

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 –Section 108(3) Land Title Act Final Plan Submission

Refer to <https://itsa.ca/practice-information/exemptions> 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. Submission package includes an Application to Deposit Plan at Land Title Office form (DSPL) with the following statement added to Part 5 Additional Information on the form:

The Minister's Order pursuant to section 108(3), Land Title Act dated _____ is attached to an electronic declaration in support of this plan application.

3. Does the plan depict the "Limit of Exempt Submerged Land" that matches the approved application area?
4. Are any lawfully eroded areas denoted as "Returned to Crown" and if so does the plan contain the statement for the Approving Officer as per SPR 4-5(1) and does the Application form include the certificate for the Approving Officer?
5. In areas without accretion or erosion, does the natural boundary as depicted on the plan match the titled natural boundary and is it labeled as such?
6. The plan heading **does not** include "pursuant to section 108"?

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7. Is the notation required by SPR 4-5(9) shown on the plan image?

Notation:

"Section 108 (3) of the Land Title Act

Subject to an exemption to be granted by minister's order to the action of Section 108 (2) of the Land Title Act, land dealt with hereon, shown covered by water and not designated "Returned to Crown in right of the Province", is not to be transferred to the Crown."

8. Is the LTSA file number shown on the plan image?

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