

CIRCULAR LETTER NO. 417

July 17, 2003

TO ALL BRITISH COLUMBIA LAND SURVEYORS

**Re: New Process for Requesting Parcel Designations and
Land Act Plan Submission Requirements**

Parcel Designations

All e-mail requests for *Land Act* and *Mineral Tenure Act* parcel designations must be sent to the following e-mail address: sgbdesig@victoria1.gov.bc.ca

Members are encouraged to use the e-mail request process to obtain parcel designations, however, mail and facsimile (250-387-1830) requests will continue to be accepted. The preferred format for e-mail file attachments is Adobe Acrobat PDF, however JPEG, GIF and TIFF attachments will also be accepted.

Please note that requests for parcel designations must include a copy of the accepted offer of grant or lease and the proposed survey sketch attached to the offer. Where Land and Water British Columbia Inc. (LWBC) is contracting directly with a land surveyor, the parcel designation request must include the LWBC file number, the proposed survey sketch and a note that the project is a contract survey. LWBC contract surveys are exempt from survey plan submission fees.

Land Act Plan Submission Requirements

Section 28 (1) (e) of the General Survey Instruction Regulation states:

“additional requirements for *Land Act* surveys as follows:

- (i) two preliminary paper prints;
- (ii) final submission of one original mylar;”

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Notwithstanding this regulation and effective immediately, all *Land Act* plans must be submitted as a single submission of one (1) original mylar and four (4) paper prints together with the survey plan submission fee (formerly survey instruction fee), where applicable. Preliminary plans must no longer be submitted. *Land Act* plans must also have the government file number appended beneath the Surveyor General's signature block.

The General Survey Instruction Regulation will be amended to reflect this change in due course.

Yours sincerely,

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

RH:np