

Electronic Survey Plan Process Direction to British Columbia Land Surveyors

April 12, 2010

Subject: Electronic Filing System – New Forms

Over this past weekend, a suite of new electronic filing forms was made available to all electronic filing users. The previous version of the forms that land surveyors have been using will still be accepted, but users will receive a warning to download the new form for future submissions should they submit the previous version. [Read the details regarding changes to the forms in the complete announcement](#) posted to the LTSA's website.

In addition to the new forms, a revised electronic forms help guide is available on the LTSA website on the [User Guides and Publications page](#).

Application to Deposit a Plan into the Land Title Office

One of the most significant changes to the forms is that the Application to Deposit a Plan into the Land Title Office has been significantly upgraded to eliminate the need to build and maintain separate pages in a word processor for signatures. Instead, templates for all signature blocks are now part of the form. The new form and help guide replaces the old method of using the Signatures and Approvals template. All pages will be numbered and contain the control number and plan number when the new form is used.

Of specific interest to land surveyors that prepare and file plans in the Land Title Office is a change to the submission form that accompanies Block Outline Posting Plans. Please note that there is now a specific plan type in the drop-down listing for a Block Outline Posting Plan. The system functionality has been changed so that there is now a validation check when a regular posting plan is submitted to ensure that the plan number has not already been used by a plan filed in the Land Title Office. Since a Block Outline Posting Plan uses the same number as the original Block Outline Plan, it will be necessary to use the correct plan type on the application to allow the submission of a plan that has the same number as a plan already on file in the Land Title Office.

Crown Land Registry Submission Form

The Crown Land Registry submission form that is used for *Land Act*, *Petroleum & Natural Gas Act*, *Mineral Tenure Act* and *Coal Act* surveys has also been updated to include the general changes noted in the announcement.

We trust that you will find these changes beneficial to your use of electronic filing. Should you have any questions, please feel free to contact the Surveyor General Services unit of the Surveyor General Division at (250) 952-5021 or contact the BC OnLine Helpdesk at 1-800-663-6102 or in Victoria at 250-953-8200 or at bcolhelp@accessbc.com.

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