

# Practice Bulletin No. 3

Version 2.0

<b>DOCUMENT TITLE:</b>	<b>Surveyor General's Requirements for the Submission of a Dataset to Support ParcelMap BC</b>
<b>ISSUER:</b>	Surveyor General
<b>METHOD OF DISTRIBUTION:</b>	Land Title and Survey Authority of British Columbia Website Posting
<b>RELATIONSHIP TO PREVIOUS POLICY:</b>	This version supersedes version 1.0.
<b>APPROVAL:</b>	



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Surveyor General

<b>EFFECTIVE DATE:</b>	All plans <sup>1</sup> specified in <i>Section 5</i> of this Bulletin filed after <b>June 15<sup>th</sup>, 2016</b> with an electronic checklist date of <b>May 23<sup>rd</sup>, 2016</b> or later  and  All plans <sup>1</sup> specified in <i>Section 5</i> of this Bulletin filed after <b>September 1<sup>st</sup>, 2016</b> regardless of the electronic checklist date
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1. Application for exemption can be made to the Surveyor General's Office under section 6 of this Bulletin.

**Change Record**

<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description of Change</b>
1.0	August 26 <sup>th</sup> , 2015	All	First issue.
2.0	February 17 <sup>th</sup> , 2016	1	Revised Effective Dates for Mandatory Submissions.
		3	Updated section 3 with specific menu items for submission.
		3, 5, 6	Updated hyperlinks to new LTSA.ca website.
		6	Reformatted Section 7.

## 1. BACKGROUND

This Bulletin arises in consequence of certain authorities of the Surveyor General under sections 14.1 (c) and 14.1 (c.1) of the *Land Survey Act*, R.S.B.C. 1996, C.247.

These sub-sections of the *Act* provide the Surveyor General with authority to require the electronic submission of survey data and to specify standards for submission of that data.

The submission of survey plan datasets is necessary in order to support the on-going maintenance of ParcelMap BC. The Survey Plan Datasets (the 'Dataset') will be used to integrate newly surveyed parcels and georeferenced points with the ParcelMap BC parcel fabric and to improve the overall spatial accuracy of the fabric. More information on Survey Plan Datasets, including a link to the specifications and sample datasets, may be found here at <https://ltsa.ca/practice-information/survey-plan-datasets> .

## 2. DEFINITIONS

Refer to the ACRONYMS AND ABBREVIATIONS section of **ParcelMap BC** Survey Plan Dataset Specifications document found at <https://ltsa.ca/docs/PMBC-Survey-Plan-Dataset-Specification.pdf> on page 5 of the document labelled as page (iv).

## 3. METHOD OF SUBMITTING DATA SETS

Datasets must be electronically submitted to ParcelMap BC through submission functionality provided to land surveyors in the myLTSA portal. Select **Survey Plan Datasets** from the **Submissions** menu item on the main myLTSA menu bar.

## 4. WHEN DATASETS MUST BE SUBMITTED

### Electronic Plans

Datasets must be submitted prior to the submission of a plan image through the **Submit Package to Land Title Office** or the **Submit Package to Surveyor General** conduit selected from the **Submissions** menu in myLTSA.

Land surveyors can determine the timing of the submission of a Dataset prior to the submission of a plan image. The Dataset must contain all the information required by the ParcelMap BC Survey Plan Dataset Specifications for the survey and the resultant plan image filed in the Land Title Register or filed in the Crown Land Registry.

If a plan is submitted to the land title office or Crown Land Registry for filing and land title office or Surveyor General staff require amendments be made to the plan a new Dataset must be submitted, prior to re-submission of the plan image, if the plan amendments result in any changes to the Dataset.

### **Hardcopy Plans**

Datasets must be submitted prior to the submission of a hard copy mylar plan for filing in the Land Title Register or to the Surveyor General Division for filing in the Crown Land Registry.

Land surveyors can determine the timing of the submission of a Dataset prior to the submission of a hardcopy plan. The Dataset must contain all the information required by the ParcelMap BC Survey Plan Dataset Specifications for the survey and the resultant plan registered in the Land Title Register or filed in the Crown Land Registry.

If a plan is submitted to the land title office or Crown Land Registry for filing and land title office or Surveyor General staff require amendments be made to the plan a new Dataset must be submitted, prior to re-submission of the plan, if the plan amendments result in any changes to the Dataset.

### **5. PLAN TYPES FOR WHICH A DATASET MUST BE SUBMITTED**

- a. Datasets must be submitted for the following plan types.

*Land Act - Survey Plan*  
*Land Act - Survey Plan of Road*  
*Land Act - Posting Plan*  
*Land Act - Compiled Plan*  
*Land Act - Partially Compiled Plan*  
*Land Act - Control Survey Plan*  
*Land Act - Former Indian Reserve Survey Plan*  
*Land Act - Partial Park Boundary Plan*

*Land Title Act - Subdivision Plan*  
*Land Title Act - Posting Plan (section 68)*  
*Land Title Act - Reference Plan (section 99 – charge plan)*  
*Land Title Act - Reference Plan (section 99 - fee simple)*  
*Land Title Act - Reference Plan of Volumetric Space (section 99) \**  
*Land Title Act - Reference Plan (section 100)*  
*Land Title Act - Reference Plan (section 107)*  
*Land Title Act - Reference Plan (section 120)*  
*Land Title Act - Explanatory Plan (section 70)*  
*Land Title Act - Statutory Right of Way Plan (section 113)*  
*Land Title Act - Statutory Right of Way Plan (section 114)*

*Land Title Act - Air Space Plan\**

*Strata Property Act* - Bare Land Strata Plan  
*Strata Property Act* - Bare Land Strata Plan (phased)  
*Strata Property Act* - Bare Land Strata Plan (amendment)  
*Strata Property Act* - Building Strata Plan\*  
*Strata Property Act* - Building Strata Plan\* (phased)  
*Strata Property Act* - Building Strata Plan\* (amendment)

b. Datasets must be conditionally submitted for the following plan types.

Datasets must be submitted for the following explanatory plan types that lie within a portion of the province for which the ParcelMap BC fabric is published at the time of plan submission:

*Land Title Act* - Explanatory Plan (section 99 – charge plan)  
*Land Title Act* - Explanatory Plan (section 99 - fee simple)  
*Land Title Act* - Explanatory Plan (section 100)  
*Land Title Act* - Explanatory Plan (section 107)  
*Land Title Act* - Explanatory Plan (section 117)  
*Land Title Act* - Explanatory Plan (section 120)  
*Land Title Act* - Explanatory Plan of Volumetric Space (section 99) \*

See <https://ltsa.ca/practice-information/survey-plan-datasets> for a list of areas that currently require a dataset to be submitted.

The datasets for these Explanatory plans must be:

1. Accurately georeferenced (based on fieldwork), accurately georeferenced from an existing georeferenced plan or approximately georeferenced from the ParcelMap BC fabric; and
2. Prepared in or transformed to grid bearings and grid distances.

\* **Note:** For Air Space plans, Volumetric Space plans, and Building Strata plans only, the parent parcel perimeter survey details need to be submitted as part of the Dataset. Details of the interior divisions of the parent parcel whether by Air Space parcel, Volumetric Space or by Building Strata Lot/Common property must not be included on any PMBC designated layers.

## 6. PLAN TYPES FOR WHICH A DATASET IS NOT REQUIRED TO BE SUBMITTED

*Land Title Act* - Public official plan (Section 59)  
*Land Title Act* - Posting Plan (section 69)  
Plans prepared under the *Oil and Gas Activities Act* (Well Site plans)  
Plans Prepared under the *Mineral Tenure Act*

For any other plan type not explicitly listed in section 5 that results in a submission of a plan for registration in the Land Title Office or Crown Land Registry, please consult with

the Surveyor General to determine if a Survey Plan Dataset will be required to be submitted to the ParcelMap BC operations team.

The Surveyor General will consider a request for exemption from strict compliance to submit a Survey Plan Dataset upon application. The land surveyor should provide the Surveyor General with the request and rationale well in advance of the plan being filed in the Land Title Register or the Crown Land Registry. Applications for exemption should be submitted by email to [Surveyor.General@ltsa.ca](mailto:Surveyor.General@ltsa.ca).

## 7. SURVEYOR GENERAL'S REQUIREMENTS FOR A SURVEY PLAN DATASET:

### Elements of the Survey Plan Dataset

A Survey Plan Dataset shall consist of the following three items:

**A Survey Data CAD File in DWG format.** This file is to contain the spatial information that defines the Survey Plan;

**A Survey Data Control Point File in CSV format .** This file is to contain information about all control points listed in the MASCOT database that are used in the survey and all new control points set for the purposes of georeferencing the survey, which are shown on the Survey Plan. This file is optional for Explanatory plans and should only be submitted when georeferencing is completed by field work; and

**A Survey Plan Metadata Submission Web Form.** This form is to contain metadata that describes the Survey Plan Dataset and will be filled out online during the submission process to myLTSA.

For details of the required elements for these three items refer to the specified sections of the *ParcelMap BC Survey Plan Dataset Specifications* document which can be accessed at <https://ltsa.ca/docs/PMBC-Survey-Plan-Dataset-Specification.pdf>

#### a. Survey Data CAD File Specifications

Refer to section 3.1, the *Survey Data CAD File Specification* section.

#### b. Survey Data Control Point File Specifications

Refer to section 3.2, the *Survey Data Control Point File Specification* section.

#### c. Survey Plan Metadata Submission Web Form Requirements

Refer to section 3.3, the *Survey Plan Metadata Specification* section.