

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 Application

Refer to <https://ltsa.ca/practice-information/exemptions> for more information.

Checklist of Requirements for the Submission Package

1. Submission package includes any previous correspondence with a Deputy Surveyor General about this project?
2. Submission package includes a cover letter that contains the following:
 - The basis for the application articulated.
 - Complete details regarding the body of water affected by the application including:
 - Name of water body (if any);
 - Whether the water level is controlled (if so, by whom and for what purpose);
 - Whether the water body is in the jurisdiction of a Harbour Authority;
 - Whether there is a man-made excavation (if applicable) and if so, by whom and for what purpose.
 - The name of the municipality or Regional District (whichever is appropriate).
 - The civic address of the subject parcel(s).
 - If application is within the RDCK, indication that the application package was concurrently submitted to the RDCK.
3. Submission package includes the preliminary plan that depicts the following:
 - The natural boundary of the subject parcel according to the plan on which the present title is based.
 - The present natural boundary, if it is evident.
 - The present mean high water line (i.e. limit of fill or excavation), if it differs from the present natural boundary or if the present natural boundary is not evident.

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- Monuments and traverse hubs in the vicinity of the present natural boundary and/or present mean high water line.
 - Relative elevations of the title natural boundary, the present natural boundary and the mean high water line, at several locations through the application area, and of the water level at the time of survey.
 - Features in and around the application area (i.e. trees, retaining walls, structures).
 - Plotted positions and directions of terrestrial photographs.
4. Submission package includes colour terrestrial photographs of the application area showing, and clearly marked in black line (or other suitable colour), as noted below:
- Marked with the location of the present natural boundary, if it is evident.
 - Marked with the location of the natural boundary according to the plan on which the present title is based.
 - Marked with the location of the mean high water line (i.e. limit of fill or excavation), if it differs from the present natural boundary or if the present natural boundary is not evident.
 - Marked with the present natural boundary of adjacent parcels.
 - Marked with the side boundaries of the application area.
 - The flagged, staked or painted location of the present natural boundary and/or mean high water line.
 - The flagged location of monuments and traverse hubs in the vicinity of the present natural boundary and/or mean high water line.
 - A photograph number must be clearly marked on each photograph, not just in the filename of the image.
5. Submission package includes a copy of the Crown grant including the Crown grant tracing or a copy of the Dominion Patent and related Township plan?
6. Submission package includes a copy of the current title to the subject parcel(s)?
7. Submission package includes a copy of all pertinent plans of the upland property, plus copies of adjacent plans if they are relevant to the application?

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8. Submission package includes a composite map (e.g. PMBC or Regional District GIS) of the area showing the parcel(s) subject to the application, the adjacent parcels, and the general trend of the shoreline on either side of the application for a distance of approximately 500 metres?
9. Submission package includes a suitably recent aerial photograph with the application preliminary plan overlaid?
10. Submission package includes historical aerial photographs, with the application preliminary plan overlaid, if necessary to support the application?

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