

Checklist – Land Act Plan

Refer to [Circular Letter 475A](#) and [Direction to Land Surveyors No. 16](#)

Refer to <https://ltsa.ca/professionals/surveyor-general/submissions-to-surveyor-general/> for more information.

Once a parcel designation has been issued and the survey has been completed, you may seek final approval of the plan as follows:

The electronic plan is to be submitted to the Surveyor General through myLTSA. The [EFS User's Guide](#) outlines the process to submit the plan. Once the plan has been reviewed and it is found to be acceptable, the plan will be confirmed by the Surveyor General and the applicant will be notified of approval by email.

Checklist of Requirements for the Submission Package

- ☐ Electronic plan affixed to digitally signed Crown Land Registry Survey Plan Submission to Surveyor General form (CLRS), setting the Application/Plan Type to "Land Act" and select the appropriate Survey Type.
- ☐ Plan conforms to parcel designation and any instructions issued by the Surveyor General.
- ☐ Plan conforms to Crown offer. If plan is inconsistent with the Crown offer provide correspondence with the provincial contact person confirming their acceptance of the changes.
- ☐ LTSA or Crown file number shown on the plan image.

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