Post Renewal Forms Filed with the Surveyor General

Prepared by:

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t is quite possible that some land surveyors who work in urban environments have never seen a Post Renewal Form.

For about seventy years, land surveyors have been submitting Post Renewal Forms to the Surveyor General as a record of new evidence placed at the corners of primary parcels, such as district lots, sections and blocks originally surveyed under the provincial Land Act or as part of a Dominion survey. The form was developed by the Surveyor General in the mid 1940s, and blank copies of the form were made available to any land surveyor who requested them.

Land surveyors often need to locate primary parcel corners as part of their project and might find a corner marked with an old, rotting wood post and deteriorating ancillary evidence. The land surveyor will normally upgrade the corner by placing a capped post, possibly rebuilding a stone mound and opening up old bearing trees or carving new ones. If the survey results in the preparation and filing of a statutory plan, this information will be shown on the plan. However, if

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Examples of typical post renewal forms

no plan is prepared (for example, if no measurements were taken between posts), the land surveyor completes a Post Renewal Form for each restored corner and submits it to the Surveyor General.

The Post Renewal Form will generally show what corner was replaced, the original evidence found, a cap diagram for the new post, and a record of any new ancillary evidence made; it will be signed and dated by the land surveyor performing the restoration.

The Surveyor General Division has many boxes of Post Renewal Forms dating back to the 1940s; they are sorted by land district, and numerically by primary parcel designation. Because these forms provide such important information about what a land surveyor can expect to find at a particular parcel corner, Records Distribution Services staff will generally provide any related Post Renewal Forms whenever a field book is requested from us; however Post Renewal Forms can also be requested separately.

> The former practice of Surveyor General staff was to stamp the words "Post Renewed" next to the applicable corner in the parcel's field book whenever a Post Renewal Form was received, as an indication that the corner had been upgraded. However, this practice was not consistently carried out over the years; therefore a Post Renewal Form may well exist, even if no "Post Renewed" stamp is shown in the field book. We have recently completed an indexing project that allows us to more efficiently locate any post renewals associated with a particular parcel, and we are in the process of scanning our entire inventory of Post Renewal Forms.

Example of Field Book Page Showing "Post Renewed" Stamp

It is still possible to submit a new Post Renewal Form to the Surveyor General, for those circumstances where a primary parcel corner is upgraded but no statutory plan is prepared. In fact, the renewal form became electronic in 2012.

The modern electronic process for completing and submitting a Post Renewal Form is as follows:

- Download and complete the Electronic Renewal Card (text entry on the card can be completed either electronically within the PDF or filled out by hand on a printed version – either method is entirely acceptable to us);
- Print the renewal card and complete any remaining fields, including the cap diagram, by hand;
- Scan the card and append it to the Post Renewal (SGPR) form;
- Complete the SGPR form and digitally sign it with your Juricert signature;
- Submit the form as a Package to the Surveyor General through myLTSA.

Apart from the \$1.50 myLTSA Enterprise service charge, there is no fee for filing a post renewal.

The submission process for post renewals is also described in the Direction to Land Surveyors – Electronic Submission of Statutory Applications to the Surveyor General found on the LTSA website. Surveyor General staff are always happy to answer questions relating to Post Renewal Forms. �

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Example of New Electronic Post Renewal Form