

CIRCULAR LETTER NO. 475B

(This letter supersedes Circular Letter No. 475A)

November 25, 2024

TO ALL BRITISH COLUMBIA LAND SURVEYORS

Re: Surveys of Crown Land pursuant to the *Land Title Act* and the *Land Act* and Submission of Resultant Plans to the Surveyor General

Prior to undertaking any survey of Crown land, pursuant to the *Land Title Act* or the *Land Act*, other than a statutory right of way, an application must be made to the Surveyor General for survey instructions, and additionally, in the case of surveys under the *Land Act*, for unique parcel designation(s).

Application for Survey Instructions and Parcel Designations

An application for survey instructions or parcel designation is made by submitting an *Application for Parcel Designation /Survey Instructions* along with supporting information to the Land Title and Survey Authority of British Columbia (LTSA) through myLTSA. See [Direction to Land Surveyors No. 16](#)¹ for a listing of all the requirements when seeking survey instructions or parcel designations.

The application will be reviewed by Surveyor General staff and the applicant will be provided with an email containing specific survey instructions, unique parcel descriptions and associated Parcel Identification Numbers (PIN) as appropriate. There is no fee associated with this application.

Obtaining reference material to conduct surveys is the land surveyor's responsibility.

Submission of Plans Prepared under the *Land Title Act*

Once a survey is completed, the resultant plan image must be affixed in the usual manner to a *Survey Plan Certification* (SPC) form.

The plan is packaged with the information outlined in [Direction to Land Surveyors No. 16](#) and submitted to the Surveyor General through myLTSA.

¹ <https://ltsa.ca/surveys-crown-land-pursuant-land-title-act-and-land-act-and-submission-resultant-plans-surveyor>

The land surveyor or their client are ultimately responsible for preparing an *Application to Deposit Plan at Land Title Office*, (DSPL) form for reference, subdivision and posting plans and for submitting the plan for deposit in the land title register. The Surveyor General must review and approve the plan by signing the certificate on the DSPL form.

When a Land Title Act plan is prepared for the Ministry of Transportation and Transit, the Surveyor General's approval is not required on the DSPL form.

Once the plan has been approved the land surveyor will be notified by email. At this time the applicant or their client can obtain the signature of an authorized person from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) as owner, and any additional required signatures. The applicant or their client can then submit the plan and supporting documentation for land title registration.

Surveyor General staff will prepare DSPL forms for statutory rights of way plans and submit these plans for land title registration.

Submission of Plans Prepared under the *Land Act*

Once a survey is completed, the resultant plan image must be affixed to the *Survey Plan Submission to Surveyor General* (CLRS) form, electronically signed, and submitted to the Surveyor General through myLTSA.

Once the plan is confirmed by the Surveyor General it will be filed in the Crown Land Registry and the applicant will be notified of the plan approval by email.

Yours sincerely,

Cristin Schlossberger, BCLS
Surveyor General of British Columbia