

Citizen Access-Search by Parcel

Search by Legal Description Example: Search for Ridgewood Estates 2nd Filing Block 2 Lot 14 (RD2-002-014)				Notes
1.	Subdivision Code: Ridgewood Estates 2 nd Filing		RD2	See Subdivision Code List link in the FAQ Tab
2.	Block 2		002	Will always have 3 numbers
3.	*Block 2 Amended		002A	*Will always have 3 numbers followed by Amended Lot Designation (002A)
4.	Lot 14		014	Will always have 3 numbers
5.	*Lot 14 Amended		014A	*3 numbers followed by Amended Lot Designation (14A)
Search by Certificate of Survey Example: CS 5, Parcel 1A1 (0005-000-001A1)*				Notes
1.	Certificate of Survey 5		CS 0005	Requires 4 numbers in the certificate of survey field-See Subdivision Code in the FAQ Tab for the Survey Code.
2.	*Block/Range		000	*The block/range field has 000 as it is not available with the legal description.
3.	Parcel 1		001	Parcel number of 3 digits followed by Amended Parcel #
4.	*Parcel 1A1		001A1	Parcel number of 3 digits followed by Amended Parcel #
Search by Township, Range, and Section (If no other parcel information is available) Example: T1N-R23E-SEC 05				Notes
1.	Township 1 North		T1N	Township codes are included with the Subdivision Codes
2.	Range 23 East		R23E	Always 4 characters
3.	Section 05		SEC 05	Section information is entered with SEC a space and the section number. The section number must be at least 2 numbers

Citizen Access-Search by Parcel

Click on the line listing to select the parcel. Click on Cancel at the bottom of the screen to refine the search.

Example: Search for Ridgewood Estates 2nd Filing Block 2 Lot 14

Project Application -> Parcel

Parcels

Add Parcel/Address

Location by: Parcel Address

Sub/Cert Survey/Township RD2

Block /Range 002

Lot/Tract/Section 014 x

Unit

Search

Message

Add at least one parcel

Back Cancel Help **Next** Finish

To select, Click on the line item. Once selected, the parcel will appear at the top of the next screen.

Click Next. The parcel is added. Click Next to continue.

Project Application -> Parcel

Parcels

Primary	Parcel Id	Line 1	Line 2	
<input checked="" type="radio"/>	RD2-002-014	2525 BAY HILLS RD		delete

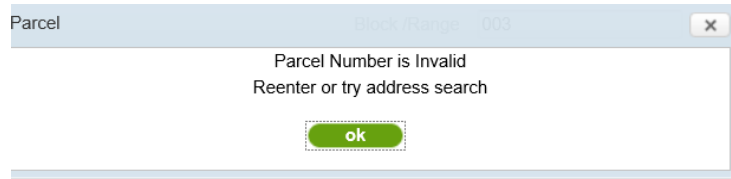
Parcel Id	Owner	Address Line1	Address Line2	City	State
RD2-002-014	RIDGEWOOD DEVELOPMEN LLP	2525 BAY HILLS RD		BILLINGS	MT

Cancel

Back Cancel Help **Next** Finish

Citizen Access-Search by Parcel

****If the parcel information is entered incorrectly or the parcel does not exist, an error message will appear.**



**** if you are unable to enter location, use the steps to enter the description below to insert a PLACEHOLDER, and create the permit or project. Notify the Planning Division at: plnonline@billingsmt.gov or call: 406-247-8676 to update with the correct description. Thank you!**

1. Use Radio Button to Search by Parcel
2. Sub/Cert Survey/Township field: Enter **VAR**
3. Block/Range: Enter **000**
4. Lot/Tract/Section: Enter **000**
5. Unit: Enter **city** or **county** in the Unit box depending on which MISC parcel you're after.
6. Click **Search**.

Project Application -> Parcel

Parcels

Add Parcel/Address

Location by: Parcel Address

Sub/Cert Survey/Township **VAR**

Block /Range **000**

Lot/Tract/Section **000**

Unit **city**

Search

Message

Add at least one parcel

Back Cancel Help Next Finish

Select Parcel

Parcel Id	Owner	Address Line1	Address Line2	City	State
VAR-000-000-CITY	NA	PLANNING CITY MISC		BILLINGS	MT

Cancel

Citizen Access-Search by Parcel

7. The parcel is added. Click Next to Continue.

Project Application -> Parcel

Primary	Parcel Id	Line 1
<input checked="" type="radio"/>	VAR-000-000-CITY	PLANNING CITY MISC

Add Parcel/Address

Location by: Parcel Address

Sub/Cert Survey/Township

Block /Range

Lot/Tract/Section

Unit

Message

Add at least one parcel