

**Checklist - Statutory Right of Way Designation Application**  
**Section 218 Land Title Act**  
([Direction to Land Surveyors No. 12](#))

In accordance with section 218 of the *Land Title Act* certain bodies, including provincial and local governments and utility companies, have the ability to hold statutory rights of way. Section 218 (1) (d) allows organizations not listed in statute and, in certain circumstances, individuals, to be able to hold statutory rights of way.

Applications can be for specific parcel(s) (individual), a regional area (general) or province-wide.

Applications are to be submitted through myLTSA. The [EFS User's Guide](#) outlines the process to submit an application. The fee for submission of an application for designation under s.218(1)(d) is listed on the [LTSA Fee Listing](#).

**Checklist of Requirements for the Submission Package**

- Statutory Applications for Designations, Submission to Surveyor General form (SGAD), setting the Application/Plan Type to "SRW Designation Application"
- Cover letter outlining the applicant's business and explaining why the designation is necessary for them to carry on their business
- Provide full legal name and incorporation/society number of the agency to be designated
- Provide a draft copy of the SRW document to be filed at the Land Title Office
- For individual designations, provide the legal description of lands to be affected by the SRW including the Crown Land Registry PIN number or the Land Title Office PID number.
- For individual designations over titled lands, provide copies of titles
- For individual designations, provide copies of all pertinent registered or unregistered survey plans, in particular the statutory right of way plan and the plan defining the subject parcel(s).
- For regional or province-wide designations, please describe the area required (typically a Land District or Regional District) and the reason why there is an ongoing operational need to enter into future statutory rights of way in the area.
- A copy of this completed checklist

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