

Note: This sample checklist is provided for reference only. Checklists for application packages are integrated into the Web Filing process and are entered online. This shows the checklist questions that will be presented during a Web Filing submission. Do not fill this checklist out and append it to your package.

Checklist – Land Title Act Plan Submission - Subdivision, Reference and Posting Plans of Crown Land

Refer to <https://itsa.ca/practice-information/parcel-designation-and-plan-confirmations> for more information.

Checklist of Requirements for the Submission Package

1. Submission package includes the electronic plan affixed to digitally signed Survey Plan Certification form (SPC)?
2. Does the plan conform to survey instructions issued by the Surveyor General?
3. Does the plan conform to the Crown offer? If plan is inconsistent with the Crown offer, then provide correspondence with the provincial contact person confirming their acceptance of the changes.
4. Is the LTSA/Crown file number shown on the plan image?

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