

Checklist – Mineral Title Plan

Refer to [Circular Letter 440A](#) for more information.

See also Section 7 Land Act and Sections 42, 44 and 45 Mineral Title Act

Refer to <https://itsa.ca/professionals/surveyor-general/submissions-to-surveyor-general/> for more information.

The submission package is to be submitted to the Surveyor General through myLTSA. The [EFS User's Guide](#) outlines the process to submit the plan. Once the plan has been reviewed and is found to be generally acceptable it will be sent to the Mineral Titles Branch for referral comments. Once the plan has been approved it will be confirmed by the Surveyor General and the applicant will be notified of approval by email.

Checklist of Requirements for the Submission Package

- ☐ Include any previous correspondence with a Deputy Surveyor General about this project
- ☐ Electronic plan affixed to digitally signed Crown Land Registry Survey Plan Submission to Surveyor General form (CLRS), setting the Application/Plan Type to the appropriate MTA selection.
- ☐ LTSA/Crown file number shown on the plan image
- ☐ Mineral Title Plan Information Sheet completed in full
- ☐ Covering letter / survey report
- ☐ PMBC print with Crown layers turned on
- ☐ MTO map of area at the same scale and center point as the PMBC print
- ☐ Tenure details/records
- ☐ Listing of cell or legacy claim coordinates as received from the Chief Gold Commissioner's office
- ☐ Pertinent correspondence with the Gold Commissioner
- ☐ Sketch plan of survey proposal
- ☐ Conflicting interest source documentation and description of any changes in conflicting interests (if applicable)
- ☐ Include affidavit(s) (if applicable)
- ☐ A copy of this completed checklist

2023-04-24