

Introduction to Survey Plan Submissions Part 2: Subdivision and Fee Simple Plans



**Presented by: L. Bealle and A. Edwards, Deputy Registrars
November 7, 2023**

[Updated November 8, 2023]

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Title & Survey

First Nations Acknowledgement

We acknowledge that we are presenting this webinar from the Kamloops and Victoria Land Title Offices on the ancestral, traditional territories of the Tk'emlúps te Secwépemc, Esquimalt and Songhees First Nations

We are privileged to live and work on the traditional and ancestral territories of Indigenous Peoples and Nations throughout British Columbia.

bc Land Title & Survey 7,532 TOTAL VIEWS

BC Land Title and Survey Authority of BC (LTSA)

1

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Resources



Welcome & Introductory Remarks

- Introductions
- Submit your questions during the presentation
 - Include your first and last name or first name and firm name
- [Recording and PowerPoint](#)
 - itsa.ca/webinar-resources
- Survey - we want to hear from you!



Agenda

- Acronyms/Definitions
- Survey Plan Journey
- Examination Focus
- Scenarios
 - Re-establishing boundaries S. 100(1)(a) LTA
 - Consolidation plans S. 100(1)(b) LTA
 - Road dedications S. 107 LTA
 - Natural boundaries S. 94 LTA
 - Pre-plan subdivision
 - Submission order
- Common Defects (survey packages)
- Plan Alteration or Plan Amendment
- Resources

Acronyms/definitions

ALC – Agricultural Land Commission

ALR – Agricultural Land Reserve

AO – Approving Officer

BCLS – British Columbia Land Surveyor

DSPL – Application to Deposit Plan

LOTR – Land Ownership Transparency Registry

LTO – Land Title Office

LTSA – Land Title and Survey Authority of BC

PMBC – Parcel Map British Columbia

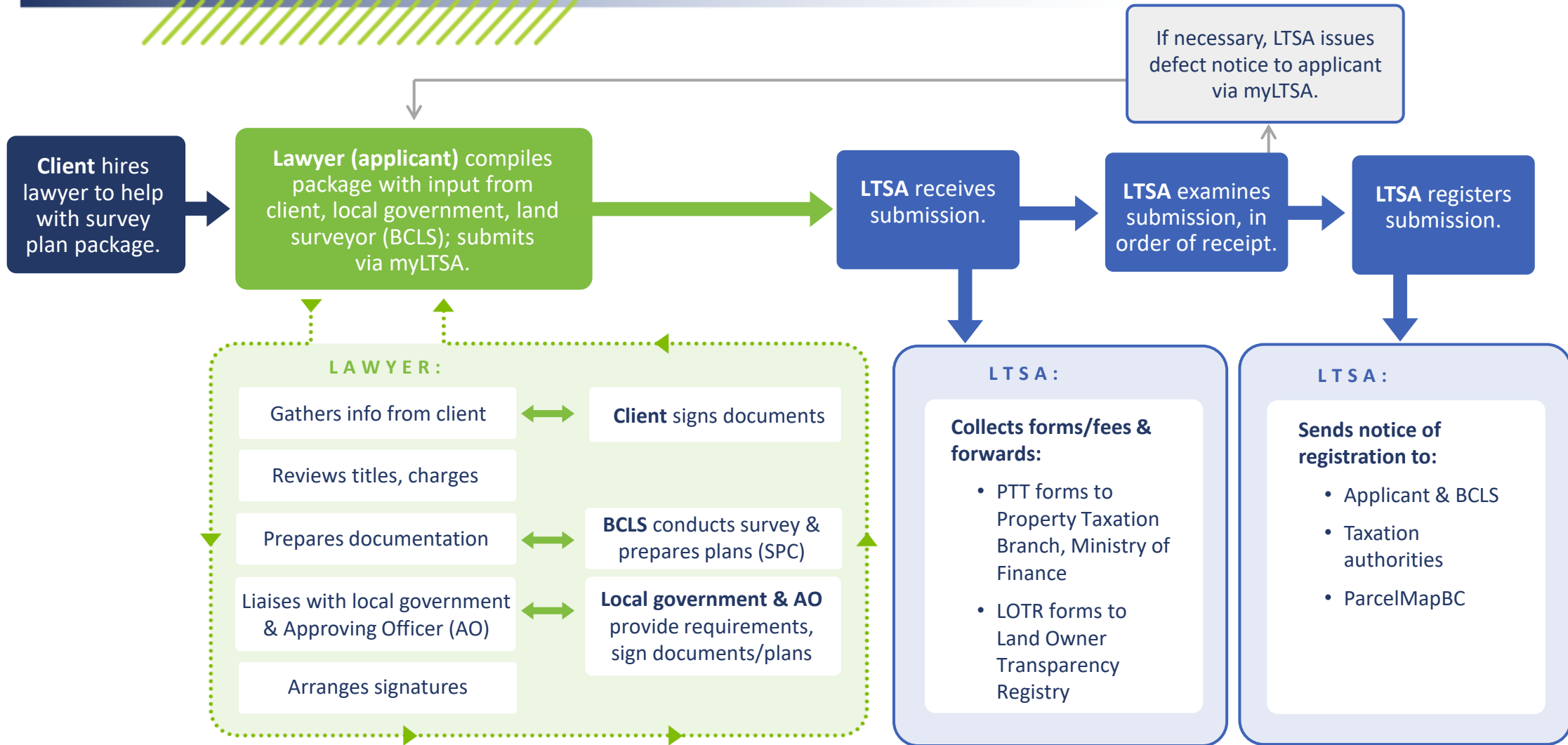
PTT – Property Transfer Tax

REM – Remainder

SPC – Survey Plan Certification



Survey Plan Journey



Examination Focus – Approving Officer Approval

- **91 (1)** A subdivision or reference plan must not be deposited by the registrar unless it has first been approved by the approving officer.
- (2) Subsection (1) does not apply
- (a) if, under section 94, the plan only consolidates into a single parcel lawfully accreted land and another parcel, or
- (b) subject to section 99(2), to a reference plan deposited under section 99(1)(e), (f), (g), (h) and (j), or 100.

Source: ltpm.ltsa.ca/91-approval-subdivision-plan-required

Examination Focus – Statutory Authority in LTA

| | |
|------------------------|---|
| Technical Requirements | ltpm.ltsa.ca/67-requirements-subdivision-and-reference-plans |
| Access Requirements | ltpm.ltsa.ca/75-requirements-subdivisions |
| Plan Dimensions | ltpm.ltsa.ca/105-power-registrar-if-measurements-plans-conflict |
| Redefining Lots | ltpm.ltsa.ca/100-re-establishment-boundaries |
| Natural Boundaries | ltpm.ltsa.ca/94-endorsement-certificate |

- Existing charges/legal notations on title
 - Restrict Dealings
 - Consent



Examination Focus - Access & Alternate Access

- 76** (1) In circumstances prescribed under subsection (2), an approving officer may grant relief from compliance with all or part of the provisions of section 75(1)(a) or (b).
- (2) The Lieutenant Governor in Council may make regulations prescribing circumstances for the purposes of subsection (1), which may be different for different areas.
- (3) On receiving an application made in accordance with subsection (4), the minister charged with the administration of the *Transportation Act* may grant relief from strict compliance with a requirement under section 75(1)(c) or (d).
- (4) An application under subsection (3) must be supported by an affidavit and, if the approving officer is a municipal, regional district, islands trust or treaty first nation approving officer appointed under section 77, 77.1 or 77.21, or is the Nisga'a approving officer appointed under section 77.3, by the written recommendation of the approving officer.
- (5) Relief granted under subsection (3) may be evidenced by a certificate endorsed on the plan and signed by the minister charged with the administration of the *Transportation Act* or by a designated highways official.
- Source: ltpm.ltsa.ca/76-relief-requirements-established-section-75

Examination Focus – Highway Access Alternatives

- Land Title Act – Regulations
 - Access by:
 - Easement or private road or way, S. 9
 - Air or Water, S. 10
 - Shared interest in common lot, S. 12
 - Forest service road, S. 15

Source: ltpm.ltsa.ca/division-1-highway-access-alternatives

Examination Focus – Common Ownership

Common Ownership

- Fee Simple owners are the same
- Mortgages consistent on all titles

Equivalent Estates Required

- When consolidating or subdividing parcels, the ownership of each parcel must be the same
 - Determinable Fee Simple – Possibility of Reverter
 - Fee Simple on Condition – Right of Entry
 - Fee Simple

S. 100(1)(a) LTA, Re-establishment of Boundaries

100 (1) The registrar may accept

(a) a reference plan without an accompanying description, if a resurvey or survey of an existing parcel is made **for the purpose of re-establishing the boundaries of the parcel** in accordance with the registered title, and

(b) despite section 158(1), a reference or an explanatory plan without an accompanying description, if a new parcel is created by the consolidation of adjoining surveyed parcels.

Source: ltpm.ltsa.ca/100-re-establishment-boundaries



S. 100(1)(a) LTA, Re-establishment of Boundaries

Road dedication permitted

- The registrar permits a reference plan to include a road or other dedication and a redefinition of the parcel to be done on the same plan. The registrar views this as combining two processes into one instrument; that is, the dedication is followed by a re-establishment of the remainder of the parcel.
- When this is done, the plan must meet all the requirements for both processes, e.g. approval of the approving officer, signatures of all owners affected by the dedication, etc. For more information on these requirements see the training modules for these topics.
- The “Pursuant to” reference must cite both s. 100(1)(a) and s. 107 as the operative sections for the plan.

Source: ltpm.ltsa.ca/107-dedication-and-vesting

S. 100(1)(a) LTA, Re-establishment of Boundaries

Examiner Focus

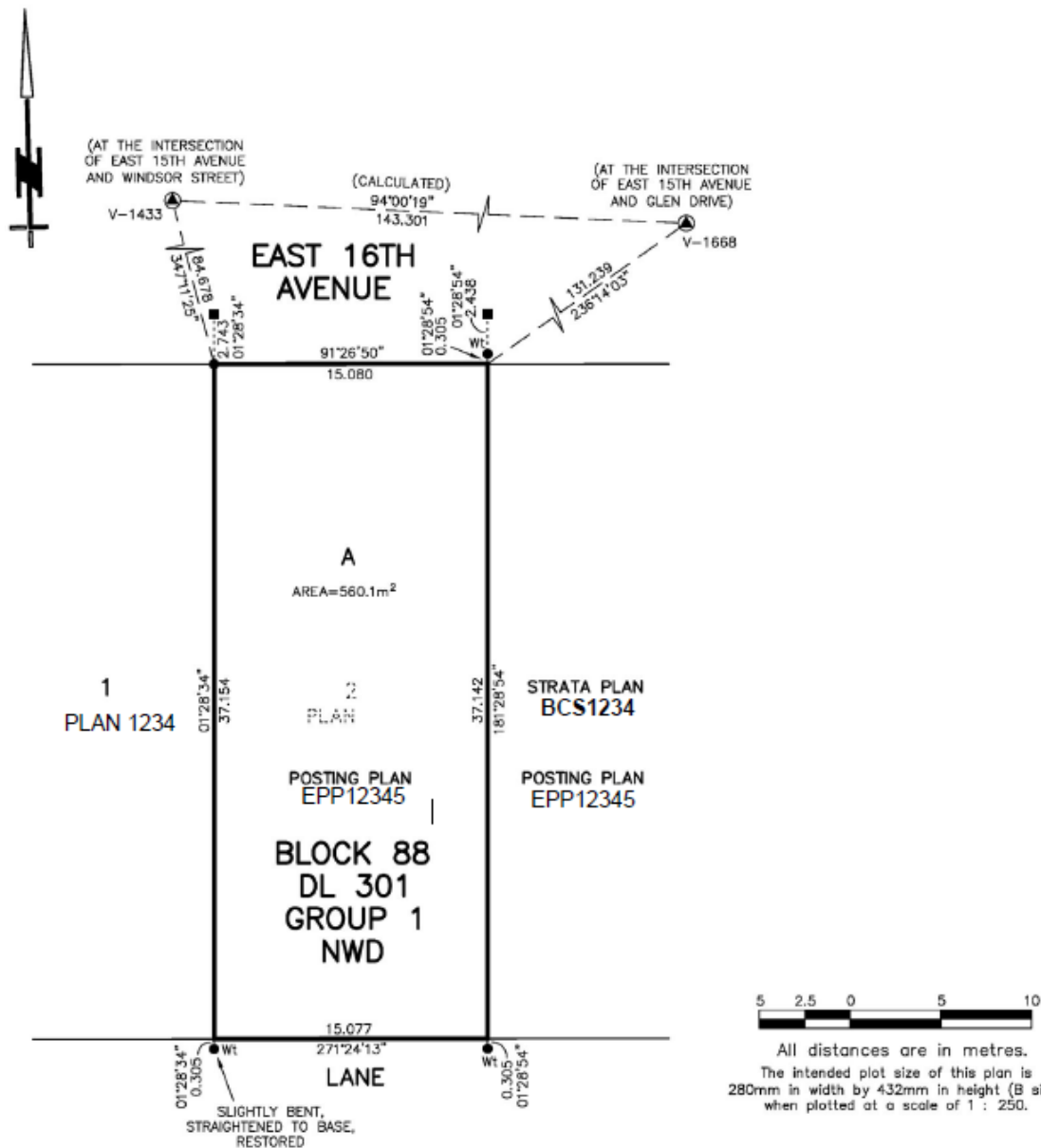
- Plan heading conforms
 - Pursuant to Statement included & accurate
 - Child parcel conforms with underlying plan
 - Title is reviewed for charges and legal notations that may restrict dealings
 - Existing charges granted over a portion of the lands are shown in broken lines on the plan
 - Survey Plan Certification completed and correct
- Signatures required for a reference plan re-establishing boundaries:
 - Owners of the fee simple
 - All mortgagees of the fee simple
 - All financial charge owners, including owners of a right to purchase, option to purchase or a crystallized floating charge
 - Judgment creditors



**REFERENCE PLAN OF LOT 2
BLOCK 88, DL 301, GROUP 1
NWD, PLAN 1234**

PURSUANT TO SECTION 100(1)(a), LAND TITLE ACT
BCGS 92G.025

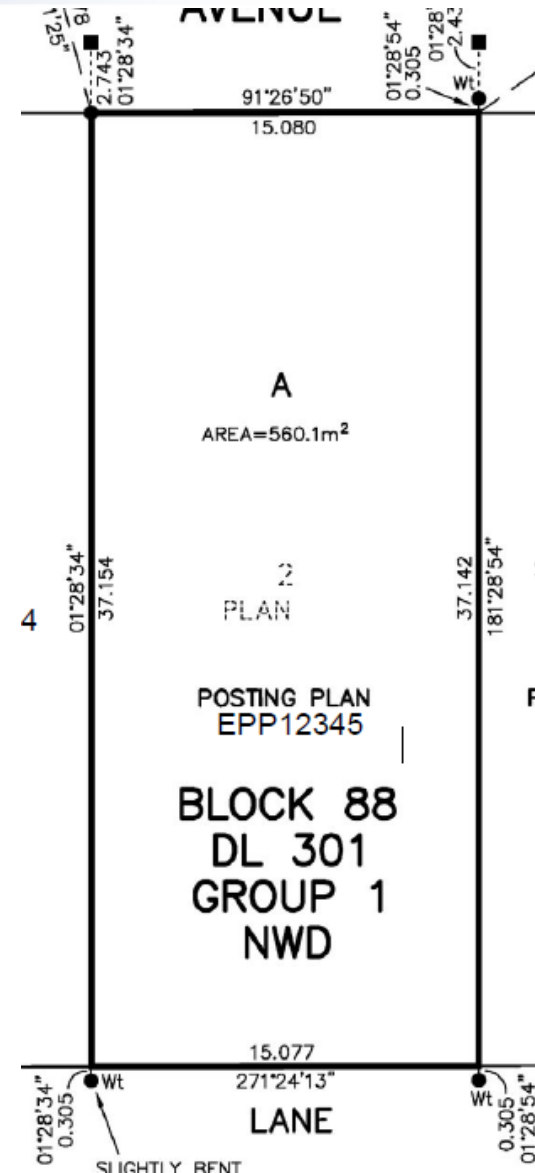
PLAN EPP123456



S. 100(1)(a) Re-establishment of Boundaries

REFERENCE PLAN OF LOT 2 BLOCK 88, DL 301, GROUP 1 NWD, PLAN 1234

PURSUANT TO SECTION 100(1)(a), LAND TITLE ACT
BCGS 92G.025



S.100(1)(b) LTA, Consolidation of Parcels & S.107 LTA, Road Dedication

Examiner Focus

- Plan heading conforms
- Pursuant to Statement included & accurate
- Child parcels conforms with underlying plan
- Signatures required for a reference pursuant to S. 100(1)(b):
 - Owners of the fee simple
 - All mortgagees of the fee simple
 - All financial charge owners, including owners of a right to purchase, option to purchase or a crystallized floating charge
 - Judgment creditors



S.100(1)(b) LTA, Consolidation of Parcels & S.107 LTA, Road Dedication



Examiner Focus con't

- Signatures of charge holders affected by the dedication
- Approving officer approval, if road dedication
- Review title for charges and legal notations that may restrict dealing
- Existing charges granted over a portion of the lands shown in broken lines on the plan
- Survey Plan Certification completed and correct
- Dedication correctly labelled and fully dimensioned
- If land is within the Agricultural Land Reserve, approval from the Agricultural Land Commission



**REFERENCE PLAN OF CONSOLIDATION OF LOT A PLAN BCP1857 AND LOT 1 PLAN EPP12198
BOTH IN DISTRICT LOT 341 GROUP 2 NEW WESTMINSTER DISTRICT
PURSUANT TO SECTION 100(1)(b) AND 107 OF THE LAND TITLE ACT**

BLGS 9271.UT1

SCALE 1:500



ALL DISTANCES ARE IN METRES AND ARE HORIZONTAL GROUND.
THE INTENDED PLOT SIZE OF THIS PLAN IS 854mm IN WIDTH BY
600mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:500.

LEGEND

- FOUND PLACED
- ▲ DENOTES STANDARD IRON POST
- ▲ DENOTES SURVEY CONTROL / GNSS POINT
- EX DENOTES EXPLANATORY
- REF DENOTES REFERENCE

GRID BEARINGS ARE DERIVED FROM PLAN EPP12198 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 19 NORTH (123° WEST LONGITUDE).

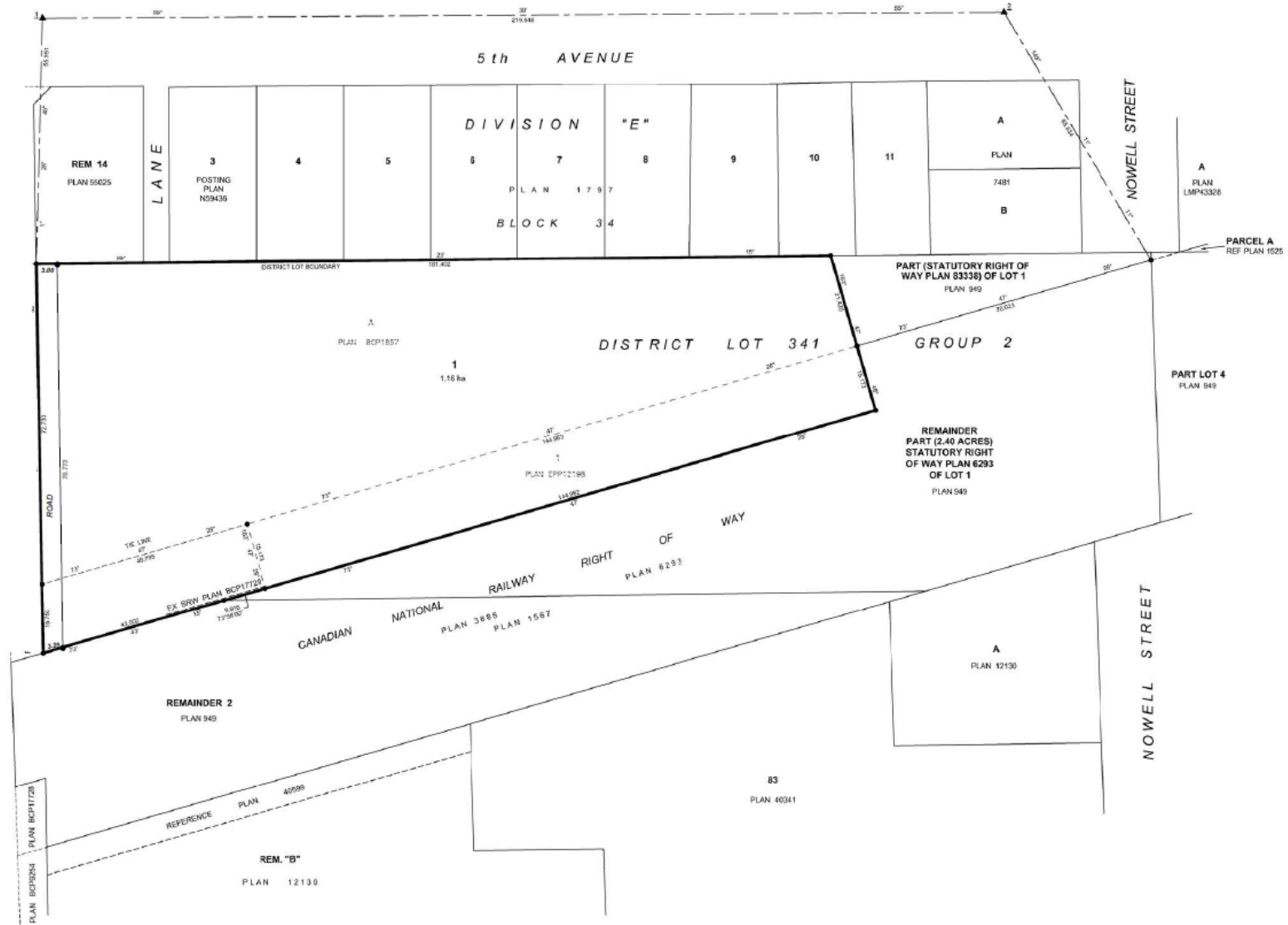
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ARE DERIVED FROM TIES TO SURVEY CONTROL ON PLAN EPP12198.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGED COMBINED FACTOR OF 0.999673. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF -8.44 m AS PER PLAN EPP12198.

COORDINATE TABLE

| DATUM NAD83 (CSRS) 2002.0 UTM ZONE 19 NORTH | | | |
|---|--------------|-------------|-------------------|
| POINT | UTM NORTHING | UTM EASTING | ABSOLUTE ACCURACY |
| 1 | 5448357.03 | 576372.70 | 0.04 |
| 2 | 5448358.38 | 576562.17 | 0.04 |

- 1 PLAN EPP12620
- ALEXANDER AVENUE
- REMAINDER PARCEL 1 PLAN BCP21338
- RAILWAY AVENUE
- REMAINDER 338 PLAN 48953



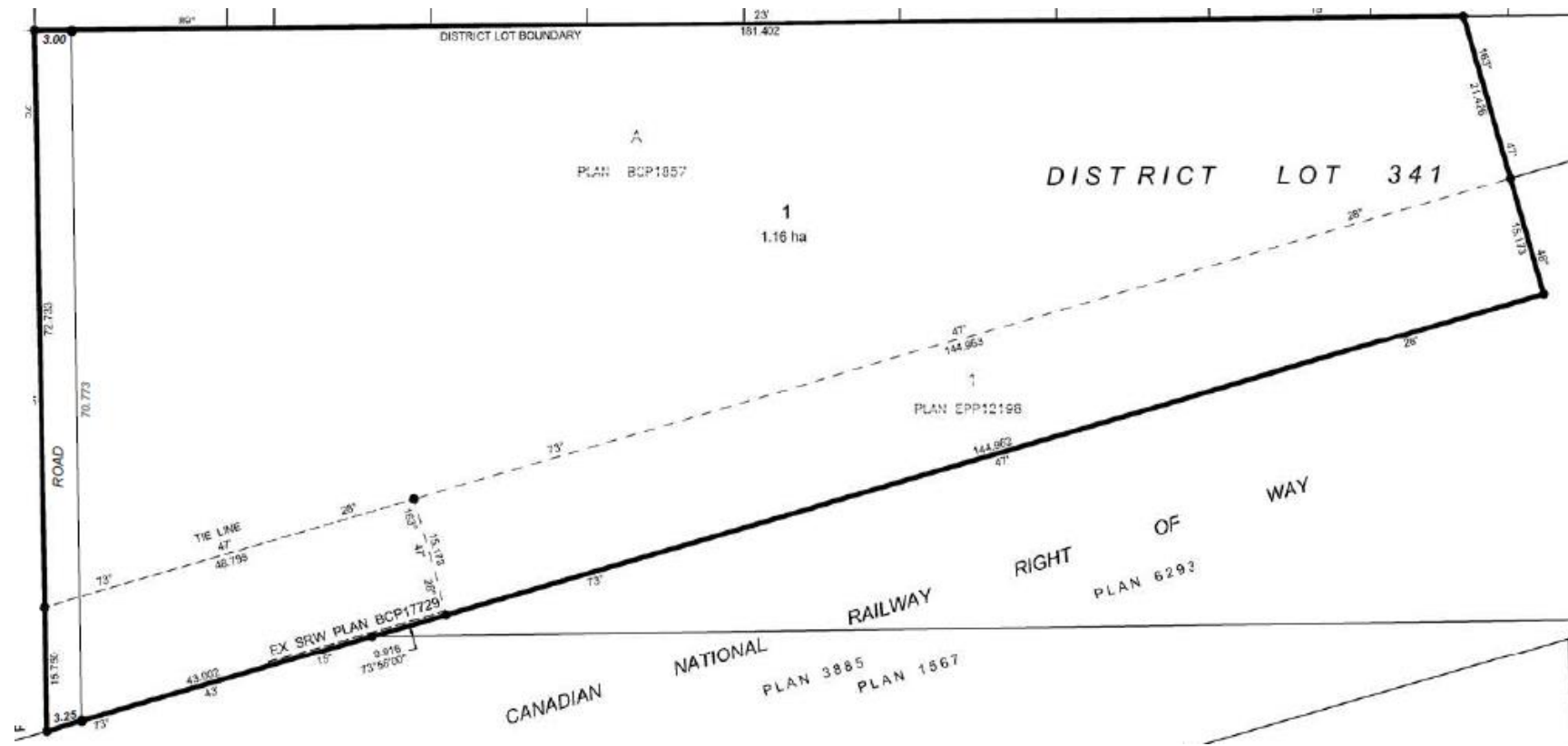
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 20th DAY OF JUNE, 2022

CITY OF CHILLIWACK
THIS PLAN LIES WITHIN THE FRASER VALLEY REGIONAL DISTRICT.

S.100(1)(b) LTA, Consolidation of Parcels & S.107 LTA, Road Dedication



REFERENCE PLAN OF CONSOLIDATION OF LOT A PLAN BCP1857 AND LOT 1 PLAN EPP12198
BOTH IN DISTRICT LOT 341 GROUP 2 NEW WESTMINSTER DISTRICT
PURSUANT TO SECTION 100(1)(b) AND 107 OF THE LAND TITLE ACT



Natural Boundaries

Natural Boundaries

- Section 3-13 (1-2) of the Survey and Plan Rules states that:
 - 3-13 The plan image must show:
 - (1) The present natural boundary and the natural boundary on which title is based, except in the case of a plan endorsed under Section 94 (1)(d) of the Land Title Act, in which case only the present natural boundary must be shown.
 - (2) The distance along boundaries to the natural boundaries as they exist at the time of the survey.
- If the area surveyed in a reference plan contains a natural boundary; both the present natural boundary and the titled natural boundary must be plotted and labelled.
- The titled natural boundary is identified according to the most recent legal survey affecting the title.



Natural Boundary Adjustments

- The natural boundary adjustment may be included in:
 - a plan of subdivision
 - a reference plan re-establishing boundaries pursuant to S. 100(1)(a)
 - a reference plan of consolidation pursuant to S. 100(1)(b), or
 - a statutory right of way plan being used to acquire fee simple pursuant to S. 114



Natural Boundary Adjustments

- S. 94(1)(c) LTA
 - Accretion
- S. 94(1)(d) LTA
 - Natural Boundary Adjustment
- S. 96(2) LTA
 - Extension of Charge
- S. 107 LTA
 - Erosion
 - Return to Crown

94 (1) Despite the *Land Act*, if a plan to be tendered for deposit in the land title office

- (a) includes land that adjoins Crown land and that has lawfully accreted to the land being subdivided, or
- (b) shows a water boundary that differs from the water boundary shown on the plan already on deposit on which the present title is based,

the Surveyor General may, if in the Surveyor General's opinion it is in the public interest to do so, endorse on the plan a certificate

- (c) that the land in question is lawfully accreted land, or
- (d) that the water boundary is the natural boundary as defined in the *Land Act*.

(2) The Surveyor General must not certify a plan under subsection (1) unless the Surveyor General is satisfied that

- (a) the land in question has lawfully accreted to the registered land of the subdivider, or
- (b) the water boundary shown on the plan is in fact the correct water boundary, and the water boundary as shown on the plan already on deposit on which the present title is based was incorrectly shown on that plan due to lack of detail or sufficient detail, or other good reason.

(3) An application to the Surveyor General for endorsement under subsection (1) must be accompanied by the fees payable under this Act.

Natural Boundary According to Land Act



THE WATER BOUNDARY SHOWN HEREON IS THE NATURAL BOUNDARY AS DEFINED IN THE LAND ACT.

Natural Boundary Adjustment, LTA s. 94 (1)(d)

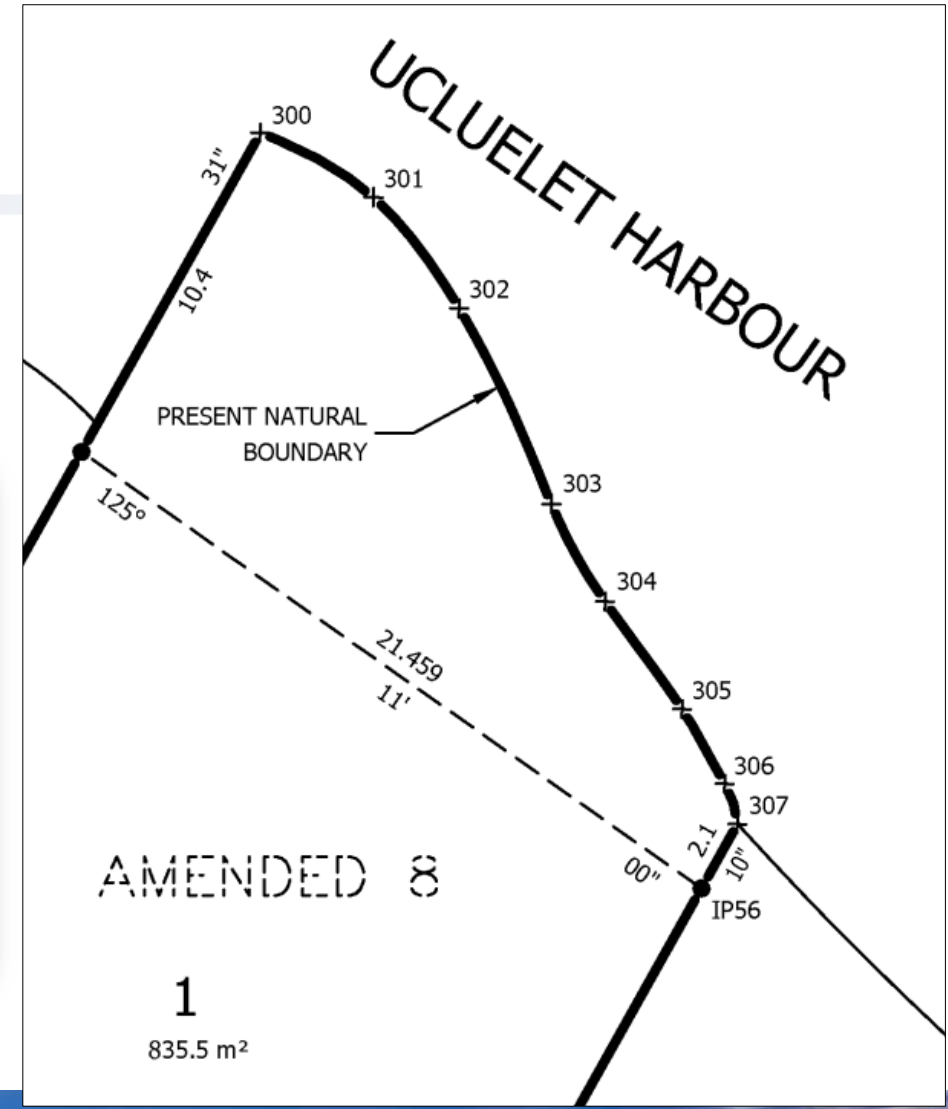
Certificate under the Land Title Act, section 94 (1) (d).

The water boundary shown on Plan EPP_____ is deemed to be the natural boundary as defined in the Land Act.

[Signature]

Surveyor General [Fill in name]

[Date]

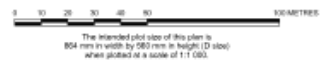


REFERENCE PLAN OF CONSOLIDATION OF LOT 3 PLAN 12345 AND LOT 4 PLAN 1234 EXCEPT PART INCLUDED IN PLAN 12345
ALL WITHIN DISTRICT LOT 23 MONTANA DISTRICT PURSUANT TO SECTION 100(1)(b) AND 107 OF THE LAND TITLE ACT

BOOK OF REFERENCE

| | | |
|--------------|------------------------------|----------------|
| SP 1 | Lot 3 Plan NEP11414 (Part 1) | 0.223 ha |
| | Rem Lot 4 Plan 5437 (Part 2) | 6.14 ha |
| TOTAL | | 6.36 ha |
| Rem to Block | Rem Lot 4 Plan 5437 (Part 3) | 0.97 ha |
| | Rem Lot 4 Plan 5437 (Part 4) | 265.2 sf |
| TOTAL | | 0.98 ha |

BCGS - 821.031



Ties to Columbia River Present Natural Boundary and Natural Boundary According to Plan 5437
 Coordinates are GRID NAD83 (ICRS) 4.00 BC. 1) UTM Zone 11

| Point # | Northing | Easting | Point # | Northing | Easting | Point # | Northing | Easting |
|---------|------------|----------|---------|------------|----------|---------|------------|----------|
| 1 | 5576623.23 | 58024.66 | 21 | 5576686.40 | 58048.08 | 41 | 5576712.24 | 58046.46 |
| 2 | 5576703.81 | 58025.79 | 22 | 5576686.14 | 58033.78 | 42 | 5576707.68 | 58047.98 |
| 3 | 5576801.86 | 58030.60 | 23 | 5576689.60 | 58036.23 | 43 | 5576751.61 | 58047.94 |
| 4 | 5576780.84 | 58027.22 | 24 | 5576704.49 | 58030.68 | 44 | 5576762.00 | 58048.20 |
| 5 | 557678.84 | 58022.01 | 25 | 5576713.17 | 58036.71 | 45 | 5576747.36 | 58048.81 |
| 6 | 5576780.10 | 58013.96 | 26 | 5576729.41 | 58031.63 | 46 | 5576752.36 | 58046.31 |
| 7 | 5576782.10 | 58011.88 | 27 | 5576726.74 | 58031.19 | 47 | 5576714.38 | 58031.88 |
| 8 | 5576736.56 | 58012.03 | 28 | 5576734.53 | 58032.09 | 48 | 5576708.02 | 58037.37 |
| 9 | 5576726.47 | 58014.49 | 29 | 5576728.21 | 58031.04 | 49 | 5576683.06 | 58037.32 |
| 10 | 5576731.81 | 58018.77 | 30 | 5576742.04 | 58038.67 | 50 | 5576688.00 | 58023.14 |
| 11 | 5576726.26 | 58015.50 | 31 | 5576746.15 | 58037.71 | 51 | 5576675.17 | 58033.82 |
| 12 | 5576726.82 | 58014.80 | 32 | 5576753.94 | 58034.13 | 52 | 5576661.36 | 58046.27 |
| 13 | 5576722.70 | 58014.17 | 33 | 5576767.07 | 58031.67 | 53 | 5576647.68 | 58050.48 |
| 14 | 5576720.30 | 58014.65 | 34 | 5576781.87 | 58031.07 | 54 | 5576634.06 | 58057.55 |
| 15 | 5576717.61 | 58019.07 | 35 | 5576788.09 | 58038.76 | 55 | 5576623.00 | 58057.82 |
| 16 | 5576712.40 | 58023.85 | 36 | 5576774.04 | 58037.52 | 56 | 5576608.08 | 58053.76 |
| 17 | 5576711.74 | 58026.14 | 37 | 5576775.76 | 58045.75 | 57 | 5576623.00 | 58032.52 |
| 18 | 5576712.31 | 58031.20 | 38 | 5576776.29 | 58042.23 | 58 | 5576603.74 | 58037.26 |
| 19 | 5576711.75 | 58030.62 | 39 | 5576777.80 | 58046.71 | | | |
| 20 | 5576689.81 | 58042.82 | 40 | 5576776.94 | 58048.83 | | | |



Pi Corner N41 PT82
 UTM Northing: 5576556.01
 UTM Easting: 580199.92
 Datum: NAD83(CRS)54 4.0 B.C. 1 UTM ZONE 11
 Estimated Absolute Accuracy is 0.04 metres.

Pi Corner N41 PT89
 UTM Northing: 5576588.41
 UTM Easting: 580184.82
 Datum: NAD83(CRS)54 4.0 B.C. 1 UTM ZONE 11
 Estimated Absolute Accuracy is 0.04 metres.

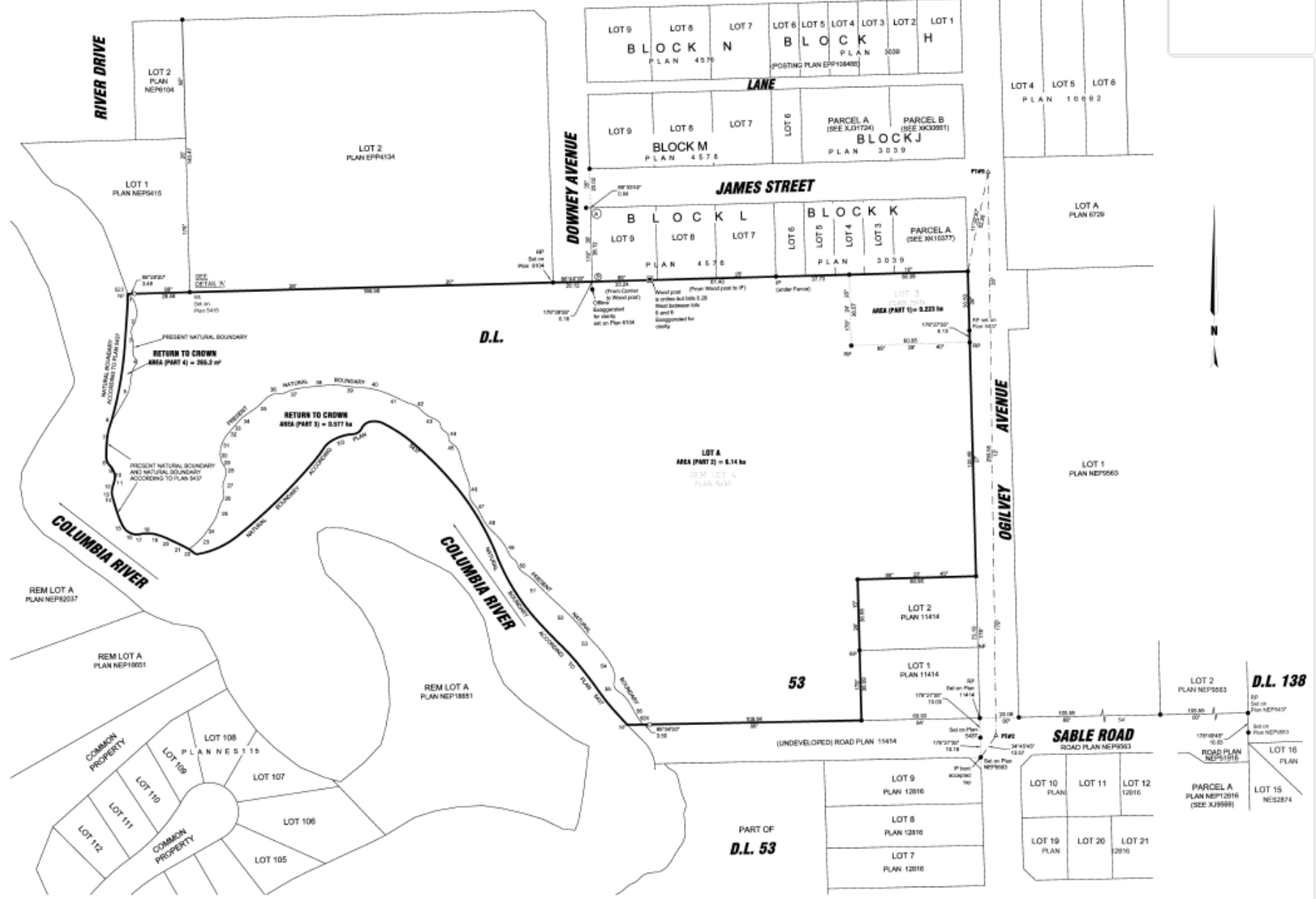
This plan lies within the Regional District of East Kootenay.
 The plan lies within the jurisdiction of the Approving Officer of the Ministry of Transportation and Infrastructure.
 MOTT FILE No. 20240112

The Field Survey Represented by this plan was completed on the 23rd day of December 2024

Attest: Brian BCL, R.P.S.

NOTES:
 Grid bearings are derived from differential dual frequency GNSS observations and are referred to Central Meridian of UTM Zone 11.
 The UTM Coordinates and estimated absolute accuracy are derived from GNSS Observations to the published coordinates of the Invermere Active Control Station Geodetic Control Monument 154416.
 The plan shows horizontal ground-level distances unless otherwise specified. To compare grid distances to physical ground distances by the average combined factor of 0.998850.
 The average combined factor has been determined based on an ellipsoidal elevation of 700 metres.
 DISTANCE (HTZ, 0).
 Distances are in metres and decimals thereof.
 The plan shows one or more witness points which are not set out on the lot corner(s).

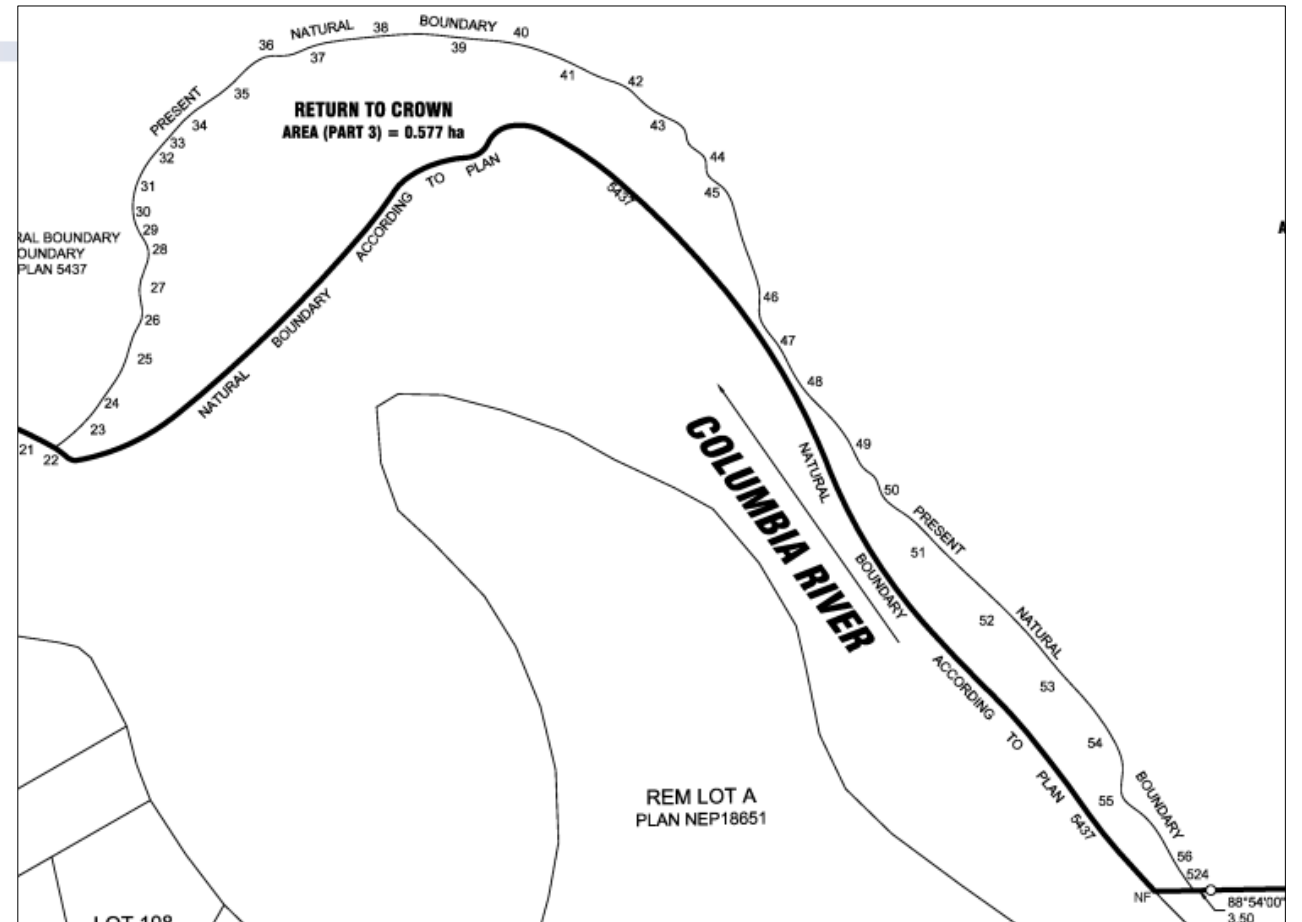
- LEGEND**
- Details Standard from Field Point
 - Details Standard from Field Point
 - ◆ Details Conc. Nail Placed
 - Details Wood post Placed
 - ⊕ P level, offset exaggeration for clarity
 - ⊗ In-situ marked problem by Drawing Drawing Information



Return to Crown

**REFERENCE PLAN OF CONSOLIDATION OF LOT 3
PLAN 12345 AND LOT 4 PLAN 1234
EXCEPT PART INCLUDED IN PLAN 12345
ALL WITHIN DISTRICT LOT 53 KOOTENAY DISTRICT
PURSUANT TO SECTION 100(1)(b) AND 107 OF THE LAND TITLE ACT**

*This plan lies within the jurisdiction of the
Approving Officer of The Ministry of Transportation
and Infrastructure.*



Pre-Planned Subdivision

- When subdividing 2 or more parcels that do not have common owners or common financial encumbrances
 - A pre-plan subdivision process will allow for the creation of common ownership prior to the subdivision
 - This process involves the transfer of portions of land between owners with the extension and releasing of specific charges that help create the required common ownership.

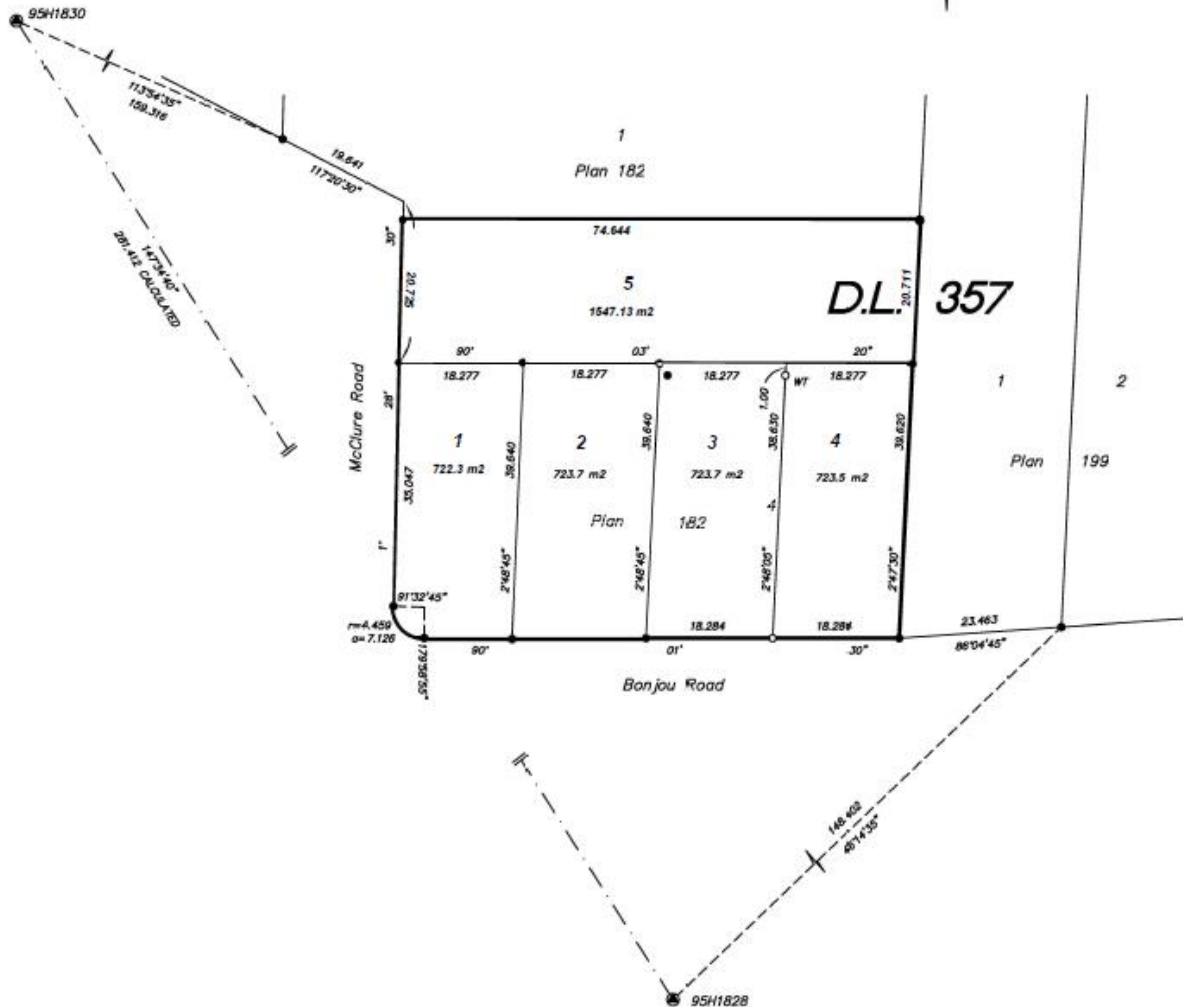
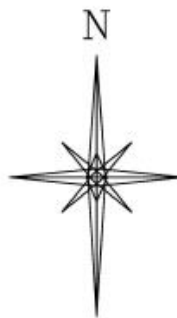
**SUBDIVISION PLAN OF LOT 4
D.L. 357 S.D.Y.D. PLAN 182**

PLAN EPP12345

BCGS 82E.083



The intended size of this plan is 580 mm in width by 432 mm in height (C size) when plotted at a scale of 1:500.



- LEGEND**
- All distances are in metres.
- WT Witness
 - Iron Post Found
 - Iron Post Set
 - ⊙ Control Monument Found

Grid bearings are derived from observations between geodetic control monuments 95H1828 and 95H1830. Integrated survey area No. 4 - City of Kelowna NAD83 (CSRS).

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9999394 which has been derived from geodetic control monuments 95H1828 and 195H1830.

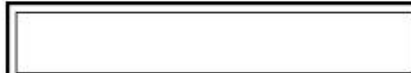
This plan shows a witness post that is not set on the true corner.

This plan lies within the Central Okanagan Regional District.

This plan lies within the jurisdiction of the approving officer for the City of Kelowna.

The field survey represented by this plan was completed on the 23rd day of May, 2014, by

file 15969 fb 351



Pre-Planned Subdivision

SUBDIVISION PLAN OF: LOT 4 AND 5, SDYD PLAN EPP12345

PLAN EPP12346

BCGS 82E.083
SCALE 1:300 METRIC



The intended plot size of this plan is 560mm in width by 432mm in height (C-size) when plotted at a scale of 1:300 METRIC.

- LEGEND**
- Denotes Control Monument Found
 - Denotes Standard Iron Post Found
 - Denotes Standard Iron Post Set

Distances shown are horizontal, ground-level distances, in metres and decimals thereof.

This plan shows one or more witness posts which are not set on the true corner(s).

Integrated Survey Area No. 4, City of Kelowna, NAD83(CSRS) 4.0.0.BC.1.

Grid bearings are derived from observations to geodetic control monuments 95H1828 and 95H1830 and are referred to the central meridian of UTM Zone 11.

The UTM coordinates and estimated absolute accuracy achieved are derived from the MASCOT published coordinates and standard deviations for geodetic control monuments 95H1828 and 95H1830.

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9999336 which has been derived from geodetic control monument 95H1828.

NAD83(CSRS) 4.0.0.BC.1 UTM ZONE 11 COORDINATES

| Point | Northing | Easting | Absolute Accuracy |
|---------|-------------|------------|-------------------|
| 95H1828 | 5521127.357 | 320977.641 | 0.03 |
| 95H1830 | 5521364.889 | 320826.772 | 0.02 |

B
PLAN
42240

A
PLAN
EPP250

1
PLAN
182

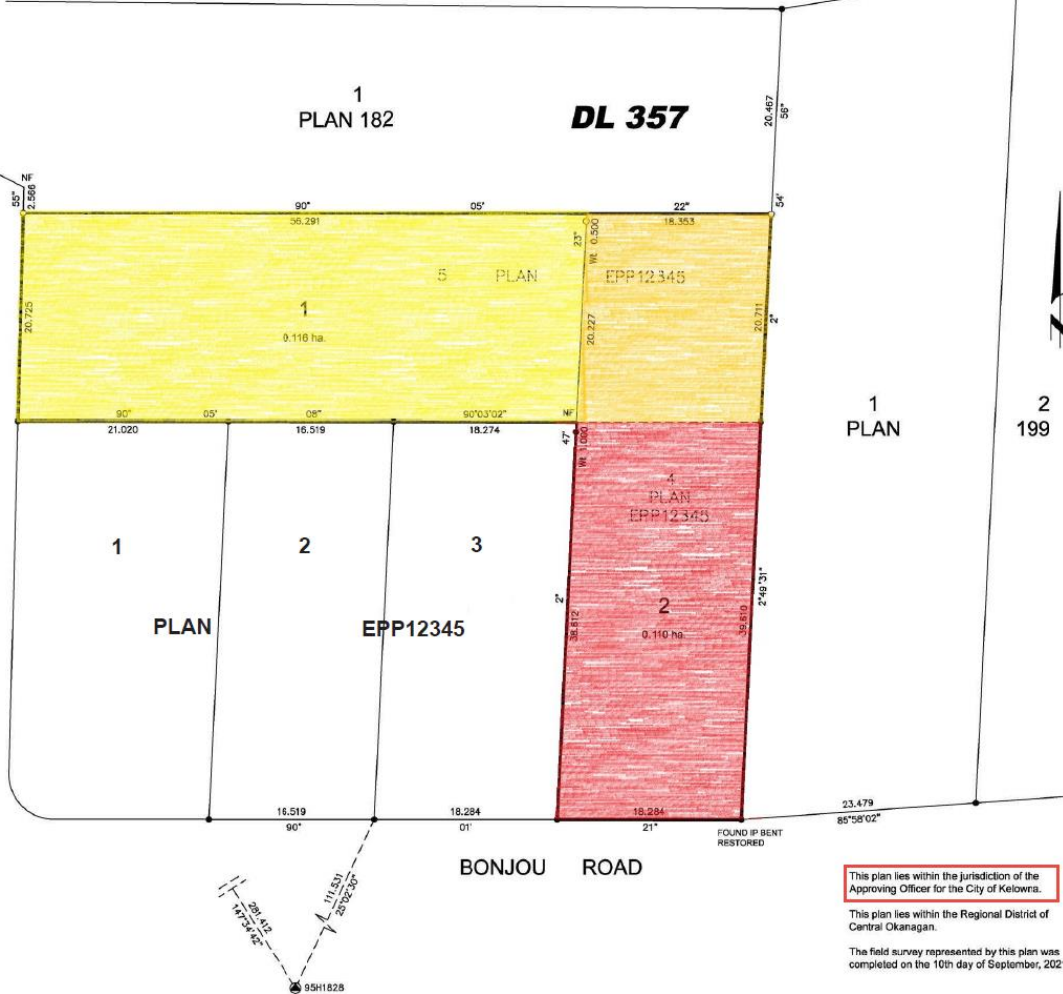
DL 357

1
PLAN

2
199

McCLURE ROAD

BONJOU ROAD



This plan lies within the jurisdiction of the Approving Officer for the City of Kelowna.

This plan lies within the Regional District of Central Okanagan.

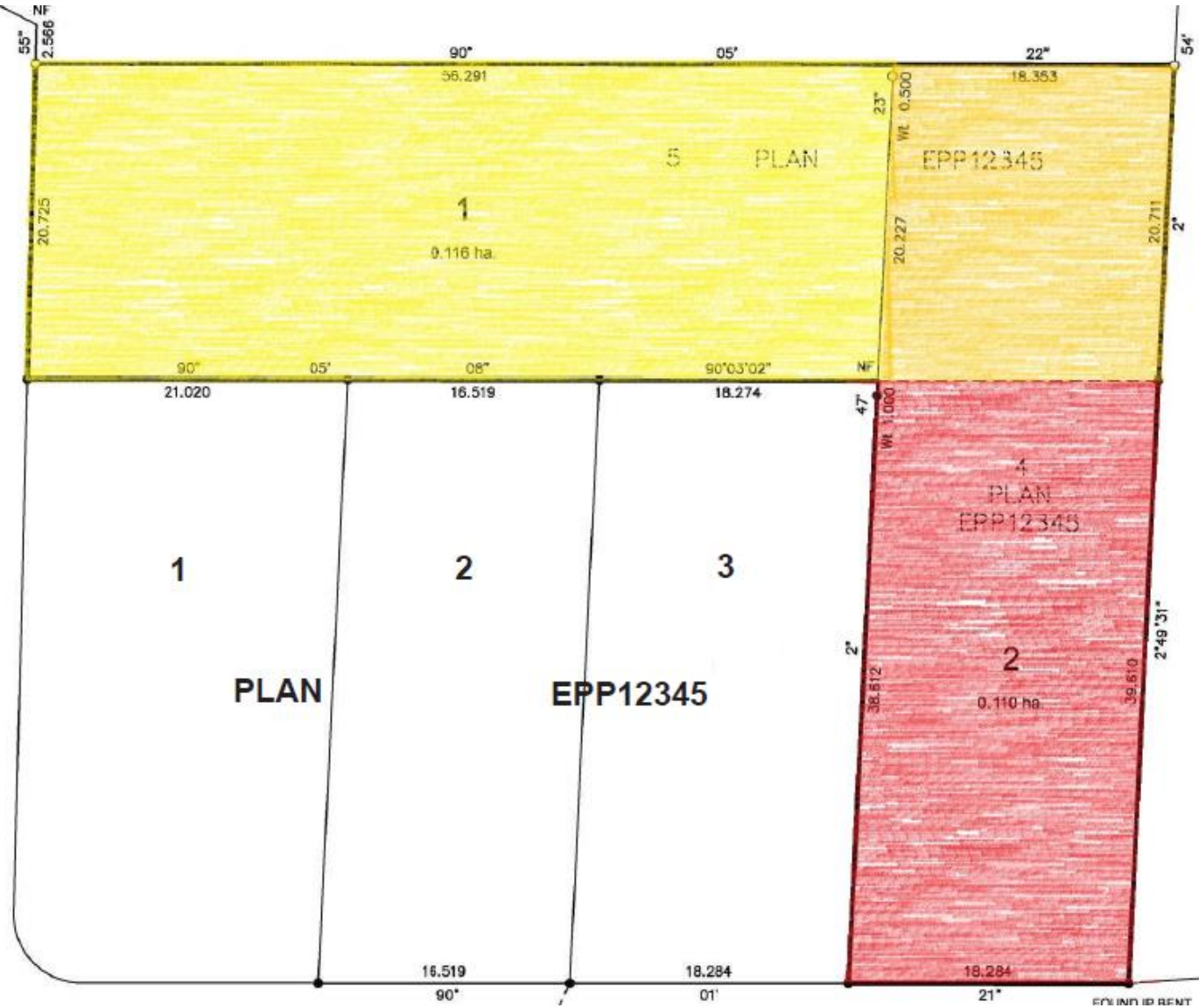
The field survey represented by this plan was completed on the 10th day of September, 2021.

Pre-Planned Subdivision



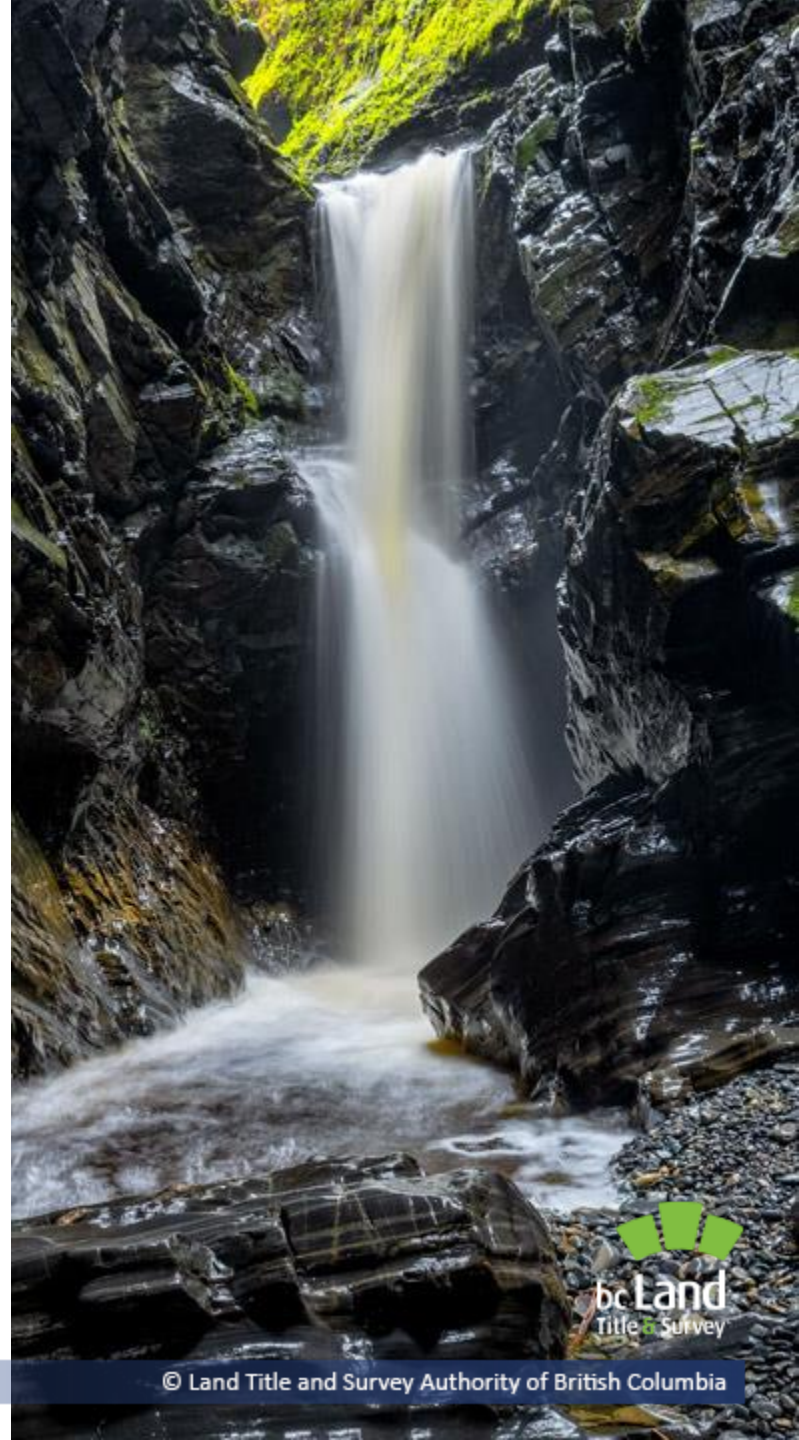
SUBDIVISION PLAN OF:
LOT 4 AND 5, SDYD PLAN EPP12345

This plan lies within the jurisdiction of the
Approving Officer for the City of Kelowna.



Pre-Planned Subdivision Submission Order

- Once the law firm has all the associated documents and plans, they will arrange the package in the appropriate order and submit the package via myLTSA. In this case the order would be:
 - Form A – Preplanned conveyance from Lot 5 to Lot 4
 - PTT – Preplanned conveyance from Lot 5 owner to Lot 4 owner
 - LOTR – Preplanned conveyance from Lot 5 owner and Lot 4 owner
 - Form C Release – Partial release of Lot 5's mortgage from the preplanned conveyance area.
 - Form C – Extension of mortgage – Extending Lot 4's existing mortgage to the preplanned conveyance area.
 - Application to Deposit Plan (DSPL) – Plan application for Subdivision plan applying for 2 lots containing the appropriate signatures
 - Survey Plan Certification (SPC) - The Subdivision plan that was prepared by the BCLS



Pre-Planned Subdivision – Examination Key Concepts

- Form A transfer of portion of land being added to create common ownership
- Form C Release of charges to create common ownership
- Form C – Extension of mortgage to create common ownership
- Plan title – all parent parcels identified
- Boundaries conform to parent parcels
- Former parcel designations shown in broken lines
- Survey Plan – Statement by Surveyor Form 9
- Existing charges granted over a portion of the lands shown in broken lines on the plan
- Access to all lots
- In practice, the following signatures are always required for a subdivision:
 - Owners of the fee simple
 - All mortgagees of the fee simple
 - All financial charge owners, including owners of a right to purchase, option to purchase or a crystallized floating charge
 - Judgment Creditors
 - Approving Officer approval (valid for 2 months from approval)
 - If land is within the Agricultural Land Reserve, approval from the Agricultural Land Commission
- Title is reviewed for any charges and legal notations that may restrict dealing

Pre-Planned Subdivision – Land Owner Transparency Act

- When creating the transparency declaration to accompany the pre-plan transfer you will need to select No PID and enter the legal description of the land transferring using the Add Manual Entry Land button
- Do not enter the title number of the lands being subdivided.

The screenshot shows a web form for creating a transparency declaration. It features two main input fields: 'PID' and 'Legal Description of Land', both with help icons. Below these are two buttons: '+ Add Another PID' and '+ Add Manual Entry Land', separated by 'OR'. A red arrow points to the '+ Add Manual Entry Land' button. Below the buttons is a section titled '> When should another PID be added?' with a checked checkbox for 'No PID' and a help icon, also highlighted with a red arrow.

Common Defects (Survey Packages)

- Missing required covenant
- Mis-ordering of package
- Boundaries of new plan do not conform to underlying plan - S. 105
- Natural boundaries labelled incorrectly or missing SG certificates
- Consents (charges, ALR, AO, Registered owners)
- Incorrect legal description
- Underlying charges not ghosted on subdivision
- Common Ownership of fee simple and financial charges established prior to plan submission
- Form C charge
 - Part 1 does not match Part 2 (part on plan vs. blanket)
 - Missing consideration or words of grant

Plan Alteration or Plan Amendment

While pending (SPC)

Arterial Highway

Remainder Parcel (Airspace)

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

Once registered (Form 17)

3. NATURE OF CHARGE, NOTATION, OR FILING: AFFECTED CHARGE OR NOTATION NO:

AMENDMENT TO FILED PLAN

ADDITIONAL INFORMATION:

Related Plan Number EPP5515. (see attached Statutory Declaration).

Resources

[Land Title Practice Manual](#)

[Survey and Plan Rules](#)

[Electronic Land Title Plan and Plan Application Requirements](#)

[Electronic Plan Application Help Guide](#)

Customer Service Centre

1-877-577-5872 or 604-630-9630 Press Option 2

customerservice@ltsa.ca

Questions?



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Thank you



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