

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 – *Land Title Act* Statutory Right of Way Plan Submission

Refer to <https://itsa.ca/practice-information/statutory-right-way-plans> for more information.

Checklist of Requirements for the Submission Package

Please ensure that you provide an answer of either **Yes** or **N/A** as appropriate to all questions below. Should you determine an answer of N/A is appropriate you are required to provide a comment explaining your reason for this answer. You are also able to provide comments for items that have been answered Yes.

1. Submission package includes the following:
 - A copy of the Electronic plan affixed to the digitally signed Survey Plan Certification form (SPC)
 - The unsigned Application to Deposit Plan at Land Title Office form (DSPL) generated by SurveyHub with the certificate for signature by the Surveyor General?
2. Do you elect for the Surveyor General to file the SRW plan at the Land Title Office on your behalf?
3. Submission package includes a copy of the Crown offer for the SRW (or if no Crown offer, then a letter or other document requesting and authorizing the survey) which includes a sketch plan showing the subject area? The offer must be signed by the applicant.

4. Is the notation required by SPR 4-5(25), "This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General." shown on the plan image?

5. Is the Crown File number shown on the plan image?