

Checklist – Mineral Title and Coal Title Survey Instructions

Refer to [Circular Letter 440A](#) and [Direction to Land Surveyors No.20](#) for more information.

See also Section 7 Land Act, Sections 42, 44 and 45 Mineral Title Act, and Section 17 Coal Act.

Refer to [Submissions to Surveyor General](#) for more information.

Please include this completed checklist and the required information along with the Web Filing Surveyor General Application and Plan Submission form and submit to the Surveyor General through LTSA's Electronic Filing System (EFS).

Checklist of Requirements for the Submission Package

☐ Covering letter / survey report:

- Indicate if survey is to be completed under Section 7 Land Act, Section 42, 44 or 45 Mineral Title Act, or Section 17 Coal Act
- Details of overlapping or adjoining surveys or interests (e.g. SRWs, highways, parks, etc.)
- Details of any no-staking reserves or other areas impacting extent of claim
- Request for parcel or title cancellation if applicable

☐ ParcelMap BC (PMBC) print with Crown layers turned on

☐ Mineral Titles Online (MTO) map of area at the same scale and center point as the PMBC print

☐ Tenure details/records – including Mineral Tenure Number(s)

☐ Official listing of cell claim coordinates from Mineral Titles Online or legacy claim coordinates from Mineral Titles Branch, as applicable

☐ Pertinent correspondence with Mineral Titles Branch

☐ Sketch plan of survey proposal approved by Mineral Titles Branch