

**TITLE:** Electronic Land Title Plan and Plan  
Application Requirements

**ISSUER:** Director of Land Titles

**APPLICATION:** LTSA

**RELATIONSHIP TO PREVIOUS  
POLICY:** Version 2.9

**APPROVAL:**

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Carlos MacDonald, Director of Land  
Titles

**EFFECTIVE DATE:** March 23, 2025

**FILE NUMBER:** *Land Title Act*



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Change Record			
Version	Date	Page	Description
2.0	January 1, 2019	All	This version is a re-write and renaming of the Land Title Electronic Filing System (EFS) Requirements for Electronic Land Title Plans version 1.6 . The format has been updated for easier navigation and a table of contents has been added. The references to the "Land Title Act, Strata Property Act, Regulations and Practices" and "Survey Rules" columns have been deleted. Version 1.6 has been archived.
2.1	November 15, 2019	1	Removed repealed section reference 168.721(1)
		1-2	Removed references to "Director's Requirements" and replaced with "directions" or "E-filing Directions"
		3	Corrected 4.1 (c) requirement for leasehold plan titles by removing "or" and replacing with "where applicable" Corrected 4.1 (f) requirement for lot numbers by removing "n" and replacing with "g"
	February 20, 2020	1	Updated link to <i>Supporting Document for Electronic Applications</i>



2.2	September 28, 2020	15	Approval type: Approving Officer Agricultural Land Reserve text updated to reflect new name of regulation Agricultural Land Reserve General Regulation
		25	Approval type: Block Outline Survey – Approval of Monumentation (Land Title Act, section 69(3)) no longer needs owner signature as a condition of the order
2.3	July 15, 2021	4	Plan update to 4.1(k) on natural boundaries
		5	Plan update to 4.1(n) for the Agricultural Land Reserve plan notation, and the condition for adding that notation
		7	Land surveyor certification update to s. 4.2(f) added "Filed pursuant to s. 59, <i>Land Title Act</i> "
		8	Land surveyor certification update to s. 4.2(h) added guidance for filing an easement with a strata plan
2.4	March 22, 2022	Para. 4.3.3 (d)	Surveyor General certifications and approvals para. 4.3.3 (d) updated to include reference to "LTSA file number"
2.4	March 22, 2022	Para. 4.3.2(b)	Added approval type to 4.3.2 b) Approval – Provincial Agricultural Land Commission
2.5	January 23 2023	Section 4.3.3	Removed 4.3.3 (b) Accreted Land SRW, Land Title Act s. 118(1)(b)



			Removed 4.3.3(l) Natural Boundary Adjustment – SRW Land Title Act s. 118(1)(a)
			Added Natural Boundary Certification – SRW LTA s. 118(1)
		Entire document	Updated ministry name from Ministry of Forests, Lands, Natural Resource Operations and Rural Development to Ministry of Forests
		Section 4.3.1	Updated the name of the crown from “Her Majesty the Queen...” to “His Majesty the King...”
2.6	July 31, 2023	Section 4.3.3 (e)	New Surveyor General certification and plan statement under the Land Act section 58
		Section 4.3.3	Removed approval type Public Road through Crown Land, Ministry of Lands, Park and Housing s. 9(1)
		Section 4.3.3	Completed a variety of minor revisions to improve clarity in language and consistency in format
		Section 4.3.2(b)	Added approval type Minister of Transportation and Infrastructure, LTA s. 80
		Section 4.3.2(v)	Revised approval Subdivision by Way of Lease, LTA s. 99(1)(k) by including a date of approval
2.7	February 9, 2024	Sections 4.3.1(d) and 4.3.3(e) (n)(p)	Changed name of Minister of Forests to Minister of Water, Land and Resource Stewardship
2.8	November 24, 2024	Section 4.3.3 (g)	Revised approval to include subdivision, right of way, reference and explanatory plans of Crown land



2.8	November 24, 2024	Entire document	Updated template and logo
2.9	March 23, 2025	Section 4.2, 4.3	Ministry name change from Ministry of Transportation and Infrastructure to Ministry of Transportation and Transit: Updated minister signature templates in section 4.2 (d), section 4.3 (b), (k), (u)



## Introduction

The Director of Land Titles (Director) has established directions for the preparation of electronic land title applications and plans. This document sets out the directions for completing electronic plan applications and plans submitted to the land title office. In addition to the requirements identified in this document, specific directions for land title forms and supporting documents are contained in E-filing Directions and Supporting Documents for Electronic Applications published at

[https://ltsa.ca/sites/default/files/E-filing%20Directions\\_0.pdf](https://ltsa.ca/sites/default/files/E-filing%20Directions_0.pdf)

<https://ltsa.ca/sites/default/files/Supporting%20Documents%20for%20Electronic%20Applications.pdf>

## Authority

Section 67 of the *Land Title Act* sets out general requirements for subdivision and reference plans; both electronic and hardcopy. The authority for the specific electronic plan application and plan requirements in this document is based in Part 10.1 of the *Land Title Act*, which provides the Director of Land Titles (Director) with the authority to establish directions regarding the electronic filing of land title documents and plans.

## Background

These directions are specific to land title plan submissions and are established pursuant to the aforementioned authority under Part 10.1 of the *Land Title Act*. The requirements contained in this document are needed to complete an examination of a plan to ensure good, safe holding and marketable titles. Technical survey requirements are covered in the Electronic Checklist that is maintained by the Association of British Columbia Land Surveyors and referenced in the Form 9.

The consistent application of these directions will result in the uniformity of plans in the land title register, and ensure plans (including the related Survey Plan Certification and Application to Deposit Plan at Land Title Office forms) are submitted in compliance with the directions provided in this document and the E-filing Directions.

The directions in this document complement rules for surveys and plans that are made by the Association of British Columbia Land Surveyors and approved by Order of the Surveyor General pursuant to s. 75 of the *Land Surveyors Act*. The Survey and Plan Rules set out detailed survey standards and drafting requirements that land surveyors must follow when conducting land surveys and preparing legal surveys for all manner of statutory plans, including land title plans. In addition, these directions also complement land title practices and selected regulatory requirements.

## Plan Requirements

### 4.1 General Requirements

#### a) Standards

In addition to directions in this document, plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.

#### b) Lettering and Boundaries

All information on the plan image must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not accepted).

The top of the plan must, if practical, be north and the lettering must be arranged so that it is easily read when facing the top of the plan.

Lettering on the plan image must not be less than 2.0 mm in height when the plan image is reproduced at the intended plot size.

Plan images must be capable of being produced so that the resulting copy shows a clear and legible image at the intended plot size.

Information not required by the Survey and Plan Rules or these directions must not be shown on the plan image, however, the name and address of the land surveyor's firm along with the land surveyor's file number may be appended.

Except in the case of a posting plan, other than a block outline posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.

#### c) Plan Title

A *Land Title Act* plan must have a clear and concise plan title that includes the purpose of the plan, the legal description of the subject lands in accordance with the register, and indicating whether all or part of the subject lands are being dealt with. And where applicable, reference to the pertinent section of the *Land Title Act* or relevant statute (the "Pursuant to" statement).

Explanatory plans of lease of part of a building must indicate in the plan title how many stories the building comprises. For example; Explanatory plan of the second floor of a four storey building situated upon (quote legal description). The body of the plan must then indicate which floor or storey the lease area is situated.

Leasehold plans of part of the lands must include in the plan title, where the lease requires the approval of the approving officer and, where applicable, the Provincial Agricultural Land Commission, a reference to the expiry date of the approvals.



The Leasehold plan of a portion of the lands, which require approvals, must have a title in the following format:

Reference Plan to accompany lease of part of (describe parcel) for leasehold purposes; lease and approval of the approving officer and provincial agricultural land commission to expire (date of expiry).

**d) Regional District**

The plan must include the following notation:

This plan lies within the [Regional District]

**e) Explanatory Plan Bearing Derivation**

An Explanatory plan must include a statement regarding bearing derivations.

Bearings must be referenced to the existing land title office records upon which the plan is based and the following notation is required.

Bearings are [astronomic/grid] derived from Plan [insert plan number].

**f) Lot Numbers**

Subject to 4.1(g), unless the registrar is satisfied that convenience of reference will be served by adopting a particular method of marking, each new parcel must be assigned a distinct number or letter consecutively, starting with "1" or "A".

**g) Lot Numbers Series**

For a continuation of an existing numbering series include the following notation.

Lots created on this plan are a continuation of an existing numbering series.

**h) Air Space Corner Labels**

An Air Space Plan must assign a unique number or letter to every corner of the air space parcel(s), which must be shown or referenced on the plan view, cross sectional view(s), or isometric view(s). This unique number or letter shall be repeated as often as practical on all views so as to provide clarity between the various views of the common air space corners.

Where an existing air space parcel is being shown, the numbers or letters of the air space parcel corners shown on the filed plan must be repeated at the corresponding air space parcel corners on the new plan.

Air space parcel corner labels required above must be shown so that there is a distinction between new corner labels and labels derived from a filed plan. Notations in the legend of the plan may be used to clarify the source of the label.

#### **i) Labelling of Parcels**

The District Lot, Group, Block, Section, Township, Range, Meridian, Indian Reserve, or Unsurveyed Crown Land, as appropriate (being the primary parcel information) shown prominently in the body of the plan in solid font.

The parcel number or letter of parcel(s) created by the survey shown in solid font.

The parcel number letter and plan number for existing parcels:

- (a) Where the parcel or parcels created by the legal survey consume all or part of the existing parcel(s) the existing parcel(s) shall be shown in broken font;
- (b) Remainders of existing parcels shall be shown in solid font;
- (c) All existing parcels adjacent to each boundary of the parcel(s) created in solid font.

#### **j) Charges**

Boundaries of existing rights-of-ways, easements, restrictive covenants and *Land Title Act* s. 219 covenants must be shown as broken lines if there is a charge on title affected by the parcel under survey or, if in the opinion of the registrar, there is a reasonable expectation of a charge being registered on the title to the parcel under survey, or on the titles of newly created parcels.

#### **k) Natural Boundaries**

The present natural boundary and the natural boundary of the underlying plan on which title is based must be plotted and labelled, except in the case of:

- a plan endorsed under s.94(1)(d) of the *Land Title Act*, in which case only the present natural boundary must be plotted and labelled, or
- a Posting Plan prepared under s. 68 of the *Land Title Act*, in which case the present natural boundary does not need to be shown if the plan contains a clarifying plan statement as required by the Survey and Plan Rules.

The natural boundaries must be shown as sinuous lines.

#### **l) Dedications**

Every return to Crown provision must be labelled as "Return to Crown" and every dedication must be labelled as highway, park, or public square. All return to Crown and dedications of land must be fully dimensioned and areas marked on the plan.

Where appropriate, highways may instead be depicted with labels such as Arterial Highway, Road, Lane or Walkway.

#### **m) Easement Subdivided**

When a dominant tenement is subdivided in whole or in part and the subdivider wishes to designate on the plan that the benefits of an easement do not apply to one or more parcels, add the following notation:

Pursuant to section 223 of the *Land Title Act*, lot [number] of this plan is hereby designated as a parcel to which the benefit of easement [registration number] does not attach

#### **n) Agricultural Land Reserve**

Where all or part of a subdivision, reference, explanatory or other plan showing subdivision of land (including *Land Title Act* s. 107(1)(a) dedications) lies within the Agricultural Land Reserve the following notation must be included on the plan:

This plan lies [partly] within the Agricultural Land Reserve

#### **o) Strata Plan Common Property Boundaries**

Strata Plans must delineate a part of the lands or building as common property.

#### **p) Strata Plan Cross Sections**

Strata Plans of a building must include cross sections.

**NOTE:** A Registrar's deposit statement is not a requirement for electronic plans. An annotation line containing the date of application, application number and status of the plan appears on a print of the plan image following electronic submission. A status of "Filed" in the annotation line signifies the approval of the registrar.

### **4.2 Land Surveyor Certifications**

The appropriate certification(s) must be selected on the electronic Survey Plan Certification form and an image of the plan must be attached to the form with the associated notations appearing on the plan image. The land surveyor is required to electronically sign the Survey Plan Certification form.

Land Surveyor Certification	Survey Plan Certification Form	Required Notation on Plan
a) Form 9	<p>I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.</p> <p>The field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#:</p>	<p>The field survey represented by this plan was completed on the [dd] day of [month], [year]</p> <p>[name of BCLS], BCLS [commission number]</p>
b) Form 9A	<p>I am a British Columbia land surveyor and certify that this plan was prepared in accordance with specific instructions issued by the Surveyor General of British Columbia and that the survey and plan are correct. I was present at and personally superintended those portions of the survey represented on this plan which are based on field measurements.</p> <p>The field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: [enter number]</p>	<p>The field survey represented by this plan was completed on the [dd] day of [month], [year]</p> <p>The following information shown on this plan was ascertained by field measurement (insert specifics) ____.</p> <p>All other information shown on this plan was derived from (list plans and documents used to compile the portions of the plan not included in the survey) ____.</p> <p>[name of BCLS], BCLS [commission number]</p>

Land Surveyor Certification	Survey Plan Certification Form	Required Notation on Plan
c) Explanatory Plan	<p>I am a British Columbia land surveyor and certify that this plan was completed and checked on:</p> <p>[Year/Month/Day]</p> <p>That the checklist was filed under ECR#:</p> <p>And that the plan is correct in accordance with land title office records.</p>	<p>This plan is based on the following Land Title and Survey Authority of BC records:</p> <p>(list plans and documents used to compile the plan)</p> <p>[name of BCLS], BCLS [commission number]</p> <p>[dd] day of [month], [year]</p>
d) Arterial Highway	<p>I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Transit under section 44.1 of the <i>Transportation Act</i> to show certain lands identified on this plan dedicated as Arterial Highway</p>	<p>This plan dedicates arterial highway as authorized by the Minister of Transportation and Transit.</p>
e) Remainder Parcel (Air Space)	<p>I am a British Columbia land surveyor and certify that no portion of the parcels or dedications created on this plan overlap vertically, that is, lie above or below any portion of the Air Space parcels on Air Space Plan ____</p>	<p>No portion of the parcels or dedications created on this plan overlap vertically, that is, lie above or below, any portion of the Air Space Parcels on Air Space Plan.</p>

Land Surveyor Certification	Survey Plan Certification Form	Required Notation on Plan
f) Surveyor General Certification	For a Public Official Plan where the Surveyor General Certification is selected no other certifications are required	Plan EPP____ is a true copy of the official plan of [legal description] shown outlined hereon and filed in the Crown Land Registry and numbered [CLR plan number]. Filed pursuant to s. 59, <i>Land Title Act</i> .
g) Form S Certificate of Non occupancy	<p>I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of [Year/Month/Day]</p> <p>Certification Date: [Year/Month/Day]</p>	<p>The first sheet must contain the following information:</p> <p>The buildings included in this strata plan have not been previously occupied.</p>

Land Surveyor Certification	Survey Plan Certification Form	Required Notation on Plan
h) Form U Buildings within the Boundaries	I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan: [Year/Month/Day]	The first sheet must contain the following information:  Where buildings are shown:  The buildings shown hereon are within the external boundaries of the land that is the subject of the strata plan.

	<p>I am a British Columbia land surveyor and certify:</p> <ol style="list-style-type: none"> <li>1. I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan subject to clause 2 of this endorsement</li> <li>2. That certain parts of the building are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the <i>Strata Property Act</i>.</li> </ol> <p>Registered Charge Number(s):[enter number] If the easement is submitted concurrently with the strata plan, in the charge number field you may enter "<i>Easement submitted concurrently with this plan, executed YYYY,Month,Day</i>"</p> <p>Certification date: [enter date]</p>	<p>The first sheet must contain the following information:</p> <p>Certain parts of the buildings shown hereon are not within the external boundaries of the land that is the subject of this strata plan and appropriate and necessary easements or other interests are required to provide for these encroachments.</p>
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Land Surveyor Certification	Survey Plan Certification Form	Required Notation on Plan
i) Surveyor Inspection	Not Applicable	Where an approving officer has required a land surveyor to inspect a survey pursuant to section 84 <i>Land Title Act</i> , add the following notation: Inspected under the <i>Land Title Act</i> on the [dd] day of [month], [yyyy].
		Where an approving officer has required a land surveyor to inspect a survey pursuant to section 19(3) of the <i>Bare Land Strata Regulations 75/78</i> , add the following notation on the first sheet: Inspected under the <i>Strata Property Act</i> on the [dd] day of [month], [yyyy].

### 4.3 Approvals and Signatures in Application to Deposit Plan and Related Notations on Plan

The plan image must not contain the signatures of owners, witnesses or approvers. The appropriate signatures and approvals must be selected and completed on the Application to Deposit Plan form and if required, the corresponding notation added to the plan image.

The following tables set out the signatures and approvals that may be selected on the Application to Deposit Plan form with the corresponding plan notation that is added to the plan, if required.

#### 4.3.1 Owner/Charge Owner Approvals and Signatures

Owner/Charge Owner Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
a) Owner/Charge Owner - Individual	Owner/Charge Owner – Individual _____ [signature] _____ [Print Name]	None
b) Owner/Charge Owner - Corporate	Owner/Charge Owner – Corporate _____ [Registered Owner of Corporation] _____ [Incorporation number] _____ [signature Authorized Signatory] _____ [Print Name of Signatory]	None

Owner/Charge Owner Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
c) Consents by Registered Charge Holders – Section 100(4) <i>Land Title Act</i>	<p>(NOTE: Consent by a holder of a registered mortgage of the fee simple operates, on deposit of the plan, to extend the mortgage to the whole of the new parcel shown on Plan EPP_____).</p> <p>I/We, _____ of _____, the holders of the following registered charges, consent to the deposit of Plan EPP_____.</p> <p>_____</p> <p>[fill in registration No. of charge]</p> <p>_____</p> <p>[fill in the name of charge holder]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in the name of signatory]</p>	None
d) Certification by Crown as owner of the lands for plans over Titled Crown Lands	<p>His Majesty the King in Right of the Province of British Columbia as represented by the Minister of Water, Land and Resource Stewardship</p> <p>_____</p> <p>[signature] Authorized signatory</p> <p>_____</p> <p>[fill in name of Authorized signatory]</p>	None

#### 4.3.2 Approving Officer and Provincial Approvals and Signatures

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>a) Approval – Approving Officer, <i>Land Title Act</i> s. 88</p>	<p>Plan EPP_____ is Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	<p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdiction].</p>
<p>b) Approval – Minister of Transportation and Transit, LTA s. 80</p>	<p>Plan EPP_____ is approved under the <i>Land Title Act</i> on ____ [date].</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[Fill in name of signatory] for minister charged with administration of the <i>Transportation Act</i></p> <p>_____</p> <p>[include file reference if desired]</p>	<p>This plan affects land adjacent to a controlled access highway under LTA s. 80</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
c) Approval – Provincial Agricultural Land Commission	<p>The Provincial Agricultural Land Commission approves Plan EPP_____</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[Fill in name of signatory for the Provincial Agricultural Land Commission]</p> <p>_____</p> <p>[Date]</p> <p>_____</p> <p>[ALC Order]</p>	This plan lies [partly] within the Agricultural Land Reserve
d) Access by Air Only, <i>Land Title Act</i> s. 88	<p>Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, S.10</p> <p>Access by air only - Plan EPP_____ is Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	Access by Air Only

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
e) Access by Common Lot, <i>Land Title Act</i> s. 88	<p>Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, S.11</p> <p>Access by Common Lot only - Plan EPP_____ is Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	Access by Common Lot

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
f) Access by Easement Only, <i>Land Title Act</i> s. 88	<p>Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, S.9</p> <p>Access by Easement only - Plan EPP_____ is Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	Access to Lot____ by easement only

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>g) Access by Water Only, <i>Land Title Act</i> s. 88</p>	<p>Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, S.10</p> <p>Access by water only - Plan EPP_____ is Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	<p>Access by Water Only</p>
<p>h) Approving Officer Re-approval</p>	<p>Plan EPP_____ Re-approved under the <i>Land Title Act</i> _____ [date].</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[Fill in name and Approving Officer's title]</p> <p>_____</p> <p>[Fill in name of municipality, or as the case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	



Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>i) Approving Officer Agricultural Land Reserve, BC Reg. 57/2020</p>	<p>I hereby certify that Subdivision plan EPP____ is approved under section ____ [section #] of the Agricultural Land Reserve General Regulation on _____[date].</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Approving Authority [Fill in name and position]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	<p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions]</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
j) Bare Land Strata – Approval Approving Officer, BC Reg. 75/78 s. 18	<p>Strata Plan EPS_____ is approved as a bare land strata plan under the <i>Strata Property Act</i>.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Approving Officer [Fill in name]</p> <p>_____</p> <p>[Fill in date]</p> <p>_____</p> <p>[Fill in name of municipality, or as the case may be]</p> <p>_____</p> <p>[Fill in file reference if desired]</p>	<p>Add the following notation to sheet 1:</p> <p>This bare land strata plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
k) Bare Land Strata - Public Access to Water, BC Reg. 75/78 s. 8(3)	<p>Strata Plan EPS_____ need not comply with Section 8 of the Bare Land Strata Regulations 75/78.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Minister of Transportation and Transit or Approving Officer for Ministry of Transportation and Transit</p> <p>[fill in name and state signing authority]</p> <p>_____</p> <p>[fill in file reference if desired]</p>	<p>This plan need not comply with Section 8 of the Bare Land Strata Regulations 75/78.</p>
l) Bare Land Strata – Re-approval Approving Officer, BC Reg. 75/78 s. 19	<p>Strata Plan EPP_____ Re-approved as a bare land strata plan under the Strata Property Act on _____ [date].</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[Fill in name and Approving Officer's title]</p> <p>_____</p> <p>[Fill in name of municipality, or as the case may be]</p> <p>_____</p> <p>[include file reference if desired]</p>	

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
m) Certificate of Amendment to Strata Plan, SPA ss. 259(3)(b)(ii), 262(3)(c)(ii)	<p>I certify that the proposed amendment of Strata Plan EPS_____ complies with any applicable [municipal or regional district bylaws or applicable Nisga'a Government laws] for the [Jurisdiction].</p> <p>_____</p> <p>[date]</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as the case may be]</p> <p>_____</p> <p>[fill in file reference if desired]</p>	<p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions]</p>
n) Covenant statement required by Approving Officer as a condition of subdivision approval	<p>No approval on the plan application.</p>	<p>A covenant [or: (insert number) covenants] in the name of [name of covenantee] pursuant to section 219 of the <i>Land Title Act</i> is a condition of approval for this subdivision.</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>o) Covenant document ( as condition of subdivision) includes the following approval by Approving Officer:</p> <p>This is an instrument required by the approving officer for subdivision plan EPP_____ creating the condition or covenant entered into under s. 219 of the <i>Land Title Act</i>.</p> <p>_____</p> <p>[Signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p>	<p>No approval on the plan application.</p>	<p>A covenant [or: (insert number) covenants] in the name of [name of covenantee] pursuant to section 219 of the <i>Land Title Act</i> is a condition of approval for this subdivision.</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>p) Forest Service Road Access BC Reg. 334/79 s. 15(2)</p>	<p>Pursuant to section 15 (2) of B.C. Reg. 334/79, consent is given to plan of subdivision EPP____. The giving of this consent shall not imply an obligation of the Crown in right of the Province to improve, maintain or repair the forest service road shown on Plan EPP_____</p> <p>_____</p> <p>[date]</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name of Signatory] for Minister of Forests</p>	<p>Access to the subdivision is to be by Forest Service Road pursuant to section 15(2) of B.C. reg. 334/79. The Crown in right of the Province shall not be obligated to improve, maintain or repair the forest service road shown on this plan.</p>
<p>q) Forest Service Road, Ministry of Lands, Parks and Housing Act s. 9(1)</p>	<p>The forest service road through Crown land shown on Plan EPP____ is approved and established under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name of signatory] for Minister of Forests</p> <p>_____</p> <p>[Date]</p>	<p>This plan includes forest service road through Crown land.</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
r) Form Q, SPA Reg. 14.5(1)	<p>EPS_____ is approved as Phase [number of phase] of a [total number of phases] phase strata plan under section 224 of the <i>Strata Property Act</i>.</p> <p>_____</p> <p>[date]</p> <p>_____</p> <p>[signature] Approving Officer</p> <p>_____</p> <p>[fill in name of Approving Officer]</p> <p>_____</p> <p>[Fill in the name of municipality, or as the case may be]</p> <p>_____</p> <p>[fill in file reference if desired]</p>	<p>Add the following notation to sheet 1:</p> <p>This Plan is Phase [number of phase] of a [total number of phases] phase strata plan under section 224 of the <i>Strata Property Act</i> lying within the jurisdiction of the Approving Officer for [insert jurisdictions]</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
s) Form R, SPA Reg. 14.5(2)	<p>I certify that the [specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with this phase [identify phase], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act</i>.</p> <p>_____</p> <p>[date]</p> <p>_____</p> <p>[Signature] Approving Officer</p> <p>_____</p> <p>[fill in name Approving Officer]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be)]</p> <p>_____</p> <p>[fill in file reference if desired]</p>	<p>Include the following notation on sheet 1:</p> <p>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</p>



Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
t) Form T, SPA Reg. 14.5(4)	<p>I certify that the conversion of the buildings included in strata plan EPS_____ have been approved under section 242 of the <i>Strata Property Act</i>.</p> <p>_____</p> <p>[date]</p> <p>_____</p> <p>[Signature] Authorized Signatory of Approving Authority</p> <p>_____</p> <p>[Fill in name of Approving Authority]</p> <p>_____</p> <p>[Fill in name of municipality, or as case may be)]</p> <p>_____</p> <p>[fill in file reference if desired]</p>	<p>The first sheet must contain the following information:</p> <p>The buildings included in this strata plan have been previously occupied.</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
u) Public Access to Water - Relief from Compliance ss. 75(1)(c) (d), 76(5)	<p>Plan EPP_____ need not comply with section 75 (1) of the <i>Land Title Act</i>.</p> <p>Dated _____ .[date]</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name of signatory] for Minister of Transportation and Transit</p> <p>_____</p> <p>[include file reference if desired]</p>	<p>This plan need not comply with section 75(1) (...) of the <i>Land Title Act</i>.</p>
v) Subdivision by Way of Lease <i>Land Title Act</i> s. 99(1)(k)	<p>Plan EPP_____ is approved under the <i>Land Title Act</i> on _____ (date) for the purpose of a lease for a period of ____ years from (date) [plus the term of any approved renewals].</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Approving Officer [Fill in the full name]</p> <p>_____</p> <p>[Fill in the name of municipal, or as case may be)]</p> <p>_____</p> <p>[include file reference if desired]</p>	<p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>

Approving Officer and Provincial Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
	<p>And if applicable:</p> <p>Plan EPP_____ is approved under the <i>Agricultural Land Commission Act</i> for the purpose of leasing for a period of ____ years from ____ [date] [plus the term of any approved renewals]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Chair (Fill in the name of Chair or other Officer) Provincial Agricultural Land Commission Date_____</p>	
<p>w) Treaty Lands – Approval Not Required, <i>Land Title Act</i> Schedule 1 s. 25.1</p>	<p>I hereby certify that Plan EPP_____ is a plan to which Section 25.1 of Schedule 1 of the <i>Land Title Act</i> applies.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>The Minister Charged with the Administration of the Treaty Commission Act [Fill in name]</p>	<p>Section 25.1 of Schedule 1 of the <i>Land Title Act</i> applies to this plan.</p>

### 4.3.3 Surveyor General Certifications and Approvals

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
a) Accreted Land, <i>Land Title Act</i> s. 94(1)(c)	<p>Certificate under the <i>Land Title Act</i>, section 94 (1) (c).</p> <p>The unregistered land included within plan EPP_____ is deemed to be lawfully accreted land adjoining Crown land.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p> <p>_____</p> <p>[Date]</p>	The unregistered land included within this plan is accreted land.
b) Bare Land Strata - Modified Monumentation	<p>Modified monumentation has been used for Strata Plan EPS_____.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p> <p>_____</p> <p>[Date]</p>	Modified monumentation has been approved for this survey.

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
c) Block Outline Survey – Approval of Monumentation, <i>Land Title Act</i> s. 69(3)	<p>Pursuant to the notice of conditions of block outline survey dated _____[date], the monumentation on this block outline survey of Plan EPP_____ is hereby approved.</p> <p>_____</p> <p>[Signature]</p> <p>_____ [Fill in name]</p> <p>[Date]</p> <p>Surveyor General</p> <p>Attach an image of the signed and dated notice of conditions of block outline survey to an electronic declaration and include it with the plan and plan application.</p>	Block outline monumentation has been approved for this survey [LTSA file number]
d) Block Outline Survey – Approval of Posting, <i>Land Title Act</i> s. 69	<p>Posting of Block Outline Survey Plan EPP_____ is hereby approved.</p> <p>_____</p> <p>[Date]</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>	This is the block outline posting plan required under order number [LTSA file number]

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
e) Declaration land is included in the grant, <i>Land Act</i> , s. 58	<p>Certificate under the <i>Land Act</i>, section 58</p> <p>The land indicated as subject to Section 58 of the <i>Land Act</i> in Lot(s) ____ on Plan EPP ____ is included in the grant.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General, a delegate of the Minister of Water, Land and Resource Stewardship [Fill in name]</p> <p>_____</p> <p>[Date]</p>	<p>This plan shows land subject to a declaration under s. 58 of the Land Act.</p>

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
f) Exemption section 108 Land Title Act – Transfer to Crown	<p>Add the following note in the electronic plan application and submit an image of the signed order attached to an electronic declaration following the plan application:</p> <p>The Minister's order pursuant to section 108(3) <i>Land Title Act</i> dated ____ is attached to an electronic declaration in support of this plan application</p>	<p>Section 108(3) of the <i>Land Title Act</i></p> <p>Subject to an exemption to be granted by minister's order to the action of section 108 (2) of the <i>Land Title Act</i>, land dealt with hereon, shown covered by water and not designated "Returned to Crown in right of the Province", is not to be transferred to the Crown</p>
g) Subdivision, Right of Way, Reference and Explanatory Plans of Crown Land	<p>I hereby certify that Plan EPP____ is the Official Plan of the lands shown outlined thereon.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p> <p>_____</p> <p>[date]</p>	<p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p>

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
h) First Registration of Title to Treaty Lands, <i>Land Title Act</i> Schedule 1 s. 25(4)	<p>Certificate pursuant to section 25(4) of schedule 1 of the <i>Land Title Act</i></p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and</p> <p>(b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in <i>the Land Act</i>, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Date]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>	<p><i>Section 25(4) of Schedule 1, Land Title Act:</i></p> <p>This plan complies with the instructions of the Surveyor General for the survey.</p>



Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>i) First Registration of Title to Treaty Lands, <i>Land Title Act</i> Schedule 1 s. 26(1)</p>	<p>Certificate pursuant to section 26(1)(a) of schedule 1 of the <i>Land Title Act</i></p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and</p> <p>(b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the <i>Land Act</i>, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Date]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>	<p><i>Section 26(1)(a) of Schedule 1, Land Title Act:</i></p> <p>This plan complies with the instructions of the Surveyor General for the survey.</p>

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
j) Modified Posting	<p>The monumentation on survey Plan EPP_____ is approved by the Surveyor General.</p> <p>_____</p> <p>[Date]</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>	<p>Modified monumentation has been approved for this survey</p>
k) Natural Boundary Adjustment, <i>Land Title Act</i> s. 94(1)(d)	<p>Certificate under the <i>Land Title Act</i>, section 94 (1) (d).</p> <p>The water boundary shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p> <p>_____</p> <p>[Date]</p>	<p>The water boundary shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p>

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
l) Natural Boundary Certification – SRW LTA s. 118(1)	<p>Certification under the <i>Land Title Act</i>, section 118(1)</p> <p>I hereby certify that:</p> <p>(a) the water boundary of Lot ____ [complete legal description] shown on Plan EPP____ is deemed to be the natural boundary as defined in the <i>Land Act</i> and</p> <p>(b) the unregistered land designated hereon is incorporated in the registered owner's title</p> <p>_____, _____</p> <p>[signature], [date]</p> <p>_____</p> <p>Surveyor General [enter name]</p>	<p>The water boundary of lot ____ [complete legal description] shown hereon is the natural boundary as defined in the <i>Land Act</i>. The unregistered land included within this plan is incorporated into the title of the adjoining parcel.</p>
m) Public Official Plan – True Copy, <i>Land Title Act</i> s.59	<p>I hereby certify that Plan EPP____ is a true copy of the official plan of (legal description) which is filed in the Crown Land Registry and numbered (CLR plan number)</p> <p>_____</p> <p>Surveyor General</p>	<p>Plan EPP____ is a true copy of the official plan of [legal description] shown outlined hereon and filed in the Crown Land Registry and numbered [CLR plan number].</p>

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
n) Public Road over Crown Land, <i>Land Act</i> s. 80	<p>Certificate under the <i>Land Act</i> Section 80</p> <p>The public road through Crown land shown on Plan EPP____ is authorized under the <i>Land Act</i>, section 80.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name] as authorized by the Minister Water, Land and Resource Stewardship</p> <p>_____ [Date]</p>	This plan includes public road through Crown land.
o) Survey method approval within E & N, <i>Land Title Act</i> s. 70	<p>Plan EPP____ has been prepared in accordance with Section 70 of the <i>Land Title Act</i>.</p> <p>Approved on _____ [date]</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>	This plan has been prepared in accordance with Section 70 of the <i>Land Title Act</i> .

Surveyor General Certifications and Approvals	Signatures on the Application to Deposit Plan Form	Required Notation on Plan
<p>p) Unregistered Crown Land, <i>Land Act</i> s. 58</p>	<p>Certificate under the <i>Land Act</i>, section 58.</p> <p>The unregistered land included within plan EPP____, which was not included in a grant from the Crown, need not be retained by the Crown.</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name] for Minister of Water, Land and Resource Stewardship</p> <p>_____</p> <p>[Date]</p>	<p><i>Land Act</i> section 58</p> <p>This plan includes unregistered land, which was not included in the grant from the Crown.</p>