

<b>TITLE:</b>	<b>Land Title Electronic Application to Deposit Plan Help Guide</b>
<b>ISSUER:</b>	Director of Land Titles
<b>APPLICATION:</b>	LTSA
<b>RELATIONSHIP TO PREVIOUS POLICY:</b>	Version 1.7
<b>EFFECTIVE DATE:</b>	November 24, 2024
<b>FILE NUMBER:</b>	<i>Land Title Act</i>

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Change Record			
Version	Date	Page	Description
1.5	November 15, 2019	1, 9	Removed reference to approvals and signatures on a mylar plan
		1	Updated document names: Survey and Plan Rules and Electronic Land Title Plan and Plan Application Requirements
		4, 28	New form images
		9	Removed reference to schedule of supporting documents in DR 01-11
		10	Removed true copy and replaced with execution copy
		10	Removed subscriber and replaced with designate
		12	Removed guidance on making a plan application subject to a certificate of pending litigation or caveat
		24	Removed instructions on completing the Covenant Checkbox and accompanying Covenant Statement in the Schedule of Owners and Witnesses
1.6	April 1, 2021	Entire document	Revised links
1.7	November 24, 2024	8	Updated link to Strata Property Act Filing Form Practice Guide
			Amended direction to allow supporting documents to be attached to an Application to Deposit Plan
		11	Updated the certification requirements for electronic signature when a supporting document is attached to a plan application
		41	Added SurveyHub forms guidance
		Entire document	Update template and logo

## SURVEY PLAN CERTIFICATION

[https://itsa.ca/wp-content/uploads/2020/10/LTO-Survey-Plan-Certification\\_V15.pdf](https://itsa.ca/wp-content/uploads/2020/10/LTO-Survey-Plan-Certification_V15.pdf)

### General Information

The Survey Plan Certification, with plan attached, is created by a British Columbia land surveyor and e-mailed to the lawyer or notary responsible for submitting the plan to the land title office. As the lawyer or notary is not responsible for completing the certification, this guide does not include completion instructions. However, this section of the guide includes general information about the form and an example of completed documents.

The Survey Plan Certification allows a British Columbia land surveyor to apply their electronic signature to the form certifying that the information in the form and the attached plan are correct.

Land surveyors acquire plan numbers for electronic plans in advance. Therefore, the plan attached to the Survey Plan Certification contains the new plan number. When the land surveyor applies their electronic signature to the form, a control number is generated automatically. The control number identifies the version of the plan that the land surveyor is certifying.

When an electronic Application to Deposit Plan at Land Title Office is created, the application includes both the plan number and the control number. Individuals who are required to approve and sign electronic applications, including owners and approving officers, have assurance that they are approving the correct version of a plan because the application contains the same plan number and the same control number as the Survey Plan Certification.

The electronic filing system confirms that the plan number and the control number on the Survey Plan Certification and on the application are the same.

Signatures and approvals are shown on an electronic application in accordance with the Electronic Land Title Plan and Plan Application Requirements and Survey and Plan Rules.

The Survey and Plan Rules are available at <https://www.abcls.ca/land-surveying-in-bc/survey-rules/> and the Electronic Land Title Plan and Plan Application Requirements are available at [https://itsa.ca/wp-content/uploads/2020/10/Electronic\\_Land\\_Title\\_Plan\\_and\\_Plan\\_Application\\_Requirements.pdf](https://itsa.ca/wp-content/uploads/2020/10/Electronic_Land_Title_Plan_and_Plan_Application_Requirements.pdf)

**Practice Alert:** Lawyers and notaries who receive, by e-mail a Survey Plan Certification, with plan attached, **MUST NOT** open the certification and save it to a file. When opened and saved, the electronic signature may be invalidated. Users should right click the mouse on the icon and save the certification to a file without opening it.

# SAMPLE SIGNED SURVEY PLAN CERTIFICATION

SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA

PAGE 1 OF 1 PAGES

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

Sam  
Surveyor

Digitally signed by  
Sam Surveyor  
Date: 2019.07.12  
16:15:05 -07'00'

1. BC LAND SURVEYOR: (Name, address, phone number)

**Import Profile**

Name

Address Line 1

Additional Information

Address Line 2

City

BC Postal Code

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **156-297-3305**

Plan Number:

3. CERTIFICATION:

Form 9

Explanatory Plan

Form 9A

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.

The field survey was completed on: 2015 January 01 (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: 2015 January 01 (YYYY/Month/DD)

None  Strata Form S

None  Strata Form U1  Strata Form U1/U2

Arterial Highway  I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Infrastructure under section 44.1 of the Transportation Act to show certain lands identified on this plan dedicated as Arterial Highway.

Remainder Parcel (Airspace)  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

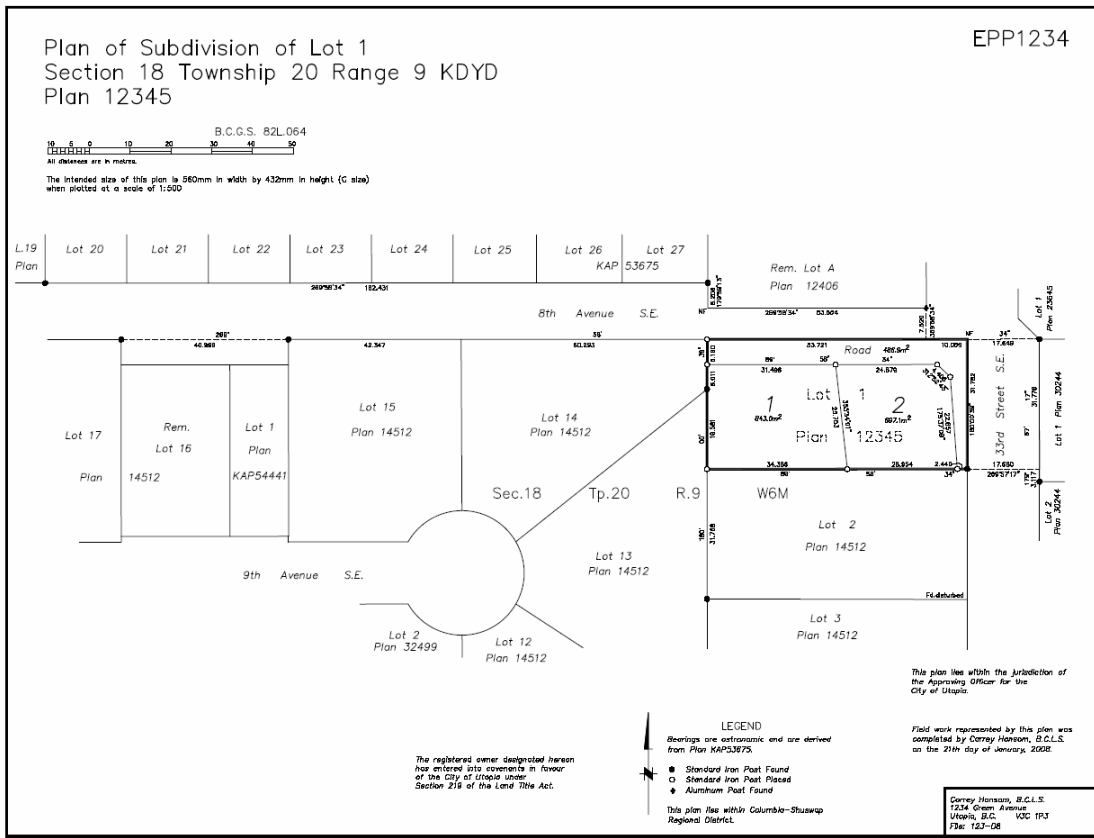
4. ALTERATION:

LTO Document Reference:

This is an alteration to a previous version of this plan identified by control number:

DESCRIPTION OF ALTERATION: SEE SCHEDULE

# SAMPLE PLAN IMAGE ATTACHED TO PLAN CERTIFICATION



# APPLICATION TO DEPOSIT PLAN AT LAND TITLE OFFICE

APPLICATION TO DEPOSIT PLAN  
AT LAND TITLE OFFICE  
PROVINCE OF BRITISH COLUMBIA

[HELP GUIDE](#)

[LOCK](#)

PAGE 1 OF 1 PAGES

Your electronic signature is a representation that  
(a) you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the act, and  
(b) if this application requires an execution copy, that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.4(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

[Import Profile](#)

Applicant Name

Address Line 1

Additional Information

Address Line 2

City

BC

Postal Code

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

000-000-000

No PID NMBR

LEGAL DESCRIPTION FIELD

[Use 30 Parcel Schedule](#)

[Use 3 Parcel Schedule](#)

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE

PLAN NUMBER

CONTROL NUMBER

NUMBER OF NEW  
LOTS CREATED

Select Plan Type

000-000-0000

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)

[Use Schedule](#)

GIVEN NAMES; LAST NAME; OCCUPATION

GIVEN NAMES; LAST NAME; OCCUPATION

STREET ADDRESS

CITY

BRITISH COLUMBIA

AS JOINT TENANTS

POSTAL CODE

CANADA

[Joint Tenants ?](#)

5. ADDITIONAL INFORMATION:

Is there a supporting document required for this plan application?  
Click on the Help Guide button on the top of this form for more information.

[Add Owner/Charge Signatures](#)

[Add Approver Signatures](#)

[Add SG Signatures](#)

[Use Schedule](#)

# Schedule Of Owners And Witnesses

SCHEDULE OF OWNERS AND WITNESSES

PAGE 2 OF 4 PAGES

PLAN NUMBER:  CONTROL NUMBER:

Owner/Charge Owner - Individual

<p>Witness to All Signatures</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in witness name]</p> <p>_____</p> <p>[fill in occupation]</p> <p>_____</p> <p>[fill in address line 1]</p> <p>_____</p> <p>[fill in address line 2]</p>	<p>Owner/Charge Owner - Individual</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in the name of owner]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in the name of owner]</p>
--	--

<p>Witness to All Signatures</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in witness name]</p> <p>_____</p> <p>[fill in occupation]</p> <p>_____</p> <p>[fill in address line 1]</p> <p>_____</p> <p>[fill in address line 2]</p>	
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## Schedule Of Approving Officers And Provincial Approvers

SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS

PAGE 3 OF 4 PAGES

PLAN NUMBER:  CONTROL NUMBER:

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

Approval - Approving Officer, LTA s. 88

Plan EPP\_\_\_\_\_ is Approved under the Land Title Act on \_\_\_\_\_ [date].

\_\_\_\_\_  
[signature] Approving Officer

\_\_\_\_\_  
[Fill in name of Approving Officer]

\_\_\_\_\_  
[Fill in name of municipality, or as case may be]

\_\_\_\_\_  
[include file reference if desired]

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

[Add Owner/Charge Signatures](#)

[Add Approver Signatures](#)

[Add SG Signatures](#)

# Schedule Of Surveyor General Approvals

SCHEDULE OF SURVEYOR GENERAL APPROVALS

PAGE 4 OF 4 PAGES

PLAN NUMBER:  CONTROL NUMBER:

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

Accreted Land, LTA s. 94(1)(c)

Certificate under the Land Title Act, section 94 (1) (c).

The unregistered land included within plan EPP \_\_\_\_\_ is deemed to be lawfully accreted land adjoining Crown land.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
Surveyor General [Fill in name]

\_\_\_\_\_  
[Date]

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

# APPLICATION TO DEPOSIT PLAN AT LAND TITLE OFFICE

## General Instructions

The Application to Deposit Plan at Land Title Office is the form used to submit electronic plans and supporting documents. In addition to completion instructions for each Item in the application, chapter 12 sets out specific requirements for a number of special topics including pre-plan conveyances, alterations to pending plans, phased and amended strata plans, and road and highway closures. These topics are addressed at the end of this chapter.

(1) An application to deposit a survey plan by electronic means must be made in the form, Application to Deposit Plan at Land Title Office (the “application”). Only the plan types listed in the drop down menu on the application may be submitted electronically.

(2) Forms prescribed under the *Strata Property Act* cannot be attached to an application. *Strata Property Act* forms must be prepared and signed in hardcopy format, imaged, attached to an electronic Strata Property Act Filing, and submitted to the land title office as part of an electronic strata plan application package. For instructions on preparing and filing strata forms, see the [Strata Property Act Filing Form Practice Guide](#).

(3) The application must contain the pre-assigned plan number and control number from the electronic Survey Plan Certification, with plan attached, and must be submitted before the Survey Plan Certification. Pre-assigned electronic plan numbers begin with the prefix EPP for land title plans and the prefix EPS for strata plans. British Columbia land surveyors obtain the plan numbers. The director has exempted three plan types from the requirement for pre-assigned plan numbers to enable submission of subsequent phases and amendments to hardcopy strata plans and Block Outline posting plans of plans filed with hardcopy plan numbers. The land surveyor enters the existing hardcopy plan number in the Survey Plan Certification for these types of plans. Applicants must also enter the same hardcopy plan number on the application.

(4) The application includes fields for information about the applicant, the legal description of the property, the type of plan application, the owners, any additional information required to complete the application and schedules for required signatures.

(5) Additional information, in the form of supporting documents, may be attached to the application. Examples of supporting documents that may be attached include:

Minister’s Order or Surveyor General’s Order for cancellation of plan comprising Crown land under s. 136 of the *Land Title Act*;

Letter claiming priority over a judgment under s. 212 of the *Land Title Act*;

Authority to Hold Statutory Rights of Way and Covenants under ss. 218(1)(d) and

219(3) of the *Land Title Act*;

Letter requesting registration free of mortgage under s. 242 of the *Land Title Act*;

Consent to cancellation signed by the party who filed a certificate of pending litigation under

s. 25 of the Land Title Act Regulation, B.C. Reg. 334/79; Surveyor General's Order approving Block Outline Posting; Certificate by the Agricultural Land Commission;

Consent under the *Cremation, Interment and Funeral Services Act*;

Minister's Consent to an Affordable Housing Agreement, under the *Ministry of Lands, Parks and Housing Act*;

Certified copy of a Municipal bylaw or a City of Vancouver resolution; Resolution made by a strata corporation;

Schedule of Consents for the subdivision of common property under the *Strata Property Act*;

Schedule of Consents to strata plan conversion under s. 272 of the *Strata Property Act*; Developer's letter stating intention not to proceed or to extend time for a phase under the

*Strata Property Act*;

Surveyor's recertification letter under s. 241(1) of the *Strata Property Act*;

Consent from beneficiary witnessed by a neutral party under s. 12 of the *Wills Variation Act*; Court certified order appointing committee;

Ministerial Order or certified copy;

Certified copy of a corporation's special resolution;

Certified copy of court order evidencing the winding up of a corporation or the appointment of a liquidator;

Certificate of Consent of Presbytery or Conference; Trust Agreement;

Copy of a security agreement setting out the powers of the receiver or receiver manager and evidence satisfactory to

the registrar as to the appointment, including the name of the appointee;

Certificate signed by a municipal corporate officer setting out the information required under

s. 996(1)(b) of the *Local Government Act*; Court Order Appointing Administrator;

**(6)** The signature blocks are shown on the application. There are three types of signature schedules—one for owners, one for approving agencies, and one for Surveyor General approvals. Each schedule contains a drop down menu listing the

required approvals and signatories. The schedules are created by clicking on **Add Owner/Charge Signatures**, **Add Approver Signatures** or **Add SG Signatures** at the bottom of the application. By selecting an item from the drop down menu in each schedule, the signature or witness field is populated automatically with the appropriate text for the type selected. This text can be edited.

(7) Each page of the application carries forward the plan number and control number entered on the first page and all pages are numbered automatically. By printing or signing the application electronically, the schedules are reordered in the same order as shown on the application.

(8) Electronic forms are designed with specific fields intended for specific information. Enter the data in the field specified for that purpose by pressing the **TAB** key to move from one field to the next. Hover the mouse over any field to see the tool tips for completing the field.

(9) Electronic land title forms, including their schedules, are numbered automatically and the user is not required to number the pages within the form. If the submission includes additional material, other than the electronic land title forms and their schedules (e.g., signatures for the consents of owners and approvals), page numbers on the additional material are not updated and the land title office does not require that these pages be numbered.

(10) The phrase **END OF DOCUMENT** is not required on an electronic form.

**Lock and Unlock.** Clicking on the **LOCK** button at the top of the page locks or freezes all the data in the form fields—except for items in the application section, which can be edited—and enters a unique identifier. Locking the form deletes any unused schedules. Clicking on the **UNLOCK** button on a locked form unlocks the frozen data and deletes the unique identifier.

The purpose of this feature is to help lawyers, notaries, land surveyors and other authorized subscribers keep track of changes to a form by providing a new number each time the form is locked. For example, a purchaser's lawyer may send a partially completed form to another lawyer for review. After getting it back, the lawyer can check the unique identifier to see that no further changes have been made to the locked form fields. If the unique identifier is the same as the identifier on the version sent out, then no changes have been made to the fields. Locking does not prevent pages being added to or deleted from the document (e.g., the insertion of an image of a supporting document).

**Electronic Signature.** Once the electronic form is completed, a hardcopy (the execution copy defined in Part 10.1 of the *Land Title Act*) must be printed, executed and witnessed by a person who is not an owner of a parcel affected by the plan. The name and particulars of the witness must be entered before the electronic signature is affixed.

British Columbia lawyers, notaries public, land surveyors or other authorized subscribers must affix their electronic signature before the form is submitted electronically. The electronic signature certifies that the designate has in his or her possession a signed execution copy, or a true copy of that execution copy (e.g., a

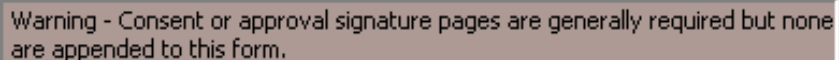
facsimile). In cases where a supporting document is attached, the designate will certify that they have in their possession the supporting document or a true copy of the supporting document if allowed by an e-filing direction.

To affix the electronic signature to the form, click on the box at the right of the certification statement. Once an electronic signature is affixed, the form cannot be modified in any way. An unsigned copy of the form should be saved before the electronic signature is affixed.

For detailed procedures, see the Land Title Electronic Filing System (EFS) User's Guide at <http://help.ltsa.ca/myltsa-enterprise/electronic-filing>.

When a plan type is selected which does not require signatures (e.g., Posting Plans, Statutory Rights of Way), ignore the following warning when finalizing the application.

**EXAMPLE—WARNING MAY BE IGNORED FOR PLANS WHICH DO NOT REQUIRE SIGNATURES:**

A rectangular warning box with a light brown background and a thin grey border. The text inside is in a smaller font size than the surrounding text.

Warning - Consent or approval signature pages are generally required but none are appended to this form.

## Specific Instructions

### Item 1—Application

(1) Under the *Land Title Act*, the applicant is the person who is entitled to be the registered owner of the estate transferred. Item 1 constitutes the application to register the estate transferred and must be completed by the applicant or the solicitor or agent of the applicant either before or after execution of the instrument. Any refusal notice is sent electronically to the person who submitted the application.

(2) If the applicant or the applicant's solicitor or agent is an individual, his or her name, address (with postal code), and phone number must be entered.

(3) If the applicant or the applicant's solicitor or agent is acting on behalf of a corporation, the name, address (with postal code), and phone number of an individual who is authorized to do all acts necessary to effect registration of the freehold transfer must be entered.

### FORM FIELDS

**Line 1 Applicant name field:** enter the name of applicant or applicant's solicitor or agent and, where applicable, the name of the corporation on whose behalf the individual, solicitor or agent is acting.

**Line 2 Applicant address line 1 field:** enter the street address. This field may also be used to continue the description of the applicant from the applicant name field, if necessary.

**Line 3 Applicant address line 2 field:** enter the street address on line 2, if necessary.

**Line 4 City field:** enter the name of the city.

**Line 5 Province field:** enter the abbreviated name of the province.

**Line 6 Postal code field:** enter the postal code, or zip code for out-of-Canada addresses.

**Line 7 Additional information field:** use this field to enter the phone number for the applicant, solicitor, or agent and for any additional instructions and information (e.g., "Subject to CPL CA4010").

### COMPLETION INSTRUCTIONS

(1) Where the city, province, and postal code fields are not completed with appropriate text, the user will receive a warning upon applying their electronic signature.

(2) No written signature is required on the electronic form.

(3) If the transferee is exempt from land title office fees, deselect the *Deduct*

## LTSA

**Fees?** check box. The application must be made on behalf of a Ministry (name the Ministry) and the Ministry file must be referenced in the additional information field.

### EXAMPLE—ITEM 1 APPLICANT COMPLETION:

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)		<a href="#">Import Profile</a>
Christie Samson		
12345 6th Avenue		File: Green122.1
New Westminster		Phone 604-322-4321
BC	V3C 1P2	merge RP AB12345
Deduct LTSA Fees? Yes <input checked="" type="checkbox"/>		

### EXAMPLE—ITEM 1 APPLICANT COMPLETION BY ALTERNATE:

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)		<a href="#">Import Profile</a>
Christie Samson, on behalf of the Ministry of Transportation		
and Infrastructure		Ministry File: 2382919
12345 6th Avenue		Phone 604-322-4321
New Westminster	BC	V3C 1P2
Deduct LTSA Fees? Yes <input type="checkbox"/>		

Note that text in the additional information field is designed to shrink the font size to accommodate four lines of text, but is not intended to accommodate overly lengthy descriptions. Where the description begins to decrease the font size to the point of illegibility, select a schedule to accommodate the situation. Entering more than four lines of text in the additional information field may shrink the text beyond legibility and may result in a refusal notice from the examiner.

**Import Profile.** Users who often enter the same information into the application section of electronic forms may find it useful to create a profile of commonly used data.

If a profile already exists, clicking on *Import Profile* will enter the default information stored in the profile. This information can be edited. To find out how to create profiles, see the Land Title Electronic Filing System (EFS) User's Guide.



## Item 2—Parcel Identifier And Legal Description Of Land

Multiple parcels may be included on one electronic application.

### FORM FIELDS

**Line 1 Parcel identifier field:** enter the PID number in the format “999-999-999” (e.g., type “079-345-232”, not “079 345 232” or “079345232”). Where no PID number exists for the parcel affected, select ***NO PID NMBR*** and complete the related plan number field. The related plan must be in the same package or have a pending status when the application is filed electronically. When describing common property, enter the strata plan number in the related plan number field. The application numbers will be noted against all of the titles in the strata plan. Note that, in limited circumstances, where the application is accompanied by an application to raise title to unregistered land, a PID number or a related plan number is not required (e.g., a Crown Grant followed by an application).

**Line 2 Legal description of land field:** enter the legal description consisting of everything shown below the PID number in the ***Description of Land*** segment of a printed computer title.

### COMPLETION INSTRUCTIONS USE NO PID NMBR

(1) If a PID number has not been assigned to the parcel, select ***NO PID NMBR***. Parcels without PID numbers must have a related plan number. The related plan number must be in the same package or have a pending status when the application is filed electronically.

EXAMPLE—NO PID NUMBER WITH RELATED PLAN NUMBER:

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [PID] [LEGAL DESCRIPTION]	
NO PID NMBR PID NMBR	LOT 2 SECTION 3 TOWNSHIP 4 NEW WESTMINSTER DISTRICT PLAN EPP123
Related Plan Number: EPP123	Use 30 Parcel Schedule Use 3 Parcel Schedule

(2) Neither a PID number nor related plan number is required if the application is a plan over an unregistered parcel and it is submitted in the same package as a Form 17 Fee Simple with one of the following Natures of Interest:

Form Type	Nature of Interest
Form 17 Fee	APPLICATION BY OWNER OF ABSOLUTE FEE FOR INDEFEASIBLE APPLICATION FOR TITLE TO ROAD
	FIRST NATIONS LANDS TITLE
	TITLE TO CLOSED ROAD

Simple	CROWN GRANT
	CROWN GRANT SUBMITTED BY SURVEYOR GENERAL
	TITLE TO CROWN LAND IN SRW, S. 24, B.C. REG. 334/79
	CANCELLATION OF INTERIOR LOT LINES

**EXAMPLE—APPLICATION FOR TITLE TO UNREGISTERED LAND WITH NO PID NUMBER OR RELATED PLAN NUMBER:**

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]  
**NO PID NMBR** THAT PART OF SECTION 3 TOWNSHIP 1 NWD SHOWN ON PLAN EPP123  
 PID NMBR  
 STC? YES  
 Pick up STC? Related Plan Number Use 30 Parcel Schedule Use 3 Parcel Schedule

(3) The electronic filing system notes the application on the registered title of a parcel by PID number only. When **NO PID NMBR** is selected and the related plan number field is completed, the application is noted against the PID number of the registered titles affected by the related plan application.

(4) When **NO PID NMBR** is selected and the related plan number field is not completed, the application cannot be noted against any registered titles. This option may only be used when the title and parcel have not yet been registered (e.g., Crown Grants). Users receive the following warning message when an application is submitted without a PID number or related plan number and title to unregistered land is being raised by an application in the same package:

“The document does not reference a PID number. If a PID number with a registered title exists for the land described in {#} - {Filename} or for land in a related application which forms part of this package, your application may be subject to a refusal notice requiring a material change.”

(5) If a registered title exists, but the user fails to include a PID number or related plan number, then a refusal notice will be issued requiring that the application be withdrawn.

EXAMPLE—APPLICATION WITH NO PID NUMBER OR RELATED PLAN NUMBER:

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
 [PID] [LEGAL DESCRIPTION]

**NO PID NMBR** THAT PART OF SECTION 3 TOWNSHIP 1 NWD SHOWN ON PLAN EPP123

PID NMBR

Related Plan Number:  Use 30 Parcel Schedule Use 3 Parcel Schedule

EXAMPLE—PLAN AFFECTING PART OF COMMON PROPERTY IN STRATA PLAN:

FORM\_ET\_V10

ADDITIONAL PARCEL IDENTIFICATION PAGE 5 OF 5 PAGES

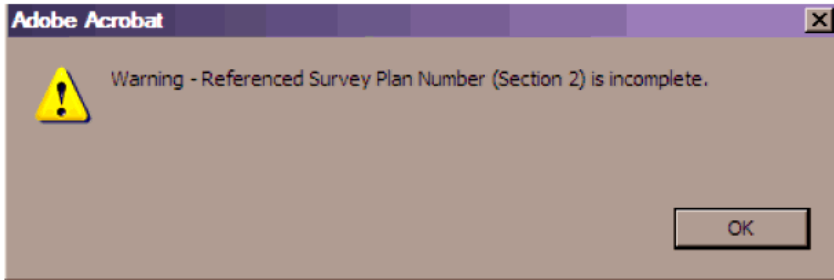
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND Related Plan Number: **LMS123**

[PID] [LEGAL DESCRIPTION – must fit in a single text line]

NO PID NMBR PART OF THE COMMON PROPERTY STRATA PLAN LMS123

(6) For a Bylaw, Road Closing, or Statutory Right of Way Plan over unregistered Crown land, select **NO PID NMBR** but do not complete the related plan number field. Ignore the warning message to enter **Referenced Survey Plan Number** and click on **OK**.

EXAMPLE—WARNING RE REFERENCED SURVEY PLAN NUMBER:



Legal Description

(1) The legal description consists of everything shown below the PID number in the

**Description of Land** segment of a title.

(2) Preambles such as “All and singular that certain parcel ...” in the legal description must not be included. Similarly, reference to a strata lot owner’s share in the common property must not be included. Statements such as “That part of Lot 4 ... shown on ...” may be used, if required.

(3) Lot and Plan numbers should be entered in figures only. In addition, the following abbreviations are acceptable:

Rge	=	Tp	=	N	=	W	=
	Range		Township		North		West
Bl	=	Dist	=	S	=	E	=
	Block		District		South		East
Gp	=	Sec	=	DL	=		
	Group		Section		District		
				Lot			

LD	=	Legal Subdivision
W6M	=	West of the Sixth Meridian
Frac	=	Fractional
THSL	=	Town of Hastings Suburban Lands
KDY	=	Kamloops Division, Yale District
NWD	=	New Westminster District
ODY	=	Osoyoos Division, Yale District
QCD	=	Queen Charlotte District
SDY	=	Similkameen Division, Yale District
TID	=	Texada Island District
YDY	=	Yale Division, Yale District.

(4) It is not acceptable to include reference to a water, assessment, or improvement district or legal notations such as "hereunto annexed is Easement No. ...".

(5) The legal description must be recorded entirely within Item 2, legal description of land field, and must not continue onto a schedule. The legal description must be entered opposite the PID number field of the parcel it describes.

### USE 3 OR 30 PARCEL SCHEDULES

(1) If there is more than one legal description or if space is not sufficient in Item 2 for the complete legal description, set out the complete description in a schedule. Click on ***Use 30 Parcel Schedule*** for legal descriptions needing one line of text or click on ***Use 3 Parcel Schedule*** for lengthier legal descriptions. The words ***SEE SCHEDULE*** will appear and a schedule will be appended to the form. Once the schedule is selected, the legal description of land field cannot be changed and the schedule must be completed or a new form started.

***Use 30 Parcel Schedule*** has 30 fields for legal descriptions requiring only one line of text.

***Use 3 Parcel Schedule*** has three fields for lengthy legal descriptions.

For further information on completing the schedule, see the Form E Schedule Completion Instructions in this guide.

For information on importing and exporting data, see the Land Title Electronic Filing System (EFS) User's Guide.

**EXAMPLE—SEE SCHEDULE ENTERED IN ITEM 2:**

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [PID] [LEGAL DESCRIPTION]
<b>SEE SCHEDULE</b>
STC? YES <input type="checkbox"/>
<b>Pick up STC?</b> <span style="float: right;"><b>Use 30 Parcel Schedule</b> <b>Use 3 Parcel Schedule</b></span>

**Item 3—Application For Deposit**

**FORM FIELDS**

**Line 1 Application for deposit of plan type field:** select the plan type from the Plan Type drop down menu.

**EXAMPLE—PLAN TYPE MENU IN ITEM 3:**

3. APPLICATION FOR DEPOSIT OF:
PLAN TYPE
Select Plan Type
4. <b>Select Plan Type</b>
Airspace
Bylaw or Road Closing
Posting
Posting Plan (Block Outline)
Posting Plan (Hardcopy Block Outline)
Public Official Plan (Certified Copy)
Reference or Explanatory
Reference or Explanatory (Section 107)
Statutory Right of Way
Strata
Strata (Amendment)
Strata (Hardcopy Amendment)
Strata (Phased)
Strata (Hardcopy Phased)
Subdivision

**Line 1 Plan number field:** enter the plan number.

**Line 1 Control number field:** enter the control number from the Survey Plan Certification.

**Line 1 Number of new lots created field:** enter the number of lots created by the type of plan, where required.

Note that for plan types that create new lots, the *Number of New Lots Created* field in Item 3 defaults to 1. If more than one lot is created by the plan enter the total number of new lots.

**EXAMPLE—PLAN TYPE, PLAN AND CONTROL NUMBER, NUMBER OF LOTS IN ITEM 3:**

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [PID] [LEGAL DESCRIPTION]			
011-122-123 No PID NMBR	LOT 1 DISTRICT LOT 21 GROUP 2 NWD PLAN LMP3212		
		Use 30 Parcel Schedule	Use 3 Parcel Schedule
3. APPLICATION FOR DEPOSIT OF:			
PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Subdivision	EPP341	117-324-2332	10

## COMPLETION INSTRUCTIONS

- (1) For plan types that do not create new lots, the number of new lots created field in Item 3 is protected.
- (2) For plan types that may or may not create new lots (e.g., a plan accompanying a charge that does not create a new lot), the number of new lots created field in Item 3 defaults to 0. Enter the number of new lots, if any.
- (3) The electronic filing system assigns each application a filing number or a separate pending title number for each new lot in the application. The application number and the electronic plan number will be noted against the title to each of the legal descriptions with PID numbers.
- (4) In limited circumstances, the related plan number may be one that has been filed and registered previously (e.g., a block outline posting plan, a subsequent phase or an amendment to a strata plan).

## Item 4—Owner

### FORM FIELDS

#### Line 1 Registered owner #1 name field:

For individuals: name and occupation. A semicolon is required after the given names and between the family name and occupation (e.g., GIVEN NAMES; FAMILY NAME; OCCUPATION).

For corporations: If the transferee is incorporated, registered or continued in British Columbia or incorporated federally, enter its name in the owner name field and its incorporation number in the incorporation number field, which will appear after tabbing out of the corporation name field.

**Line 2 Registered owner #2 name field:**

For individuals: name of the second individual, if any, and occupation (e.g., GIVEN NAMES; FAMILY NAME; OCCUPATION).

See below under completion instructions if a second owner is a corporation or further information on joint tenancy is needed.

**Line 3 Address line field:** enter the street address.

**Line 4 City field:** enter the name of the city.

**Line 5 Province field:** update the province or state and country field, if necessary.

**Line 6 Postal code field:** enter the postal code, or the zip code for out-of-Canada addresses.

**COMPLETION INSTRUCTIONS**

- (1) The fields for province or state, country, and incorporation type, for corporations, are pre-entered but can be edited by clicking on them with the mouse.
- (2) A city, town, or village by itself is not a sufficient postal address. The address must contain a street or route number, post office box number, or general delivery designation as required by Canada Post. In all cases, the postal address must include a postal code.
- (3) The registered owners' names must be set out in capital letters. Names must not be underlined or highlighted.

**INDIVIDUAL REGISTERED OWNERS**

(1) Individuals' names and occupations must be entered in the following format with the items separated by semicolons.

GIVEN NAMES; FAMILY NAME; OCCUPATION

Failure to use semicolons indicates the transferee is a corporation.

EXAMPLE—INDIVIDUAL TRANSFEREE SEPARATED BY SEMICOLONS:

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)
<b>JOHN PAUL; SMITH; CONTRACTOR</b>

Note that when the electronic form is printed, commas replace the semicolons between the name and occupation, and the yellow click boxes do not

appear.

(2) If there are two individual registered owners, enter the second name in the field below the first in the same format. Do not use connecting words such as "and". If the registered owners are joint tenants, click on *Joint Tenants?*. Answer "yes" in the pop-up dialogue box and the phrase *AS JOINT TENANTS* will appear at the left-hand side of the form. To change the selection, click on *Joint Tenants?*. The software will ask that the selection be confirmed again.

**EXAMPLE—TWO INDIVIDUAL REGISTERED OWNERS AS JOINT TENANTS:**

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)		Use Schedule
JOHN PAUL; SMITH; CONTRACTOR		
SUSAN MARY; SMITH; CONTRACTOR		
113 APPLE LANE		
SUMMERFIELD	BRITISH COLUMBIA	
AS JOINT TENANTS	V3X 1Y2	CANADA
		Joint Tenants ?

(3) Two registered owners who use the same address must be entered in Item 4. If there is more than one address, a schedule is required (click on *Use Schedule*).

(4) A schedule must be used where there are more than two individual transferees or where there is one corporate registered owner and at least one other registered owner, whether an individual or a corporation.

(5) If a schedule is required for Item 4, enter the registered owner information on the schedule (click on *Use Schedule*). The words *SEE SCHEDULE* will appear and a schedule will be appended to the form. Set out all of the information in the schedule. Do not set out some information in Item 4 and some in the schedule. Once *Use Schedule* is selected, the registered owner fields cannot be changed and the schedule must be completed or a new form started.

**EXAMPLE—SEE SCHEDULE SELECTED IN ITEM 4:**

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)		Use Schedule
SEE SCHEDULE		
		Joint Tenants ?

**INDIVIDUAL AND CORPORATE REGISTERED OWNERS**

If there is one individual and one corporation, enter this information on a schedule (click on

*Use Schedule*).



**EXAMPLE—USE SCHEDULE FOR ONE INDIVIDUAL AND ONE CORPORATE REGISTERED OWNER:**

FORM\_E\_V10

**SCHEDULE** PAGE 2 OF 2 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE.

**4. Owners**

Jack Max Jones, Dentist  
7789 Green Way  
Burnaby, BC V2X 9P2 as to an undivided 1/4 interest  
ABC Co. Ltd. Incorporation No. 23222  
888 10th Avenue  
New Westminster, BC V6C 1Y6 as to an undivided 3/4 interest

## CORPORATE REGISTERED OWNERS

- (1) If the corporation is neither incorporated or registered in British Columbia nor incorporated federally, enter the corporation's name and attach proof of its incorporation on an electronic Declaration.
- (2) If the registered owner holds the interest in trust, reference to the trust instrument must be included after the name of the registered owner.

### EXAMPLE—REGISTERED OWNER IN TRUST:

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)		Use Schedule
JOHN PAUL; SMITH; IN TRUST SEE AB1234		
113 APPLE LANE		
SUMMERFIELD	BRITISH COLUMBIA	
V3X 1Y2	CANADA	Joint Tenants ?

- (3) Additional information, such as references to branch offices or further descriptive information must not be included in the name field. This information may be included in the street address field, as long as the street address still fits.
- (4) If there is more than one corporation, enter this information on a schedule (click on **Use Schedule**).

### EXAMPLE—SCHEDULE SHOWING MORE THAN ONE CORPORATE REGISTERED OWNER:

FORM_E_V10	SCHEDULE	PAGE 2 OF 2 PAGES
ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE.		
4. Owners		
ABC Co. Ltd. Incorporation No. 23222, DEF Inc. Incorporation No. 32211 and GHI Corp. Incorporation No. 78888 all of 888 10th Avenue New Westminster, BC V6C		

- (5) In the case of a corporate registered owner that has branch offices, a branch office address for service may be included in the address field as the address of the registered owner.
- (6) If there is no incorporation number, enter a space in the incorporation number field and tab into the third line to continue with the corporate registered owner's street address.
- (7) No proof of incorporation is required for corporations incorporated in British Columbia or federally. For all corporations incorporated in other jurisdictions, proof of incorporation must be attached to an electronic Declaration and submitted following the application.
- (8) If a schedule is required for Item 4, enter the registered owner information on the schedule (click on **Use Schedule**). The words **SEESCHEDULE** will appear and a schedule will be appended to the form. Set out all of the information in the schedule. Do not set out some information in Item 4 and some in the schedule. Once **Use Schedule** is selected, the registered owner fields cannot be changed and the

schedule must be completed or a new form started.

#### EXAMPLE—SEE SCHEDULE SELECTED IN ITEM 4:

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)	<input type="button" value="Use Schedule"/>
<b>SEE SCHEDULE</b>	
	<input type="button" value="Joint Tenants ?"/>

#### EXAMPLE—TWO COMPANIES LISTED ON A SCHEDULE:

FORM_E_V10	PAGE 2 OF 2 PAGES
<b>SCHEDULE</b>	
ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE.	
<b>4. Owners</b>	
ABC Co. Ltd. Incorporation No. 23222 888 10th Avenue New Westminster, BC V6C 3P3	
GHI Corp. Incorporation No. 78888 9898 Blake Ave Vancouver, BC V6Y 1X2	

#### EXAMPLE—DESCRIPTION OF GOVERNING JURISDICTION:

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)	<input type="button" value="Use Schedule"/>
<b>CITY OF ABBOTSFORD</b>	
<b>A MUNICIPAL CORPORATION INCORPORATED UNDER THE LOCAL GOVERNMENT ACT</b>	
32315 SOUTH FRASER WAY	
ABBOTSFORD	BRITISH COLUMBIA
V2T 1W7	CANADA
	<input type="button" value="Joint Tenants ?"/>

(9) For a posting plan, enter the registered owner's name or enter ***Not Applicable*** in line 1.

For further information on completing the schedule, see the Form E Schedule Completion Instructions in this guide.

For instructions on attaching and scanning supporting documents, see Appendix III in this guide.

### Item 5—Additional Information

#### FORM FIELDS

**Line 1 Additional information field:** enter a description of any supporting documents to be submitted in support of the application.

**Line 2 Supporting document checkbox:** check this box if there are supporting documents. Checking the box adds a statement to the additional information field that requires the user to enter the particulars of the supporting documents. The statement can be edited.

## EXAMPLE—CHECK MARK IN ITEM 5 INDICATING SUPPORTING DOCUMENT:

5. **ADDITIONAL INFORMATION:**

The [enter the name or type of supporting document] [dated \_\_\_\_\_ (where applicable)] attached to a declaration is in support of the plan application.

Is there a supporting document required for this plan application?  
Click on the Help Guide button on the top of this form for more information.

### COMPLETION INSTRUCTIONS

- (1) A supporting document must not be attached directly to an application. An original of the supporting document must be scanned, attached to an electronic Declaration, and submitted immediately following the application.
- (2) The electronic filing system automatically attaches the declaration and the supporting document to the application.
- (3) The Director has approved document types that may be attached to an electronic Declaration. See the General Instructions in this chapter of the guide. The Director may authorize additional supporting documents from time to time.
- (4) A letter or e-mail from the registrar approving the use of an explanatory plan, for example, may be attached directly to the application.

For assistance scanning images suitable for electronic filing, see the EFS Scanning Requirements at [www.ltsa.ca/cms/user-guides-and-publications](http://www.ltsa.ca/cms/user-guides-and-publications).

For further information on preparing and submitting declarations, see the Declaration Completion Instructions in chapter 8 of this guide and the Land Title Electronic Filing System (EFS) User's Guide.

## Signatures And Approvals—General

There are three types of signature schedules: one for owners, one for approving agencies, and one for Surveyor General approvals. Each schedule contains a drop down menu listing the required approvals and signatories. The schedules are created by clicking on *Add*

*Owner/Charge Signatures, Add Approver Signatures* or *Add SG Signatures* at the bottom of the application. By selecting an item from the drop down menu in each schedule, the signature or witness field is populated automatically with the appropriate text for the type selected. This text can be edited.

Note that the drop down menus do not appear on the printed form.

### Schedule Of Owners And Witnesses Form Fields

**Line 1 Plan number field:** this field populates automatically when the plan number field in the first page of the application is completed.

**Line 1 Control number field:** this field populates automatically when the control number field in the first page of the application is completed.

**Line 2 Signature type selection field:** click on the drop down menu and select from the listing of four different signature styles. The Line 4, owner signature field, populates automatically with the appropriate editable text for each type of owner.

OF OWNERS AND WITNESSES:

**Line 3 Witness signature field:** enter the witness name, occupation and address in the lines provided. The text in this field can be edited.

**Line 4 Owner signature field:** enter the complete names of the registered owners as shown on the registered title below the signature lines. For a corporation, enter the name above the signature lines with the names of the authorized signatories below the signature lines.

**Line 5 Signature type selection field:** click on the drop down menu and select from the listing of four different signature styles. The Line 6, owner signature field, populates automatically with the appropriate editable text for that type of owner.

**Line 6 Witness signature field:** enter the witness name, occupation and address in the lines provided. The text in this field can be edited.

**Line 6 Owner signature field:** enter the complete names of the registered owners as shown on the registered title below

the signature lines. For a corporation, enter the name above the signature lines with the names of the authorized signatories below the signature lines.

## EXAMPLE—SCHEDULE OF OWNERS AND WITNESSES:

SCHEDULE OF OWNERS AND WITNESSES PAGE 2 OF 4 PAGES

PLAN NUMBER:  CONTROL NUMBER:

Owner/Charge Owner - Individual

Owner/Charge Owner - Individual  
Owner/Charge Owner - Corporate  
Consents of Registered Charges - Section 100(4) Land Title Act  
Certification by Crown for Plans over Titled Crown Land

[signature]  
[fill in witness name]  
[fill in occupation]  
[fill in address line 1]  
[fill in address line 2]

[signature]  
[fill in the name of owner]  
[signature]  
[fill in the name of owner]

## COMPLETION INSTRUCTIONS

- (1) The schedule provides space for two individual signatures and witness blocks.
- (2) If additional signature fields are required, click on **Add Owner/Charge Signatures**, **Add Approver Signatures** or **Add SG Signatures** as required.

## EXAMPLE—ADDITIONAL SIGNATURE FIELDS:

## Schedule Of Approving Officers And Provincial Approvers

### FORM FIELDS

**Line 1 Plan number field:** this field populates automatically when the plan number field in the first page of the application is completed.

**Line 1 Control number field:** this field populates automatically when the control number field in the first page of the application is completed.

**Line 2 Approver type selection field:** click on the drop down menu and select from the listing of various required approval types. Line 3, required approver signature field, populates automatically with the appropriate editable text for that type of approval.

**Line 3 Required approver signature field:** complete the required information in the text provided and enter the name of the approver below the signature line.

**Line 4 Approver type selection field:** if an additional approval is needed, click on the drop down menu and select from the listing of various required approval types. Line 5, required approver signature field, populates automatically with the appropriate editable text for that type of approval.

**Line 5 Required approver signature field:** complete the required information in the text provided and enter the name of the approver below the signature line.

## COMPLETION INSTRUCTIONS

Note that the drop down menus do not appear on the printed form.

### EXAMPLE—SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS:

(1) The schedule provides space for two individual approval fields.

SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS PAGE 3 OF 4 PAGES

PLAN NUMBER: EPP1234 CONTROL NUMBER: 120-352-9592

Select the approval type from the following selections in the drop down. Appropriate editable text will auto fill in the text box

Approval - Approving Officer - LTA Section 88 Access By Water Only

Approval - Approving Officer - LTA Section 88

Approval - Approving Officer - LTA Section 88 Access By Water Only

Approval - Approving Officer - LTA Section 88 Access By Air

Approval - Approving Officer - LTA Section 88 Access By Easement Only

Approval - Approving Officer - LTA Section 88 Access By Common Lot Only

Re-Approval - Approving Officer

Section 75 (1) (c) or (d) Land Title Act Non-compliance LTA Section 75(5)

Section 99(1)(k) Land Title Act Lease of Land - Subdivision By Way Of Lease - Municipal

Section 99(1)(k) Land Title Act Lease of Land - Subdivision By Way Of Lease - Provincial

[Fill in name of municipality, or as case may be]

(include file reference if desired)

(2) If additional signature fields are required, click on **Add Owner/Charge Signatures**, **Add Approver Signatures**, or **Add SG Signatures** as required.

### EXAMPLE—ADDITIONAL SIGNATURE FIELDS:

Add Owner/Charge Signatures Add Approver Signatures Add SG Signatures

## Schedule Of Surveyor General Approvals Form Fields

**Line 1 Plan number field:** this field populates automatically when the plan number field in the first page of the application is completed.

**Line 1 Control number field:** this field populates automatically when the control number field in the first page of the application is completed.

**Line 2 Surveyor General approver type selection field:** click on the drop down menu and select from the listing of various required Surveyor General approval types. Line 3, required surveyor approval signature field, populates automatically with the appropriate editable text for that type of approval.

**Line 3 Required approver signature field:** complete the required information in the

text provided and enter the name of the approver below the signature line.

**Line 4 Approver type selection field:** if an additional approval is needed, click on the drop down menu and select from the listing of various required surveyor approval types. Line 5, required surveyor approval signature field, populates automatically with the appropriate editable text for that type of approval.

**Line 5 Required approver signature field:** complete the required information in the text provided and enter the name of the Surveyor General below the signature line.

## COMPLETION INSTRUCTIONS

Note that the drop down menus do not appear on the printed form.

EXAMPLE—SCHEDULE OF SURVEYOR GENERAL APPROVALS:

SCHEDULE OF SURVEYOR GENERAL APPROVALS PAGE 4 OF 4 PAGES

PLAN NUMBER: EPP1234 CONTROL NUMBER: 120-352-9592

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

Section 94 (1) (C) Land Title Act Natural Boundary Adjustment

Section 94 (1) (C) Land Title Act Natural Boundary Adjustment

Section 94 (1) (d) Land Title Act Natural Boundary Adjustment

Exemption From Integration Within ISA - Survey Rule S.5-7(3)

Section 70 Land Title Act Survey Method Approval within E & N

Section 118 (1) (a) Land Title Act Natural Boundary Adjustment

Section 118 (1) (b) Land Title Act Accreted Land - SRV

Section 80 Land Act Authorization - Survey Rules S.10-15(f)

Approval Of Monumentation Of Block Outline Survey Under Section 69 (3) and (4) Land Title Act

Approval - Posting Of Block Outline Survey Section 69 Land Title Act - Section 10-16(3)

Surveyor General [Fill in name]

[Date]

- (1) The schedule provides space for two individual approvals.
- (2) If additional signature fields are required, click on **Add Owner/Charge Signatures**, **Add Approver Signatures**, or **Add SG Signatures** as required.

EXAMPLE—ADDITIONAL SIGNATURE FIELDS:

Add Owner/Charge Signatures Add Approver Signatures Add SG Signatures

## Special Topics

This part of chapter 12 sets out specific requirements for a number of special topics including pre-plan conveyances, alterations to pending plans, phased and amended strata plans, and road and highway closures.

### PRE-PLAN CONVEYANCE, EXTENSION OF CHARGE OR PARTIAL RELEASE

A PID number cannot be used more than once in the same electronic application. If a parcel of land is to be subdivided and there are conveyances, charges, or releases that relate to each of the new lots within the subdivision plan, enter the parent PID number or relate the application to a subsequent plan number in the same package.



Note that PID numbers cannot be duplicated in a single document and that the related plan number must be accompanied by a plan application with a PID number and registered title to ensure acceptance in the electronic filing system.

EXAMPLE—PREPLAN CONVEYANCE WITH NO PID NUMBER AND RELATED PENDING PLAN NUMBER:

ADDITIONAL PARCEL IDENTIFICATION		PAGE 3 OF 3 PAGES
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND	Related Plan Number: <b>EPP123</b>	
STC for each PID listed below? YES <input type="checkbox"/>		
[PID]	[LEGAL DESCRIPTION – must fit in a single text line]	
NO PID NMBR	ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT A PLAN EPP123	
NO PID NMBR	ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT B PLAN EPP123	
NO PID NMBR	ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT C PLAN EPP123	

Complete the related plan number field with the subdivision plan number in the same plan package as the Form A. Note that in the example above, three fee simple application numbers will be assigned.

## ALTERATION TO PENDING ELECTRONIC PLANS

An alteration to an electronic plan cannot be submitted unless the original plan has been submitted and is in pending status. If a pending plan has been assigned to a Land Title Examiner, an alteration to a plan cannot be submitted until a refusal notice has been issued.

The land surveyor prepares a second version of the plan showing the alteration and using the same plan number as the original. The land surveyor then completes a new Survey Plan Certification and attaches the altered plan.

When the land surveyor has applied their electronic signature to the Survey Plan Certification, a new control number is generated automatically. The new control number verifies the new version of the plan that the land surveyor certified.

The altered plan is submitted using the plan alteration process.

## PLAN ALTERATION PROCESS

The land surveyor will:

- (1) Amend the plan image to reflect the desired changes.
- (2) Prepare a new Survey Plan Certification (SPC) with all the same information and certification as the original one.
- (3) Click the "alteration" box in item 4 on the form and enter the original LTO document reference number (the first "CA" number on the Application to Deposit Plan) and the control number from your original SPC.
- (4) Briefly describe the nature of the amendment in the box provided.
- (5) Electronically sign the SPC and resubmit the plan if they are the applicant. If the land surveyor is not the applicant they will forward it to the applicant who

submitted the initial package and they will resubmit it.

The new SPC will have a new control number, but as long as the correct LTO document reference number and control number from the original SPC is entered in item 4 of the new SPC, the new plan will replace the original and become the new version of the plan.

As noted above, each time an amendment is done a new SPC is required which generates a new control number, although every amendment will always reference the original LTO document number and control number from the original SPC. The differing control numbers provide an “audit trail” for each amendment.

**EXAMPLE—PLAN ALTERATION:**

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the Land Title Act, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

**Sam Surveyor** Digitally signed by Sam Surveyor  
Date: 2019.06.21 16:06:52 -07'00'

1. BC LAND SURVEYOR: (Name, address, phone number)

**Import Profile**

Name  
Address Line 1  
Address Line 2  
City BC Postal Code

Additional Information

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **156-115-8412**

Plan Number: **EPP123**  
This original plan number assignment was done under Commission #: **234**

3. CERTIFICATION:

Form 9  Explanatory Plan  Form 9A

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.

The field survey was completed on: 2019 January 01 (YYYY/Month/DD) The checklist was filed under ECR#: 123456  
The plan was completed and checked on: 2019 January 01 (YYYY/Month/DD)

None  Strata Form S

None  Strata Form U1  Strata Form U1/U2

Arterial Highway

Remainder Parcel (Airspace)

4. ALTERATION:

FORM\_E8\_V8

4. DESCRIPTION OF ALTERATION (continued)

PAGE 2 OF 2 PAGES

The plan title has been amended from Subdivision plan of Lot 2 District Lot 3 NWD Plan LMP2322 to Subdivision plan of Lot 2 District Lot 1 NWD Plan LMP2322

## PHASED OR AMENDED STRATA PLANS

Two or more phases of a strata plan or an amending plan may be added to the

same package. Each plan application must include the PID number of the titles affected or, where no PID number has been assigned, must relate to a preceding reference or subdivision plan number either in the same package or in a package previously submitted and still in a pending state.

Note that selecting **NO PID NMBR** and entering the same strata plan number in the relate to plan field will result in an error message.

An amended strata plan application may be submitted as a separate package or as part of a larger package combined with other phases of the same strata plan. Rather than listing all of the legal descriptions and PID numbers from a previously registered phase of the strata plan, select **NO PID NMBR** and enter the same strata plan number in the relate to plan field.

The prior phase or strata plan may have either a pending or registered status. Relating to the filed or pending strata plan will ensure that the amending strata plan is noted on all of the titles in both the registered strata plan and the pending plan.

## ROAD CLOSING PLANS

### MUNICIPAL BYLAW OR ROAD CLOSING AND REFERENCE PLAN

(1) In Item 2, select **NO PID NMBR** and complete the legal description using the road closing plan title. Do not enter the pre-assigned bylaw plan number in the related plan number field. The related plan number and the bylaw plan number cannot be the same.

### EXAMPLE—APPLICATION FOR CLOSED ROAD, NO PID NUMBER ENTERED IN

ADDITIONAL PARCEL INFORMATION		PAGE 2 OF 2 PAGES
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:		
[PID]	[LEGAL DESCRIPTION]	
<b>NO PID NMBR</b>	<b>THE CLOSED ROAD SECTION 2 TOWNSHIP 3 NWD DEDICATED ROAD ON</b>	
[PID NMBR]	<b>PLAN BCP1234</b>	
[Related Plan Number]		

ITEM 2:

(2) In Item 3, if the municipality has passed a bylaw or resolution, select **Bylaw or Road Closing** from the drop down menu.

### EXAMPLE—BYLAW OR ROAD CLOSING ENTERED IN ITEM 3:

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

**NO PID NMBR** PART OF ROAD DEDICATED ON PLAN LMP18019 DISTRICT LOT 300 GROUP  
**PID NMBR** 2 NWD

Related Plan Number:  Use 30 Parcel Schedule Use 3 Parcel Schedule

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Bylaw or Road Closing <input checked="" type="checkbox"/>	EPP1234	120-352-9592	

(3) If a plan package consists of a bylaw plan defining a closed road, the user places a check mark in the box at the bottom of the field. The check mark adds a statement to the additional information field that can be edited to enter the particulars of the bylaw or resolution.

### EXAMPLE—SELECT THE CHECK BOX IN ITEM 5 TO INDICATE A SUPPORTING

5. ADDITIONAL INFORMATION: |

The City of Chilliwack Bylaw No. 123 attached to a declaration is in support of the plan application.

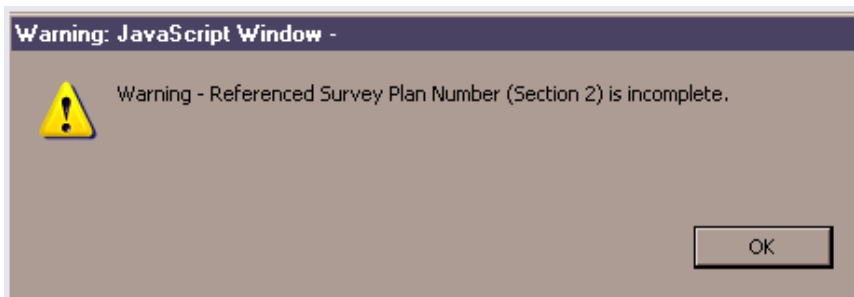
Is there a supporting document required for this plan application?  
*Click on the Help Guide button on the top of this form for more information.*

### DOCUMENT:

(4) A certified copy of the bylaw or resolution is attached to an electronic Declaration. When the application for the plan is submitted, it is followed immediately by the declaration with bylaw attached and then by the Surveyor Plan Certification with pre-assigned plan number and plan attached. The electronic filing system will append the declaration and the attached bylaw to the application.

(5) The application is accompanied by an electronic Form 17 Fee Simple applying for indefeasible title in the name of the municipality. See the instructions, Title to Closed Road, Application in Form 17.

(6) Ignore the warning message when applying the electronic signature. Click **OK**.



## Discontinuance and Closure of Highway, Ministry of Transportation and Infrastructure

In order to dispose of a closed road under the *Transportation Act*, the Ministry of Transportation and Infrastructure must make an application to the land title office. Notice of the closure must be published in the Gazette.

(1) In Item 2, select **NO PID NMBR** and complete the legal description using the road closing plan title. The relate to plan field remains blank. Do not enter a pre-assigned number defining the discontinuance or closure in the relate to plan field. Note that

the related plan number and the new plan number cannot be the same.

(2) In Item 3, select, as appropriate, either **Reference or Explanatory** or **Statutory Right of Way** from the drop down menu.

### EXAMPLE—REFERENCE OR EXPLANATORY PLAN ENTERED IN ITEM 3:

(3) The user places a check mark in the box at the bottom of the field. The

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]  
**NO PID NMBR** PART OF ROAD DEDICATED ON PLAN LMP18019 DISTRICT LOT 300 GROUP  
PID NMBR 2 NWD  
Related Plan Number:  Use 30 Parcel Schedule Use 3 Parcel Schedule

3. APPLICATION FOR DEPOSIT OF:  
PLAN TYPE PLAN NUMBER CONTROL NUMBER NUMBER OF NEW LOTS CREATED  
Reference or Explanatory EPP1234 120-352-9592 0

check mark adds a statement to the additional information field that can be edited to enter the particulars of the Gazette notice.

### EXAMPLE—SELECT THE CHECK BOX IN ITEM 5 INDICATING A SUPPORTING DOCUMENT:

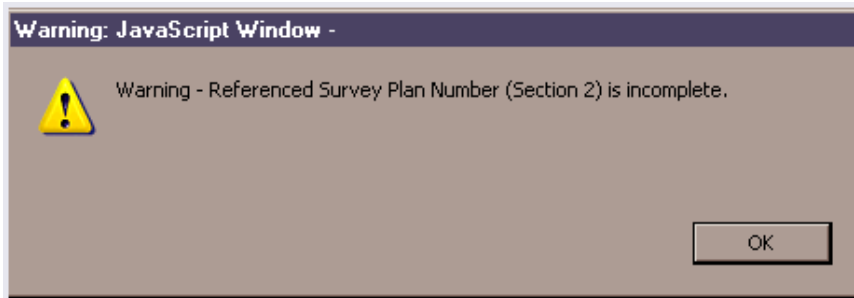
5. ADDITIONAL INFORMATION:  
The Road closing gazette [dated \_\_\_\_\_ (where applicable)] attached to a declaration is in support of the plan application.

Is there a supporting document required for this plan application?  
Click on the Help Guide button on the top of this form for more information.

(4) A copy of the Gazette notice is attached to an electronic Declaration. When the application is submitted, it is followed immediately by the declaration with notice attached and then by the Surveyor Plan Certification with pre-assigned plan number and the explanatory or reference plan or the statutory right of way plan attached. The electronic filing system will append the declaration and the

certification to the application.

- (5) The application is accompanied by an electronic Form 17 Fee Simple applying for indefeasible title in the name of the BC Transportation Financing Authority. See the instructions, Title to Closed Road, Application in Form 17.
- (6) Ignore the warning message when applying the electronic signature. Click *OK*.



## TITLE TO CLOSED ROAD, APPLICATION IN FORM 17 FEE SIMPLE

An application to transfer title to a closed road is made in the Form 17 Fee Simple. See the General Instructions for completing Form 17 in chapter 9 of this guide.

- (1) In item 2, select ***NO PID NMBR*** and enter the pre-assigned bylaw plan number in the related plan number field. Complete the legal description.
- (2) In item 3, ***Nature of Interest***, select ***Title to Closed Road*** from the dropdown menu.

EXAMPLE—TITLE TO CLOSED ROAD IN FORM 17 FEE SIMPLE:

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [legal description]

**NO PID NMBR** THAT PART OF SECTION 2 TOWNSHIP 3 NWD SHOWN ON PLAN EPP1234.  
PID NMBR  
STC? YES  
Pick up STC? Related Plan Number: **EPP1234** Use 30 Parcel Schedule Use 3 Parcel Schedule

2b. MARKET VALUE: \$ 10,000.00

3. NATURE OF INTEREST: Fee Simple  
**TITLE TO CLOSED ROAD**

## TRANSFER OF CLOSED ROAD TO ADJACENT OWNER

The road closure application may also include an application to transfer title to the closed road from a municipality or the BC Transportation Financing Authority to an owner of adjacent land. This application is made in the Form A Freehold Transfer.

- (1) The application package includes, in the following order:
  - (a) Application to Deposit Plan at Land Title Office;
  - (b) Survey Plan Certification with plan attached;
  - (c) Form 17 Fee Simple with declaration and supporting documents attached;
  - (d) Form A Freehold Transfer.
- (2) On Form A, in Item 2(a), the user selects ***NO PID NMBR*** and completes the related plan number field with the subdivision or reference plan number consolidating the closed road with the adjacent land.
- (3) If a Form A transfer accompanies an application for Title to Road or Title to Closed Road, ***NO PID NMBR*** may be selected without completing the relate to plan field or the application may relate to a accompanying subdivision or reference plan number.

EXAMPLE—LEGAL DESCRIPTIONS IN ITEM 2(a) FOR TRANSFER OF CLOSED ROAD TO OWNER OF ADJACENT LAND:

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

**NO PID NMBR** THAT PART OF DISTRICT LOT 300 GROUP 2 NWD SHOWN ON PLAN  
PID NMBR **EPP1234** bylaw plan number subsequent subdivision or reference plan  
STC? YES  
Pick up STC? Related Plan Number: **EPP1235** Use 30 Parcel Schedule Use 3 Parcel Schedule



## DOCUMENTS SUBSEQUENT TO APPLICATION, SUBDIVISION, OR REFERENCE PLAN CONSOLIDATION

- (1) In a subsequent application creating a new charge (e.g., a covenant) or transferring the new lots in the consolidation or subdivision plan, the application should relate back to the subdivision or reference plan which consolidated the closed road with the adjacent lands. In addition to the legal description for the closed road, the subsequent application must include at least one legal description with a registered title and PID number.
- (2) For legal description of the closed road, select **NO PID NMBR** and complete the related plan number field. Each legal description in the plan must be entered separately. The related plan must be in the same package or have a pending status when the application is submitted.
- (3) If there is more than one legal description or if space is not sufficient in Item 2 for the complete PID number and legal description, set out the complete description in a schedule. Click on **Use 30 Parcel Schedule** for legal descriptions needing one line of text or click on **Use 3 Parcel Schedule** for lengthier legal descriptions. The words **SEESCHEDULE** will appear and a schedule will be appended to the form. Once the schedule is selected, the legal description field cannot be changed and the schedule must be completed or a new form started.
- (4) **Use 30 Parcel Schedule** has 30 fields for legal descriptions requiring only one line of text and PID numbers. **Use 3 Parcel Schedule** has three fields for lengthy legal descriptions and PID numbers.

For further information on completing the schedule, see the Form E Schedule Completion Instructions in this guide.

For information on importing and exporting data, see the Land Title Electronic Filing System (EFS) User's Guide.

EXAMPLE—USE 30 PARCEL SCHEDULE TO LIST NEW LEGAL DESCRIPTIONS FOLLOWING SUBDIVISION OR CONSOLIDATION PLAN:

LAND TITLE ACT FORM E		PAGE 2 OF 2 PAGES
SCHEDULE		
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND	Related Plan Number: <b>EPP1235</b>	
STC for each PID listed below? YES <input type="checkbox"/>		
[PID]	[LEGAL DESCRIPTION - must fit in a single text line]	
<b>NO PID NMBR</b>	<b>LOT 1 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235</b>	
<b>NO PID NMBR</b>	<b>LOT 3 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235</b>	
<b>NO PID NMBR</b>	<b>LOT 6 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235</b>	
<b>NO PID NMBR</b>	<b>LOT 9 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235</b>	

## SurveyHub

SurveyHub is an online, pre-submission workspace to create, assemble, validate, certify and share survey plans, forms and associated datasets. The workspace is for land surveyors and their staff who work with plan submissions to the LTSA.

Legal professionals do not have access to SurveyHub and any Survey Plan Certification and Application to Deposit Plan created in SurveyHub will be emailed to the legal professional where they will continue to download the PDF forms and prepare the Application to Deposit Plan form for submission through EFS.

### Plan and Plan Application Created in SurveyHub

For every Survey Plan Certification form created in SurveyHub, a related Application to Deposit Plan(plan application) form is also automatically created in SurveyHub.

Land Surveyors will assemble and certify the plan and start the plan application in SurveyHub using guided text entry fields similar to Web Filing and once the text entry is complete, the surveyor will generate the forms. The forms may be downloaded and uploaded to EFS by the land surveyor or in cases of multi-party transactions, the land surveyor will send the forms by email to a legal professional.

Legal professionals may ignore the plan application sent to them by the land surveyor and create their own. The control number on the Survey Plan Certification form must always match the control number of the related plan application, as is required today. Nevertheless, legal professionals are strongly encouraged to use the plan application sent to them by the land surveyor as this will assist in avoiding defects pertaining to missing approvals or legal descriptions.

The Survey Plan Certification and the Application to Deposit Plan forms created in SurveyHub will coexist with EFS form templates downloaded from Itsa.ca while LTSA transitions to SurveyHub.

## Key Difference and Similarities between SurveyHub Forms and EFS Forms

### Key Differences

Aspect	SurveyHub Forms Application to Deposit Plan & Survey Plan Certification	EFS Forms Application to Deposit Plan & Survey Plan Certification
<b>Creation Process</b>	Created online in SurveyHub using guided text entry fields.	Downloaded as fillable PDF forms from LTSA.ca.
<b>Data Entry</b>	Utilizes template options, pre-populated fields, and guided prompts for text input.	Requires manual entry in fillable PDF fields.
<b>Approval Statements</b>	Automatically adds pre-populated approval signature statements based on plan content (optional).	Approval statements must be added manually.
<b>Access</b>	Limited to land surveyors and their staff.	Accessible to any party with access to EFS.
<b>Submission Process</b>	Forms are generated in SurveyHub and can be downloaded or shared via email for EFS	Forms are prepared offline and uploaded to EFS manually for

<b>Aspect</b>	<b>SurveyHub Forms Application to Deposit Plan &amp; Survey Plan Certification</b>	<b>EFS Forms Application to Deposit Plan &amp; Survey Plan Certification</b>
	submission.	submission.
<b>Sharing Options</b>	Can email forms directly from SurveyHub with sender ID as "myLTSA SurveyHub."	Forms are shared as email attachments.
<b>Customization</b>	Pre-designed to match the plan's control numbers and related application requirements.	Requires manual matching of control numbers for plans and applications.
<b>Versioning</b>	Includes version numbers, unique SurveyHub font, logo, and footer ID as "Created in SurveyHub" for identification.	Standard PDF template with unique version numbers.
<b>Guidance Resources</b>	SurveyHub Practice Guide provides specific instructions for using the platform.	Supported by EFS Plan Help Guide for completing forms via EFS.

### Key Similarities

<b>Aspect</b>	<b>Common Features</b>
<b>Core Fields</b>	Both forms require details like control numbers, plan numbers, and approvals.
<b>Submission Platform</b>	Both forms are ultimately submitted through EFS.
<b>Compliance Requirements</b>	Both follow LTSA policies for accuracy and approval.
<b>Supporting Documents</b>	Allow direct attachment of supporting documents to the Application to Deposit Plan.
<b>Data Flexibility</b>	Data can be removed or modified by any party except the plan number.