



Circular Letter No. 398

December 16, 1997

CIRCULAR LETTER TO ALL BRITISH COLUMBIA LAND SURVEYORS

Re: Confirmation of Official Plans

The Office of the Surveyor General (OSG) has recently completed a full review of the process used to verify and approve official plans for surveys of Crown lands. In order to streamline this process and to speed up the disposition and tenuring of Crown lands, this office will no longer provide a comprehensive check for *Land Title Act* surveys involving road dedication, statutory rights of way and parcel re-postings.

This office will rely on the British Columbia Land Surveyor's (BCLS) knowledge of the General Survey Instructions for the preparation of these plans. Enclosed for your guidance is a checklist previously used by this office for the verification of official plans.

Please note that the submission of returns for plans within the above categories will be a full registration set along with the appropriate fees as outlined in Circular Letter No. 378. We will no longer require preliminary returns.

Also enclosed with this circular letter is a listing of all signature blocks used by this office for the confirmation/approval of all plans representing the surveys of Crown land. Please draft the appropriate signature block in the lower right hand corner of **all plans** submitted to this office.

Yours sincerely,

Chuck Salmon
Surveyor General

CS:np

Enclosures

CHECKLIST FOR SURVEYS OF PROVINCIAL CROWN LAND

GENERAL - APPLICABLE TO ALL SURVEYS

- Instruction/examination fee \$300 plus GST (surveys for applicants for Crown land tenures)
- Standard plan size
- Plan title describes all parcels and land district
- BCGS designation(s) immediately below title
- Allowable scale and corresponding bar scale
- Bearing derivation and reference in accordance with appropriate section of regulations
- Notation: bearings to BTs are magnetic
- Legend explaining all symbols and any non-standard abbreviations used
- Standard abbreviations used where applicable
- North arrow
- BCLS certificate, date, signature
- Appropriate signature block(s) for Surveyor General in lower right hand corner--SEE LIST ATTACHED
- Plotting to scale and drafting legible
- Bold outline 1.0 - 1.5 mm centred on boundary (including any detail drawings)
- Spelling check
- Primary parcel designations prominent in body of plan (use "D.L." rather than "LOT")
- Description(s) given for all lands adjoining the surveyed parcel(s)
- Parcel boundaries (including highway, forest service road and railway) shown with solid lines
- Superseded or canceled boundaries shown with broken lines
- Existing general R/W boundaries shown with broken lines
- P & NG grid lines and designations shown with broken lines (if at all)
- Any improvements or topography shown with broken lines
- Any traverse lines or radial ties shown with broken lines
- Theoretical or unsurveyed portions of townships to be labeled "unsurveyed crown land"
- Sufficient ties to evidence of previous surveys
- Boundaries reestablished and/or lots divided in accordance with *Land Survey Act*
- District Lot or Section corners and ¼ posts replaced with capped posts
- Adequate monumentation of all corners and curve points
- Details of bearing trees found and made
- Intersections with existing R/W boundaries posted where required (Section 77 or 105, GSI)
- Radius, arc, radial bearing for each curve point
- All essential dimensions given to enable closure calculations
- Closures 1:5000 or better
- Area figures correct and to required precision
- Roads labeled, named, posted and width given

BODIES OF WATER

- Names of bodies of water within, or adjacent, parcel under survey
- Natural boundaries defined by approved method, shown throughout parcel under survey
- Natural boundaries from plans upon which titles are based also to be shown
- Separate areas calculated for bodies of water included in survey
- Distance along perimeter boundary to natural boundary
- Flow direction and width, if appropriate

SURVEYS WITHIN INTEGRATED SURVEY AREAS

- Minimum of two control monuments independently tied or included within closed traverse
- Correct symbol for control monuments
- Grid bearing notation; ISA name and number; combined factor notation

SURVEYS UNDER THE LAND TITLE ACT

- Regional district notation
- Plan width not greater than 75 cm; length not greater than 4 m
- Registrar's memo of deposit as per Section 116, GSI
- Notation under title "pursuant to Section, *Land Title Act*", if appropriate

SUBDIVISION PLANS

- Approved by approving officer
- All necessary charge holder approvals obtained
- Lots numbered or lettered consecutively
- Underlying parcel description ghosted (except primary parcels i.e. District Lot or Section)

GENERAL RIGHT OF WAY PLANS

- Title reads "Plan of Statutory Right of Way....."
- Plan excludes roads under jurisdiction of Ministry of Transportation and Highways
- Plan includes and shows a separate area figure for Forest Service Roads
- Book of reference giving legal description and area for each parcel (matching title and body of plan)
- Bodies of water described as either "part of D.L. xxxx (being the bed of)" or "Unsurveyed Crown Land (being part of the bed of)"

RAILWAY RIGHT OF WAY PLANS

- Railway corporate name not to be included in plan title
- District Lot or Block designations shown in body of plan
- Notation: "the designated(DL or Block).....is/are created by this plan"
- Pursuant to the *Railway Act* (Chapters 34 and 36, Statutes of 1912; and Chapter 395, Revised Statutes of 1996)

HIGHWAY AND FOREST SERVICE ROAD REFERENCE PLANS

- Title : Reference Plan of For Road Dedication
- "Pursuant to Section 107, *Land Title Act*" under the title
- Label "road" or "forest service road"
- Book of reference (if two or more parcels)

HIGHWAY RIGHT OF WAY PLANS

- Title: Plan of Statutory Right of Way For Highway....etc.
- Book of reference (if two or more parcels)
- Closed roads hatched, identified by circled letters, listed in separate book of reference

SURVEYS UNDER THE LAND ACT

- Title : “Survey Plan of.....” or, if compiled from existing surveys, “Plan of.....”
- Clear spaces per specimen plans in General Survey Instructions
- Connection to other surveys - Section 62, G.S.I.
- Areas of public roads and bodies of water deducted from total parcel area (tabular form)
- Foreshore surveys:
 - ⇒ Primary parcel(s) on adjacent upland identified in body of plan
 - ⇒ Any fill within a parcel to be labeled, depicted by a broken line, separate area figure given
 - ⇒ Boundaries located on, or along the limit of, filled foreshore to be posted, dimensioned, and labeled in accordance with Circular Letter No. 354

STANDARD SIGNATURE BLOCKS

SURVEYS UNDER THE LAND ACT AND RAILWAY RIGHTS OF WAY

OFFICIAL PLAN CONFIRMED UNDER SECTION 72 LAND ACT

Surveyor General
Victoria, B.C. _____

SUBDIVISION, REFERENCE AND EXPLANATORY PLANS OF PARCELS UNDER LAND TITLE ACT

I hereby certify that this is the
Official Plan of the lands shown
outlined hereon.

Surveyor General
Victoria, B.C. _____

GENERAL RIGHTS OF WAY

I hereby certify that this is the
Official Plan of the right of way
shown outlined hereon.

Surveyor General
Victoria, B.C. _____

RAILWAY RIGHTS OF WAY

I hereby certify that this is the
Official Plan of _____

(designations) _____

shown outlined hereon.

Surveyor General
Victoria, B.C. _____

POSTING PLANS

The survey represented by this plan
was carried out for the Ministry of
Environment, Lands and Parks.

Surveyor General
Victoria, B.C. _____

**ROAD DEDICATION FOR
MINISTRY OF HIGHWAYS**

The public highway through Crown land
shown hereon is dedicated pursuant to
Section 9 (1) of the Ministry of Lands,
Parks and Housing Act.

for the Minister of Environment, Lands and Parks
Victoria, B.C. _____

**FOREST SERVICE ROAD
DEDICATION**

The forest road through Crown land
shown hereon is established pursuant
to Section 9 (1) of the Ministry of Lands,
Parks and Housing Act.

for the Minister of Environment, Lands and Parks
Victoria, B.C. _____

**SURVEYS UNDER THE MINERAL TENURE ACT
FOR MINING LEASE PURPOSES**

OFFICIAL PLAN

**APPROVED UNDER SECTION 42
MINERAL TENURE ACT**

Surveyor General
Victoria, B.C. _____

**SURVEYS UNDER THE MINERAL TENURE ACT
FOR MINING LEASE AMENDMENT**

OFFICIAL PLAN

**APPROVED UNDER SECTION 44
MINERAL TENURE ACT**

Surveyor General
Victoria, B.C. _____

**SURVEYS UNDER THE MINERAL TENURE ACT
FOR PLACER LEASE**

OFFICIAL PLAN

**APPROVED UNDER SECTION 45
MINERAL TENURE ACT**

Surveyor General
Victoria, B.C. _____