

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 – Application for Parcel Designation / Survey Instructions

Refer to <https://itsa.ca/practice-information/parcel-designation-and-plan-confirmations> for more information.

Checklist of Requirements for the Submission Package

1. Submission package includes any previous correspondence with a Deputy Surveyor General about this project?
2. Submission package includes a copy of the accepted offer of grant or lease from the Crown ministry?

The accepted offer must include the following:

- the proposed survey sketch plan must be attached to the offer, showing the subject area;
 - the offer must be signed by the applicant.
3. If the survey is being conducted at the request of a provincial government ministry, does the submission package include documentation from the ministry requesting the survey?

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