

## Plan Number Reset, Plan Alterations and Amendments to Filed Plans

### Plan Number Reset

**Alert:** The application to deposit plan (DSPL) and related documentation must be re-signed by all parties where the plan number is reset and a new version of the plan is generated, resulting in a new Control Number on the SPC for the plan.

A plan number, obtained through the Land Title and Survey Authority of British Columbia's (LTSA) Electronic Services on **myLTSA Enterprise**, is often cited throughout a variety of documents and applications that are submitted as part of a package along with the referenced plan. When a package has been cancelled or withdrawn from the Land Title Office, the plan number cannot be re-used in a subsequent resubmission. As a result, the associated documentation needs to be redrafted or corrected to reference a new plan number, sometimes posing significant challenges for land surveyors and legal professionals.

To address the issue, the LTSA enhanced the Electronic Filing System (EFS) so that customers may resubmit a plan package to the Land Title Office using the plan number for the original plan that had been previously cancelled or withdrawn. This process only supports the reuse of the plan number for the same plan with the resubmitted plan package that contained the plan. The plan number is not to be re-used in a package relating to a different project.

Before resubmitting the plan package, customers must first contact the **LTSA Customer Service Centre** to arrange for the plan number to be reset in EFS. Once reset, the customer will be able to resubmit the plan package through EFS using the original plan number.

### Plan Alterations and Pending Plans

A plan alteration may be made to an electronic plan while it is still in a pending state, after submission but before it's assigned to an examiner. Consequently, in order to do a plan alteration there is no need to withdraw a plan and make a related request to reset the plan number, when the plan is pending and not yet assigned to an examiner. Once assigned to an examiner, a Notice Declining to Register must be issued before a plan alteration can be done. See "*Alteration to Pending Electronic Plans*" in the Directions for Completing EFS Forms; <https://itsa.ca/wp-content/uploads/2020/11/Directions-for-Completing-EFS-Forms-v1.9-1.pdf>

**PLEASE NOTE:** Posting plans are automated and are finalized within 48 hours of submission, not counting weekends or holidays. Consequently, plan alterations for posting plans are only possible while the plan is in a pending state during this 48 hour window, so posting plan alterations must be done within this time frame. In the unlikely event a posting plan fails

automation and is assigned to an examiner, a plan alteration can only be submitted once a Notice Declining to Register has been issued.

### Amendments to Filed Plans

Section 106 of the *Land Title Act* provides the authority to amend a plan that has been finalized and is no longer in a pending state. Applications to amend a filed plan are made on the Form 17, Charge, Notation or Filing by selecting the Nature of Interest "Amendment to Filed Plan", supported by a statutory declaration from the land surveyor and, where applicable, consents of the relevant parties. See the editorial notes under s. 106 *Land Title Act* in Volume 1 of the Land Title Practice Manual for "Amendment to Filed Plan" practice guidance.