

CIRCULAR LETTER NO. 475

(This letter supersedes Circular Letter No. 457)

May 24, 2018

TO ALL BRITISH COLUMBIA LAND SURVEYORS

**Re: Surveys of Crown Land pursuant to the *Land Title Act* and the *Land Act*
and Submission of Resultant Plans to the Surveyor General**

Prior to undertaking any survey of Crown land, pursuant to the *Land Title Act* or the *Land Act*, other than a statutory right of way, an application must be made to the Surveyor General for survey instructions, and additionally, in the case of surveys under the *Land Act*, for unique parcel designation(s).

With regard to surveys under the *Land Title Act* this is a change of practice. For a fulsome explanation of the reasons behind this change in practice please refer to Direction to Land Surveyors No. 16. This Direction to Land Surveyors also provides greater explanation of the survey instruction/parcel designation and plan submission processes.

Application for Survey Instructions and Parcel Designations

An application for survey instructions or parcel designation is made by submitting a completed *Application for Parcel Designation and/or Survey Instructions* (SGIN) form and supporting information to the Land Title and Survey Authority's Electronic Filing System (EFS). See Direction to Land Surveyor No. 16 for a listing of all the requirements when seeking survey instructions or parcel designations.

The application will be reviewed by Surveyor General staff and the applicant will be provided with an email containing specific survey instructions and unique parcel descriptions and associated Parcel Identification Numbers (PIN), as appropriate. There is no fee associated with this application.

Obtaining reference material to conduct surveys is the land surveyor's responsibility.

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Submission of Plans Prepared under the *Land Title Act*

The land surveyor or their client are ultimately responsible for preparing an *Application to Deposit Plan at Land Title Office*, (DSPL) form for reference, subdivision and posting plans and for submitting the plan for deposit in the Land Title Register. However, before obtaining necessary consents and approvals on the DSPL form Surveyor General staff must first review and approve the plan.

Once a survey is completed, the resultant plan image must be affixed in the usual manner to a *Survey Plan Certification* (SPC) form.

The plan is packaged with the information outlined in Direction to Land Surveyors No. 16 and submitted to the Surveyor General through EFS.

Once the plan has been approved the land surveyor will be notified by email. At this time the applicant or their client can obtain the signature of an authorized person from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) as owner, and any additional required signatures. The applicant or their client can then submit the plan and supporting documentation for land title registration.

Surveyor General staff will prepare DSPL forms for statutory rights of way plans and submit these plans for land title registration.

Submission of Plans Prepared under the *Land Act*

Once a survey is completed, the resultant plan image must be affixed to the *Survey Plan Submission to Surveyor General* (CLRS) form, electronically signed, and submitted to the Surveyor General through EFS.

Once the plan is confirmed by the Surveyor General it will be filed in the Crown Land Registry and the applicant will be notified of the plan approval by email.

Yours sincerely,



Mike Thomson, BCLS
Surveyor General of British Columbia