

CIRCULAR LETTER NO. 431

July 21, 2006

TO ALL BRITISH COLUMBIA LAND SURVEYORS

Re: Digital Survey Plans

On July 20, 2006, sections 20 to 46 of the *Miscellaneous Statutes Amendment Act (No. 2)*, 2006 were brought into force by Order in Council No. 550. Sections 20 to 46 of this statute include legislative amendments to permit legal survey plans to be submitted electronically through the Electronic Filing System (EFS) of the Land Title and Survey Authority of British Columbia. These legislative amendments may be viewed at the following link:

http://www.legis.gov.bc.ca/38th2nd/3rd_read/gov30-3.htm

Effective July 24, 2006 digital survey plans prepared pursuant to the *Land Act*, *Coal Act*, *Mineral Tenure Act* and the *Petroleum and Natural Gas Act* may be submitted to the Crown Land Registry through EFS via BC Online. At this time, plans prepared for Land Title registration may not be submitted electronically.

In order to prepare and submit a digital survey plan you will need the following:

1. To be a practicing land surveyor as defined in the *Land Surveyors Act*.
2. An active BC Online account.
3. A valid digital signature. To obtain your digital certificate, an application form must be submitted to Juricert Services Inc. Once your application has been verified and approved, Juricert will send you a link by e-mail that will enable you to download your digital certificate. You may obtain your application by contacting Juricert at <http://www.juricert.ca/>.
4. Suitable software to convert your CAD survey plan to a PDF format and complete the Crown Land Submission form.
5. A copy of the "Interim requirements for submission of electronic plans" attached to this letter.

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We continue to develop this new technology and the electronic forms required to permit digital survey plans to be submitted for Land Title registration. At this time, we expect to be in a production pilot for Land Title plans in early 2007.

We encourage all land surveyors to embrace this new technology and be leaders in the electronic submission of applications through the Electronic Filing System of the Land Title and Survey Authority of British Columbia.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Rick Hargraves".

Rick Hargraves, B.C.L.S.
Surveyor General and Director

Attachment: Interim requirements for submission of electronic plans

INTERIM REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC PLANS

PART (DIV)	SECTION	HARDCOPY SUBMISSION -Existing Rules	ELECTRONIC SUBMISSION – changes
	1 (Definitions)	<i>The definitions notes in the next column are new definitions as a result of electronic plans</i>	<p>"intended plot size" means the intended physical plan dimensions, including a reasonable buffer of not more than 2 centimetres outside of the border of the plan, as determined by the BC land surveyor, that will provide optimum readability when reproduced in hard copy form without enlargement or reduction¹;</p> <p>"PDF" means the Adobe Portable Document Format standard;</p> <p>"plan certification form" means an electronic form in the format designated by the Director of Land Titles or the Surveyor General;</p> <p>"plan image" means an electronic file prepared by a BC land surveyor containing a graphical representation of the details of a survey;</p>
3 (1)	24 (1)	The plan must be prepared on mylar film with a minimum thickness of 0.075 mm and a matte finish on both sides in one of the following standard sheet sizes: A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm (May be used for plans prepared under the Mineral Tenure Act and the Land Act only, unless approval is given by the registrar of land titles).	<p>The plan image must be created as a PDF file compatible with Adobe Acrobat 6.0, or 7.0, with a resolution of not less than 600 dots per inch and having an intended plot size of</p> <p>A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm</p>
3 (1)	25 (2)	The smallest scale that will permit all required detail and information to be shown on the plan without congestion at the intended plot size must be used.	The smallest scale and sheet size that will permit all required detail and information to be shown on the plan without congestion at the intended plot size must be used.
3 (1)	26 (1)	Plans must be drafted in permanent black ink and all words on the plan, other than signatures, must be printed.	All features in an electronic plan must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not acceptable).
3 (1)	26 (2)	Except in the case of a posting plan and building strata plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width.	Except in the case of a posting plan and building strata plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.
3 (1)	26 (7)	Signatures on a plan must be original signatures in permanent black ink.	The plan image must contain no signatures.
3 (1)	26 (10)	Plan lettering must be in a solid black font and must not be less than 2.0 mm in height.	Lettering on plan images must be in a black font and must not be less than 2.0 mm in height when produced at the intended plot size.
3 (1)	26 (11)	Plans must be capable of being reproduced or scanned so that the resulting copy shows a clear and legible image.	Plan images must be capable of being produced so that the resulting copy shows a clear and legible image at the intended plot size.

¹ Given that a plan image can theoretically be reproduced to any size, the intended plot size is the size and scale, determined by the surveyor, to ensure optimal readability and reproducibility of the plan. It is analogous to the physical dimensions of the physical plan submitted under the hardcopy regime.

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3 (1)	27 (1) (a)	the scale with corresponding bar scale;	a bar scale and the following notation: <i>The intended plot size of this plan is ___mm in width by ___mm in height (insert sheet size e.g. D size) when plotted at a scale of 1:_____.</i>
3 (1)	27 (2) (f)	the surveyor's certificate in the form prescribed under the Land Title Act Regulation;	the following notation must be shown on the plan image: (i) For plans based on field survey: <i>The field survey represented by this plan was completed by [full name of BCLS], BCLS on the [dd] day of [month], [yyyy].</i> (ii) For plans based on existing records: <i>This plan is based on the following Land Title and Survey Authority of BC records: (list plans and documents used to compile the plan) [full name of BCLS], BCLS</i>
3 (1)	27 (2) (l)	<i>This is a new requirement for plans being submitted to the Crown Land registry</i>	The pre-assigned plan number as prescribed by the Surveyor General or the Director of Land Titles must be prominently displayed in the top right corner, immediately below the top margin as follows: <i>Plan [plan number];</i> This requirement does not apply to plans submitted pursuant to the Petroleum and Natural Gas Act,

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3 (1)	28 (1 – 4)	<p>(1) Plans to be submitted to the Surveyor General for approval, confirmation, or both, must include the following:</p> <ul style="list-style-type: none"> (a) appropriate fees; (b) field notes when requested; (c) an electronic plan as specified by the Surveyor General; (d) a covering letter explaining any deviation from the instructions or these rules; (e) the government file number beneath the Surveyor General signature block; (f) for <i>Land Act</i> surveys, submission of one original mylar and 4 paper prints; (g) for <i>Land Title Act</i> surveys, submission of 10 paper prints, one original mylar and one duplicate mylar, except railway plans require 2 duplicate mylars; (h) additional requirements for <i>Mineral Tenure Act</i> surveys as follows: <ul style="list-style-type: none"> (i) three preliminary paper prints; (ii) copies of the current records for all mineral titles being surveyed; (iii) copies of the records of all mineral titles which affect, or may affect, the determination of the boundaries of a mineral title being surveyed; (iv) printed forms, obtainable from the Surveyor General, on which the surveyor must record the serial number of each of the identification tags found by the land surveyor as well as all the information found written on the tags or legal post and on the legal corner post or identification posts; (v) submission of 5 paper prints and one original mylar; (i) for plans under the <i>Petroleum and Natural Gas Act</i> only, a final submission of one original and one paper print. <p>(2) If complete posting of a survey is impractical, application may be made to the corporation for modified posting.</p> <p>(3) The application must be in writing and include a detailed explanation why posting is impractical and a sketch indicating the proposed modified posting.</p> <p>(4) If an application for modified posting is approved, the following note must be shown on the plan:</p> <p>The monumentation on this survey is approved [date] Surveyor General</p>	<p>If an application for modified posting is approved, the following note must be shown on the plan image:</p> <p><i>Modified monumentation has been approved for this survey.</i></p>

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5 (3)	45 (3)	<p>If exemption from integration is granted under section 43, the plan must contain the following notation: Pursuant to section 43 of the General Survey Instruction Rules, this survey need not be integrated with survey control.</p> <p>..... Surveyor General Victoria, B.C. [date]</p>	<p>If exemption from integration is granted under section 43, the following notation must be shown on the plan image:²</p> <p><i>Pursuant to section 43 of the General Survey Instruction Rules, this survey has not been integrated with survey control.</i></p>
7 (6)	93 (j)	<p>(i) the following notation is required for railway and highway plans over titled or untitled Crown land:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Official Plan CONFIRMED UNDER SECTION 72 <i>LAND ACT</i></p> <p>..... Surveyor General Victoria, B.C.</p> </div> <p>(ii) the following notation is also required for railway plans: I hereby certify that this is the Official Plan of [designations]..... shown outlined hereon. Surveyor General Victoria, B.C. [date]</p>	<p>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>
9 (5)	142 (b)	<p>the following notation must be placed in the lower right hand corner of the plan:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Official Plan CONFIRMED UNDER SECTION 72 <i>LAND ACT</i></p> <p>..... Surveyor General Victoria, B.C.</p> </div>	<p>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>
9 (5)	142 (c)	<p>notation as follows for posting plans of Crown land:</p> <p>The survey represented by this plan was carried out for the Ministry of Agriculture and Lands. Surveyor General Victoria, B.C. [date]</p>	<p>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>

² Corresponding SG approval of this exemption will be implemented on the CLRS form (Part 8) for cases of Land Act surveys in integrated survey areas.

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11 (6)	191 (h) (i) (j)	<p>(h) the following notation for mineral claims to be taken to mining lease:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">OFFICIAL PLAN APPROVED UNDER SECTION 42 MINERAL TENURE ACT</p> <p>_____ Surveyor General Victoria, B.C. _____</p> </div> <p>(i) the following notation for plans to accommodate mining lease amendments:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">OFFICIAL PLAN APPROVED UNDER SECTION 44 MINERAL TENURE ACT</p> <p>_____ Surveyor General Victoria, B.C. _____</p> </div> <p>(j) the following notation for placer claim going to lease:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">OFFICIAL PLAN APPROVED UNDER SECTION 45 MINERAL TENURE ACT</p> <p>_____ Surveyor General Victoria, B.C. _____</p> </div>	<p>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>
12 (4)	201 (m)	<p>in the lower right hand corner of the plan, the note: Approved under Section 121 of the Petroleum and Natural Gas Act Surveyor General Victoria, B.C.[date] Plan No. Well Authority No. Crown File No.....</p>	<p>in the lower right hand corner of the plan:</p> <p>Well Authority No. _____ Crown File No. _____</p>