbers (i.e.H2437) that were created with the conversion to RITS. It will only return results with newer project numbers like 7588.
Map Name	Name of the map. The name usually describes the location covered by the map (e.g., US26: MT Hood Hwy at Kelso Road).
County	The county or counties related to the Right of Way map. Choices include all counties in Oregon.
Route Number	The US, Oregon or Interstate highway related to the Right of Way map. Choices include all highways in Oregon.
Non-ODOT Road Name	Name of a road depicted on a map that is not an Oregon state highway. Could include city street names, county road names, etc.
Latitude	A unit representing the GPS coordinates associated with a selected map. Measures north-south position between the north and south pole.
Longitude	A unit representing the GPS coordinates associated with a selected map. Measure how far a location is east or west of the Prime Meridian.


Map Center Guide to Searches

Field	Description
Milepoint Criteria	<p>Specify how to include milepoints in the search. Choices include:</p> <ul style="list-style-type: none">• Default – Either Beginning or Ending Milepoint is within the given range of milepoint values.• Begin MP within Range – Only Beginning Milepoint is within the given range of milepoint values.• End MP within Range – Only Ending Milepoint is within the given range of milepoint values.• Begin & End MP within Range –Both Beginning and Ending Milepoint are within the given range of milepoint values.

Right of Way Map Search Results

Once you complete a search, results are presented in a grid format in the lower portion of the *Right of Way Map Search* page. Refer to Figure 3 below. From here, you may:

- 1 View the total number of entries matching your search criteria.
- 2 Click on a column heading to sort the contents in ascending/descending order.
- 3 Use navigation tools  to move through the pages of search results, if applicable.
- 4 Select "Keep Open on Search" to always display the search criteria while searching.
- 5 Click the white arrow  to hide the search criteria and view only the search results. Click the white down arrow  to display the search criteria again.
- 6 Click the white arrow  to hide the search results and view only the search criteria. Click the white down arrow  to display the search results again.
- 7 Change Max Rows: and #Per Page: to provide different views of the search results.
- 8 Check the boxes in front of one or more search results and click  to download the selected maps to your computer.
- 9 Click on a **Right of Way Map Number** to open the map as a PDF document that you may print or save to your computer.
- 10 Click the information icon  next to the **Right of Way Map Number** to open the *Right of Way Detail* page for the selected map. Refer to Figure 4 for an example of this page.
- 11 Click  to select all search results on current page.
- 12 Click  to clear selected search results on current page.

Refresh/Reload the browser page to clear the search criteria and search results and perform another *Map* search. For Internet Explorer (IE), click , or hit F5 on the keyboard, or right-click on the screen and select 'Refresh'. For Chrome, hit F5 on the keyboard or right-click on the screen and select 'Reload'.

Map Center Guide to Searches

Figure 3. Right of Way Search Results Page

Right of Way Map Search

Criteria
5

Right of Way Map Number
1B

Township

Range

Section

Highway Number

Beginning Milepoint

Ending Milepoint

Key Number

Transit Notes

Right of Way Project Number

Map Name

County
WALLOWA

Route Number

Non-ODOT Road Name

Latitude

Longitude

☒ Keep Open on Search
4

Search

Results
6

Max Rows:
200

Per Page:
20
7

Showing 1 to 7 of 7 entries
1

3 First Previous 1 Next Last

8

Download
11

Select All on Page

Unselect All on Page
12

Map Center Guide to Searches

Figure 4 Right of Way Detail Page

Right of Way Map Detail

Map		Project	
Right of Way Map Number 10B-1-31	Map Name Forest Boundary - Er	Map Date 02/01/1991	Revision Date
Map Type Located Line	Drawing Status RECEIVED	Key Number 04808	Non PCS Key Project Identifier
Map Scale 1"=100'	<input type="checkbox"/> Finaled	Transit Notes 3025,	Comments

Location		Map Related	
<input type="checkbox"/> Off State Highway	County WALLOWA,	Non-ODOT Road Name 	Right of Way Project Number R6090,
Latitude 	Longitude 	Related Right of Way Map 10B-1-30, 6B-14-22,	
Route Number OR 3,	Township-Range-Section 1N-44E-1, 1N-44E-12, 1N-44E-13, 2N-44E-36,		

Highway Segments		
Current Highway Number 011	Beginning Milepoint 33.06	Ending Milepoint 29.55

File Upload				
Type	Document Title	Major Version	Created On	Modified On
application/pdf	10B-1-31	3	8/12/2015 1:18:47 PM	8/12/2015 1:18:48 PM
image/jpeg	10B-1-31	2	8/12/2015 1:18:46 PM	8/12/2015 1:18:47 PM

Contract Plan Search

1. Open the *Contract Plan Search* page. Refer to Figure 5 below.
2. Enter or select search criteria, as available, to narrow your search for the contract plans you want to locate. Refer to [Search Tips](#) and Table 2 for descriptions of the available search criteria.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the window. Refer to Figure 6.
4. Go to [Contract Plan Search Results](#) for more information on the search results.
5. **Close** the *Contract Plan Search* page and return to the *Map Center Home* page.

Figure 5. Contract Plan Search Page

Contract Plan Search

Criteria

Plan/Set Number

Project Title

Bid Let Date

Off State Highway

Region

County

Beginning Station

Ending Station

Key Number

Type of Work

Funding Source

Construction Contract Number

Structure Number

Related Right of Way Map

Highway Number

Beginning Milepoint

Ending Milepoint

Latitude

Longitude

☒ Keep Open on Search

Refresh/Reload the browser page to reset the search criteria

Enter your search criteria and click Search

Search

Results

Please click "Search" to retrieve the table.

Map Center Guide to Searches

Table 2. Contract Plan Search Criteria

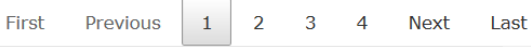






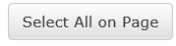

Field	Description
Plan/Set Number	The number assigned to the drawing set or map. Also known as the V-number. Format is ##V-###.
Project Title	Name of a construction project for which a plan set is created; it is based on the location and/or general area of the project.
Bid Let Date	The date a contract solicitation document is released for bid. This date, if in the future, is anticipated and subject to change. If the bid let occurs in the past, this is the actual date.
Off State Highway	A roadway that is not part of the Oregon state highway system. Choices include True and False .
Region	The ODOT region related to the map or contract plan set. Choices include 1, 2, 3, 4, and 5 .
County	The county or counties related to the contract plan set. Choices include all counties in Oregon.
Beginning Station	Engineering station at the beginning of a highway segment that's depicted on a contract plan.
Ending Station	Engineering station at the end of a highway segment that's depicted on a contract plan.
Key Number	The unique numeric identifier assigned to ODOT projects as part of the State Transportation Improvement Plan (STIP) development process.
Type of Work	The work performed under the contract for which a plan set has been created. See drop-down menu for all work type choices.
Funding Source	The source of funding with regard to a construction project.
Construction Contract Number	The number assigned to a construction contract by the ODOT Procurement Office before a project is let.
Structure Number	Code number (e.g., BR 01607A or OT18985) that represents a structure (bridge, culvert, etc.) that is depicted in a specific set of contract plans and which will be affected by the work identified within the plan set.
Related Right of Way Map	Right of Way Map within the system that has some relationship to the current contract plan set.
Highway Number	A unique number assigned to a section of road currently owned by ODOT and in use as a contiguous transportation corridor. It may contain the numbers of current ODOT highways as defined in ITIS as well as those not current. Choices include all highway numbers.
Beginning Milepoint	Estimate of the milepoint at the beginning of a highway segment depicted on a plan set.
Ending Milepoint	Estimate of the milepoint at the end of a highway segment depicted on a plan set.


Map Center Guide to Searches

Field	Description
Latitude	A unit representing the GPS coordinates associated with a selected map. Measures north-south position between the north and south pole.
Longitude	A unit representing the GPS coordinates associated with a selected map. Measure how far a location is east or west of the Prime Meridian.
Milepoint Criteria	<p>Specify how to include milepoints in the search. Choices include:</p> <ul style="list-style-type: none">• Default – Either Beginning or Ending Milepoint is within the given range of milepoint values.• Begin MP within Range – Only Beginning Milepoint is within the given range of milepoint values.• End MP within Range – Only Ending Milepoint is within the given range of milepoint values.• Begin & End MP within Range – Both Beginning and Ending Milepoint are within the given range of milepoint values.

Contract Plan Search Results

Once you complete a search, results are presented in a grid format in the lower portion of the *Contract Plan Search* page. Refer to Figure 6 below. From here, you may:

- 1 View the total number of entries matching your search criteria.
- 2 Click on a column heading to sort the contents in ascending/descending order.
- 3 Use navigation tools  to move through the pages of search results, if applicable.
- 4 Select "Keep Open on Search" to always display the search criteria while searching.
- 5 Click the white arrow  to hide the search criteria and view only the search results. Click the white down arrow  to display the search criteria again.
- 6 Click the white arrow  to hide the search results and view only the search criteria. Click the white down arrow  to display the search results again.
- 7 Change Max Rows: and #Per Page: to provide different views of the search results.
- 8 Check the boxes in front of one or more search results and click  to download the selected maps to your computer.
- 9 Click on a **Plan/Set Number** to open the contract plan as a PDF document that you may print or save to your computer.
- 10 Click the information icon  next to the **Plan/Set Number** to open the *Contract Plan Detail* page for the selected contract plan. Refer to Figure 7 for an example of this page.
- 11 Click  to select all search results on current page.
- 12 Click  to clear selected search results on current page.

Refresh/Reload the browser page to clear the search criteria and search results and perform another *Contract Plan* search. For Internet Explorer (IE), click , or hit F5 on the keyboard, or right-click on the screen and select 'Refresh'. For Chrome, hit F5 on the keyboard or right-click on the screen and select 'Reload'.

Map Center Guide to Searches

Figure 6. Contract Plan Search Results Page

Contract Plan Search

Criteria

5

Plan/Set Number

02V

Project Title

Bid Let Date

Off State Highway

Region

County

WALLOWA

Beginning Station

Ending Station

Key Number

Type of Work

Funding Source

Construction Contract Number

Structure Number

Related Right of Way Map

Highway Number

Beginning Milepoint

Ending Milepoint

Latitude

Longitude

☒ Keep Open on Search 4

Search

Results

6

Max Rows:

200

Per Page:

20

7

2	Plan/Set Number	Project Title	Bid Let Date	Key Number
<input type="checkbox"/>	02V-022	Enterprise - Joseph	11/01/1935	
<input type="checkbox"/>	02v-137	Wallowa Grade Crossing	02/01/1936	
<input type="checkbox"/>	02V-233	Lostine Grade Crossing	02/01/1936	
<input type="checkbox"/>	02V-344	Wallowa-Lostine Section	12/01/1933	
<input checked="" type="checkbox"/>	02V-430	Hayden Gulch-West Forest B'D'Y Section	10/01/1934	
<input checked="" type="checkbox"/>	02V-433 9	Enterprise-Scotch Creek Sec (Hurricane Cr. Rd)	06/01/1938	

Showing 1 to 6 of 6 entries 1

3 First Previous 1 Next Last

8

Download 11 Unselect All on Page 12

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Map Center Guide to Searches

Figure 7. Contract Plan Detail Page

Contract Plan Detail

Plan

Plan/Set Number

02V-022

Project Title

Enterprise - Joseph

Date Assigned

Bid Let Date

11/01/1935

Drawing Status

ASSIGNE

☐ As Constructed
 ☒ Microfilmed

Plan Related

Construction Contract Number

Structure Number

Related Right of Way Map Number

Location

☐ Off State

Region

County

WALLOWA,

Latitude

Longitude

Beginning Station

1728+06.1,

Ending Station

Project

Key Number

Other Party

Type of Work

Grading, Oil Mat,

Funding Source

WPMS 258,

Comments

Highway Segments

Current Highway Number	Beginning Milepoint	Ending Milepoint
010	65.02	71.42

File Upload

Type	Document Title	Major Version	Created On	Modified On
application/pdf	02V-022	1	8/13/2015 8:48:31 AM	10/19/2016 4:09:00 PM

Appendix A. Map Types

Map Type	Map/Drawing Description
Constructed Line	Originally no Right of Way files (some have been modified). They show widths, but not origin of drawings. Generally, they are of a larger scale, 1" = 400'. Closed status.
Construction	Illustrates some type of construction feature or plans, but no taking of a right of way. Closed status.
Federal Exhibit	Right of way takings for a federal agency (e.g., BLM, Forest Service) requiring a separate exhibit.
Located Line	Main type of Right of Way drawing, illustrating Right of Way files on a relocated centerline. Map scale is usually 1"= 50' and 1"=100' English, or 1:500 and 1:1000 metric.
Miscellaneous Right of Way	A Right of Way that is not for highway use (e.g., quarry sites, maintenance yards).
Public Utilities Commission	Drawings that involve railroads, showing contours and including site distance table. Closed status.
Railroad Encroachment	Usually an extra exhibit when railroads are involved, showing railroad right of way.
Right of Way	Right of Way files with no centerline with distances measured from lot corners, or metes and bounds, or total takes.
State Parks	Property purchased for state parks. Closed status.
Survey	Copies of drawings filed with the county survey or some other type of survey such as a topographic drawing with no Right of Way noted. Closed status.
Survey Approval	Exhibit map for the Transportation Commission when a highway is moved from its original roadbed.
Other	Drawings that are not related to Right of Way (e.g., file cabinets, escape ramp). Closed status.