

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 - Section 58 *Land Act* Application

Refer to <https://itsa.ca/practice-information/inclusions> for more information.

The bed of the body of water, watercourse or road that is the subject of this application must be depicted on the Crown grant tracing.

NOTE: If your application seeks a transfer of ownership, Surveyor General staff will contact you via email as part of our initial review of your application, to request a Google KML file of the application area. Do NOT upload the KML file as part of your application submission.

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 cover letter that contains the following:
 - A statement as to whether the application is to clarify existing ownership or to transfer land from Crown to private ownership.
 - If existing ownership is being clarified, an explanation as to why the lands were not excluded from the original grant.
 - If ownership is being transferred to the adjacent title, an explanation of why the application area is no longer required to remain as Crown land.
 - If the watercourse no longer exists, an explanation as to why it no longer exists. Any unnatural interference with the subject area must be documented.
 - An explanation describing the current state of the land including soil type, vegetation, artificial works (if any) and any other pertinent history affecting the application.
 - The name of the municipality or Regional District (whichever is appropriate)
 - The civic address of the subject parcel(s)

3. Submission package includes the preliminary **subdivision plan** that depicts the following:
 - The unregistered land which is shown on the tracing attached to the Crown grant of the parcel which is the subject of the application.
 - Monuments and traverse hubs in the vicinity of the application area.
 - Plotted positions and directions of terrestrial photographs.
4. Submission package includes colour terrestrial photographs of the application area showing, and clearly marked in black line (or other suitable colour), as noted below:
 - Marked with the location of the application area.
 - The flagged location of monuments and traverse hubs in the vicinity of the application area.
 - A photograph number must be clearly marked on each photograph, not just in the filename of the image.
5. Submission package includes a copy of the Crown grant including the Crown grant tracing?
6. Submission package includes a copy of the current title to the subject parcel(s)?
7. Submission package includes a copy of all pertinent plans of the upland property, plus copies of adjacent plans if they are relevant to the application?
8. Submission package includes a composite map (e.g. PMBC or Regional District GIS) of the area showing the parcel(s) subject to the application and adjacent parcels?
9. Submission package includes a suitably recent aerial photograph with the application preliminary plan overlaid?
10. Submission package includes historical aerial photographs, with the application preliminary plan overlaid, if necessary to support the application?