

May 25th, 1954.

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To All B.C. Land Surveyors.

In order to reduce the amount of office work that is necessary and to expedite the orderly processing of requests for instructions for the surveys of applications covering Crown lands, the following information should be obtained from the applicant:

- (1) Full name of individual or company.
- (2) Has staking and/or formal application been completed?
- (3) Has application been approved by the Superintendent of Lands?
- (4) Departmental file number, if available.

The above should be incorporated in the letter requesting the survey instructions, together with the type of application, whether purchase, lease or easement, and also stating the specific location, namely: relation to some surveyed lot or some topographic feature. For filing purposes, only one application should be dealt with in each letter.

I wish to remind you that it is absolutely necessary to obtain instructions from the Surveyor General before proceeding with any survey of Crown lands.

Your kind attention and cooperation to the above will be much appreciated.

G.S. ANDREWS  
Surveyor General  
and Director of Surveys and Mapping

DP/JG