

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 Posting 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. The posting plan, prepared under authority of section 69 of the Land Title Act, conforms in all respects to the subdivision or reference plan (including the exterior boundaries of the lands dealt with shown as solid black lines between 1 and 1.5 mm in width)?

If a parcel has been subdivided, show the original lot structure with a reference to the new plan in brackets (i.e. Subdivided by Plan EPP12345). The superseded parcel boundaries do not require posting.

4. Is the survey posted on the ground in accordance with the Survey and Plan Rules?

5. The plan heading conforms to the following format:
 - "Posting Plan of [heading on block outline subdivision, bare land strata or reference plan]"
 - Immediately below the plan heading include "Pursuant to section 69 of the Land Title Act"

6. Is the notation required by SPR 4-7(5), "This is the block outline posting plan required under order number _____[*LTSA file number*]" on the plan image?

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