

ELECTRONIC SURVEY PLAN PROCESS

Advice to Approving Authorities

With the advent of Electronic Survey Plans as a PDF, owners, charge holders, and approving authorities no longer have to sign survey plans that have been drafted on mylar. Instead, a simple but extremely secure process has been developed and authorized by legislation requiring all signatures and approvals to be gathered off the face of the survey plan. Simply put, the media upon which you provide your approval has changed; the requirements for approval have not.

Under the new Electronic Survey Plan process, an Application Form to deposit a *Land Title Act* plan or *Strata Property Act* plan has been developed for the express purpose of gathering all signatures and approvals. This process allows for the gathering of signatures and approvals concurrently, where appropriate, and removes the burden of shipping a physical plan to several locations for sign-off.

This new system is designed to strengthen the security around dealing with legal survey plans as well as providing some significant cost and time savings. One of the features of the Electronic Survey Plan process is the pre-assignment of plan numbers. Pre-assigned plan numbers are beneficial for several reasons, including providing the ability to complete legal descriptions in accompanying documents. British Columbia land surveyors obtain pre-assigned electronic plan numbers that begin with the prefix EPP for *Land Title Act* plans and the prefix EPS for *Strata Property Act* plans.

When an applicant seeks your approval, you will receive the survey plan in PDF containing the pre-assigned plan number affixed to a Certification Form and secured by the electronic signature of the land surveyor responsible for the survey plan. You will note in addition to the pre-assigned plan number that the Certification Form bears a unique Control Number. The Control Number is generated when the land surveyor applies his/her electronic signature to the Certification Form.

Accompanying the Certification Form with the attached electronic plan you will also receive an Application to Deposit a plan in the Land Title Office Form (Application Form) in PDF. You will note that the Application Form also contains the pre assigned plan number and Control Number. Control Numbers act as version control for the plan. Both the plan number and Control Number on the Application Form must match the plan number and Control Number on the Certification Form. If the plan number and Control Number do not match on both Forms, contact the sender for an explanation.

To provide approval, the Application Form must be printed, signed and returned to the sender by email, fax, courier or hand delivery. Signing this Application Form has the same legal effect as signing a mylar survey plan. Note that the approval by an approving officer allows for specific reference to the pre-assigned plan number and Control Number ensuring that the approval cannot be mistaken for approval of a different plan or previous version of that plan.

Another feature of the Electronic Survey Plan process is that signatures and approvals can be obtained simultaneously as the person gathering signatures and approvals can send the Application Form to all signatories and approvers concurrently. If, however, the Approving Officer wishes to be the last person providing approval this is easily arranged simply by so indicating to the person gathering the signatures and approvals.

Before an electronic survey plan is accepted by the [Land Title Office](#) for registration, a lawyer, notary public or British Columbia land surveyor must attest to having the originally-signed Application Forms, or true copies of them, from each signatory listed on the Application Form, in their possession.

For more information, please visit our website at www.ltsa.ca.

Last updated: June 29, 2009