

Note: This sample checklist is provided for reference only. Checklists for application packages are integrated into the Web Filing process and are entered online. This shows the checklist questions that will be presented during a Web Filing submission. Do not fill this checklist out and append it to your package.

Checklist – Block Outline Plan Submission Section 69(3) Land Title Act

Refer to <https://itsa.ca/practice-info/block-outline-surveys> for more information.

Checklist of Requirements for the Submission Package

1. Submission package includes the electronic plan affixed to digitally signed Survey Plan Certification form (SPC)?
2. Submission package includes an Application to Deposit Plan at Land Title Office form (DSPL) with the certificate for signature by the Surveyor General?
3. Are the control monuments in the locations approved by the Surveyor General?
4. The plan heading **does not** refer to “Pursuant to section 69”?
5. Does the plan fully comply with survey rules with the exception of monumentation requirements?
6. Is the notation required by SPR 4-7(2), “Block outline monumentation has been approved for this survey” shown on plan image?

7. Is the LTSA file number shown on the plan image?

8. Submission package includes a signed letter of undertaking in the manner prescribed by the approval letter?

9. Submission package includes a copy of the title(s) to the subject lands?