

## **CIRCULAR LETTER NO. 452A**

June 12, 2023

### **TO ALL BRITISH COLUMBIA LAND SURVEYORS**

#### **Re: Process for Seeking an Extension of Time for the Submission of Well Site Plans and Statutory Right of Way Plans pursuant to the Oil and Gas Activities Act General Regulation**

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The Oil and Gas Activities Act General Regulation (Regulation) came into effect on October 4, 2010.

Section 24 of the Regulation requires that a statutory right of way plan over Crown land be submitted to the BC Energy Regulator (BCER) and that a statutory right of way plan over private land be submitted to the Land Title Office for registration within 16 months of the completion of a pipeline.

Section 24 further requires that within 30 days of receiving approval of a statutory right of way plan over Crown land from the BCER, the plan must be submitted to the Surveyor General.

Section 25 of the Regulation requires that all well site plans be submitted to the Surveyor General within 90 days of issuance of a well permit.

For clarity, the 16 month timeframe for submission of statutory right of way plans commences when a pipeline is given Leave to Open, and the 90 day timeframe for the submission of well site plans commences when a well is given a well authority number.

Section 26 of the Regulation allows the Surveyor General to grant an extension of time for the submission of statutory right of way plans to the BCER or Land Title Office, as appropriate, and of well site plans to the Surveyor General.

The procedure for applying for an extension is as follows:

Applications are to be submitted to the Surveyor General at the following address  
[Surveyor.General@ltsa.ca](mailto:Surveyor.General@ltsa.ca)

Applications are to include a completed Schedule A (hereto attached). A sketch plan showing the approximate location of the well site or statutory right of way and adjacent well sites plans and statutory rights of way plans must also be included with the application.

Applications should be made prior to the expiry of the permitted timeframes (16 months or 90 days).

The fee for an extension application is listed on the [LTSA Website](#).<sup>1</sup> A cheque or money order payable to the Land Title and Survey Authority of British Columbia must be submitted to the Surveyor General via mail, courier or in person.

Upon receipt of both the application and the application fee, the Surveyor General will process the extension application. If the application is approved, the applicant will be notified via e-mail and the BCER will be notified accordingly. The Surveyor General will set an alternative date by which the survey and plan must be finished, based on the information in the application.

Yours sincerely,

Cristin Schlossberger, BCLS  
Surveyor General of British Columbia

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<sup>1</sup> <https://ltsa.ca/fees/>

**Schedule A**

**Application to apply for an Extension to the Time Limits under section 24(1) or section 25(1) of the Oil and Activities Act General Regulation**

Extension Application Fee is listed on the [LTSA website](#) .

*A cheque or money order payable to the Land Title and Survey Authority of British Columbia must be submitted to the Surveyor General via mail, courier or in person.*

Date \_\_\_\_\_

Name of Applicant	Contact Information

Is this an application for:

- A well site plan, or
- A statutory right of way plan

Well Authority Number \_\_\_\_\_

Legal Description \_\_\_\_\_

Date well site issued Well Authority Number or pipeline given Leave to Open

\_\_\_\_\_

Reason for Extension Application:

Proposed date of well site plan or statutory right of way plan submission

\_\_\_\_\_

BCER File Number \_\_\_\_\_

BCER Contact Person \_\_\_\_\_

***Information below is for Surveyor General Division staff use***

SG person in charge of application \_\_\_\_\_

SG file number \_\_\_\_\_

Other SG or Tantalus assigned reference numbers \_\_\_\_\_

Approved  Disallowed

Plan required by \_\_\_\_\_

\_\_\_\_\_ Deputy Surveyor General

Update to BCER sent on \_\_\_\_\_