

*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 - Covenant Designation Application Section 219 Land Title Act**

Refer to <https://itsa.ca/practice-information/authority-hold-covenants> for more information.

### **Checklist of Requirements for the Submission Package**

1. Submission package includes a cover letter outlining the applicant's business and explaining why the designation is necessary for them to carry on their business?

Within the letter, provide the full legal name and incorporation/society number of the agency to be designated.

For regional or province-wide designations, please describe the area required (typically a Land District or Regional District) and the reason why there is an ongoing operational need to enter into future covenants in the area.

2. Submission package includes a draft copy of the covenant document to be filed at the Land Title Office?
3. If the designation is for individual parcels, the submission package includes copies of the applicable land titles?
4. If the designation is for individual parcels, the submission package includes copies of all pertinent registered or unregistered survey plans, in particular the plan defining the subject parcel(s)?