

Practice Bulletin No. 104

DOCUMENT TITLE: Director's Requirements for Electronic Filing

ISSUER: Director of Land Titles

APPLICATION: All Land Title Offices

RELATIONSHIP TO PREVIOUS POLICY: Version 2.8

APPROVAL:

A handwritten signature in black ink, consisting of several loops and a horizontal line, positioned above a horizontal line.

Craig D. Johnston, Director of Land Titles

EFFECTIVE DATE: April 11, 2010

FILE NUMBER: Land Title Act

Change Record			
Version	Date	Page	Description
1.0	March 8, 2005	All	Initial Release
1.1	May 3, 2004	4	Added Version 5 of Forms A, B, C Charge, C Release and Declaration
1.2	June 28, 2004	4 and 6	Added Version 6 of Forms A, B, C Charge, C Release, Declaration, CBL (Claim of Builder's Lien)
1.3	Nov , 2004	4	Added Version 7 of Forms A, B, C Charge, C Release, Declaration and CBL (Claim of Builder's Lien) renumbered pages
1.4	April 11, 2005	1, 4, 5, 6, 7	Header – delete Ministry logo, replace with LTSA logo, delete MSRM, replace with Land Title and Survey Authority, update to Bulletin No. 0104, Version 1.4, update footer Title, location and mailing address, Added Version 8 of Forms A, B, CBL (Claim of Lien), C Charge Release, Declaration, Update LTTF Guidebook to Third Edition – 2005, add CBL Form to Director's Requirements 168.21
1.5	June 3, 2005	4, 5, 6	Added Version 9 of Forms A, B, CBL (Claim of Lien), C Charge, C Release, Declaration, updated Version control numbers for Reference guide, added Reference for Adobe Acrobat Version 7
1.6	Oct 24, 2005	4, 5, 6, 8	Added Version 10 of Forms A, B, C Charge, C Release, CBL (Claim of Lien), Declaration, Addition to item 10 – Corporate Certificates
1.6	April, 2006		Added Pilot Version 4 Form 17
1.7	July, 2006	7 - 10	Added Version 1 Form 17 Fee Simple, Form 17 Charge or Notation and Form 17 Cancellation of Charge or Notation. Added Version 11 Forms, A, B,C Charge, C Release, of Lien , Declaration, Consolidated Land Title Reference Manual Adobe 6 and 7 to Land Titles Electronic Filing System (EFS)User's Guide
1.8	October 15, 2006	7 - 10	Added Version 12 Form A, B, C Charge, C Release, CBL (Claim of Lien, Declaration, Form 17 Version 2 Cancellation of Charge Notation

Change Record			
1.8	November 23, 2006		Version 13 Declaration
1.9	January 24, 2007	6, 10	Addition of new class of supporting Documents, Declaration Version 14
2.0	March, 2007	6, 7, 8, 10, 11 to 15	Deposit Plan at Title Office V1, Survey Plan Certification and Strata Property Act Filing, Version 13 Form A, B, C Charge, C Release, CBL (Claim of Builders Lien, Form 17 Fee Simple Version 2, Form 17 Charge or Legal Notation Version 2 and Form 17 Cancellation of Charge or Notation Version 3
2.1	May, 2007	7, 10	Added DSPL – Application to Deposit Plan at Land Title Office Version 2, supporting document Ministerial order pursuant to Section 108
2.2	July, 2007	5 to 9	Added Land Title sections supporting submission of electronic plans, Version 14 Forms A, B, C Charge, C Release, CBL (Claim of Builders Lien, Form 17 Fee Simple V3, Form 17 Charge or Notation V3, Form 17 Cancellation of Charge or Notation V4, Application to Deposit Plan at Land Title Office V3, Strata Property Act Filing V2, Survey Plan Certification V2, Surveyor Registration V4
2.3	June, 2008	4, 9, 11, 12, 13, 18 to 61	Re formatted, Added Schedule B Director's requirements for electronic plans, added S.168.41(3) to Scope, minor amendments, trust agreements, Court Order appointing Committee
2.4	September 21, 2008	8,9,10,12,14,19, 20	Add Forms A, B, C Charge, C Release, CBL, Declaration V15, DSPL LTO Plan Application V5, Surveyor Registration Form V4, SPC Surveyor Plan Certification V5, Strata Property Act Filing SPF V3, EFS User Guide V1.2
2.5	December 7, 2008	6,7,12,13-26	Add forms Form A V16, Form 17 Fee Simple V4, Form 17 Charge, Notation or Filing V4 (amended name), Form 17 Cancellation of Charge or Notation V5, additional supporting documents

Change Record			
2.6	January 18, 2009	8, 12, 14, 15, 18, 19 – 21, 23 - 26	Add Form 17 Fee Simple V5, , Form 17 Charge, Notation or Filing V5, Form 17 Cancellation of Charge, Notation or Filing V6 (amended name), additional supporting documents
2.7	March 29, 2009	1, 7 – 10, 14, 15, 21, 22	Add Form A V17, Form B V16, Form C Charge V16, Form C Cancellation V16, Claim of Builders Lien V16, Form 17 Fee Simple V6, Form 17 Charge, Notation or Filing V6, Form 17 Cancellation of Charge, Notation or Filing V7. additional supporting documents
2.8	April 2010	8, 13, 29, 30, 40, 55, 65	Updates to Schedule B Added SR4-08 S.3-4 (2) (i) Regional District, SR9-07 S.3-4 (1)(a) change to text for Scale, SR8-07 change to text for S.3-3 (2) Draughting, Change from Minister of Transportation to Minister of Transportation and Infrastructure, Added Declaration V17, Added Amalgamation Agreement and Authority to Hold Statutory Rights of Way and Covenants S.218 (d) and 219 (3) LTA to Supporting Documents. Add Form A V18, Form B V17, Form C Charge V17, Form C Cancellation V17, Claim of Builders Lien V17, Form 17 Fee Simple V7, Form 17 Charge, Notation or Filing V7, Form 17 Cancellation V8, updated and additional supporting documents

1. BACKGROUND:

This Bulletin arises in consequence of the authority provided to the Director of Land Titles (the "Director") under Part 10.1 of the Land Title Act. R.S.B.C. 1996, C250 as amended (the "Act"). The Act provides the Director with authority to establish requirements in respect of which documents may be submitted electronically, the form and content of such documents, the technology to be used, and the processes to be followed. This Bulletin sets out the manner in which the Director will exercise this authority.

2. SCOPE:

This practice directive addresses the Director's Requirements in respect of the following sections of the Act:

Section	Provision
168.11	This Part applies only to the land title districts designated by the director and to those applications, instruments and other documents the electronic form of which is designated by the director for the purposes this Part.
168.21	Electronic applications and electronic instruments submitted under section 168.4 must be in the form designated by the director, contain the information required by the director and be completed in the manner required by the director.
168.3(2)	An electronic instrument is signed for the purposes of this section when a subscriber incorporates his or her electronic signature into the instrument in accordance with the requirements established by the director.
168.4(1)	An electronic application or electronic instrument is submitted for the purposes of this section when the application or instrument is transmitted electronically to the land title office in the manner established by the director using the technology established by the director.
168.41(2)	If a supporting document is a requirement of an electronic application, the submitter must include with the electronic application an electronic declaration in the form established by the director.
168.41(3)	(3) An electronic declaration must contain (a) a description of each supporting document adequate to identify the document, (b) a statement that the subscriber (i) has possession of each supporting document referred to in paragraph (a), or (ii) in relation to a class of supporting documents designated by the director, has possession of a true copy of the supporting document referred to in paragraph (a), and (c) a summary, satisfactory to the registrar, of the material facts set out in each supporting document.

168.41(4)	The electronic signature of a subscriber must be incorporated into the electronic declaration in accordance with the requirements established by the director.
168.712(1)	Provisions in this Act and any other enactment that apply in relation to plans apply to electronic plans except as provided in this Division.
168.721 (1)	Electronic plan applications and electronic plans submitted under section 168.74 must be in the form designated by the director, contain the information required by the director and be completed in the manner established by the director.
168.732 (2)	An electronic plan application is signed for the purposes of this section when a subscriber incorporates his or her electronic signature into the electronic plan application in accordance with the requirements established by the director.
168.74 (1)	An electronic plan application or electronic plan is submitted when the application or plan is transmitted electronically to the land title office in the manner established by the director using the technology established by the director.
168.741 (2)	If a supporting document is a requirement of an electronic plan application, the submitter must include with the electronic plan application an electronic declaration in the form established by the director.
168.741 (5)	The electronic signature of a subscriber must be incorporated into the electronic declaration in accordance with the requirements established by the director.

Note: the Director's requirements in respect of certification authorities arising in consequence of sections 168.8 and 168.81 of the Act are addressed by Bulletin 0204.

3. DEFINITIONS:

For the purposes of this Bulletin:

"Requirements for Electronic Transfer Forms" means that document identified in section 4 of this Bulletin;

"Land Titles Electronic Filing System (EFS) User's Guide" means that document identified in section 5 of this Bulletin;

"digital signature" as used in this Bulletin, the Requirements for Electronic Transfer Forms and the Land Titles Electronic Filing System (EFS) User's Guide" including any amendments or addenda to these documents means "electronic signature" as defined in Part 10.1 of the Land Title Act. R.S.B.C. 1996, C250 as amended; and

"electronic form" as used in this Bulletin, the Requirements for Electronic Transfer Forms and the Land Titles Electronic Filing System (EFS) User's Guide" including any amendments or addenda to these documents means an "electronic application", "electronic instrument", or "supporting document" as defined in Part 10.1 of the Land Title Act. R.S.B.C. 1996, C250 as amended.

4. ELECTRONIC FORMS:

This Bulletin sets out the Director's Requirements in respect of the following electronic forms:

Electronic Form	Valid Version(s)	Date
Electronic Form A – Freehold Transfer Form	FORM_A_V3 FORM_A_V4 FORM_A_V5 FORM_A_V6 FORM_A_V7 FORM_A_V8 FORM_A_V9 FORM_A_V10 FORM_A_V11 FORM_A_V12 FORM_A_V13 FORM_A_V14 FORM_A_V15 FORM_A_V16 FORM_A_V17 FORM_A_v18 ¹	Jan 2004 Mar 2004 May 2004 June 2004 Nov 2004 April, 2005 May, 2005 Oct, 2005 July, 2006 Oct, 2006 April, 2007 July, 2007 Sept, 2008 Dec, 2008 Mar, 2009 April, 2010
Electronic Form B – Mortgage Form	FORM-B_V3 FORM-B_V4 FORM-B_V5 FORM-B_V6 FORM_B_V7 FORM_B_V8 FORM-B_V9 FORM-B_V10 FORM_B_V11 FORM-B_V12 FORM-B_V13 FORM_B_V14 FORM_B_V15 FORM_B_V16 FORM_B_V17 ¹	Jan2004 Mar 2004 May 2004 June 2004 Nov 2004 April, 2005 June 2005 Oct, 2005 July, 2006 Oct, 2006 April, 2007 July, 2007 Sept, 2008 Mar, 2009 April, 2010
Electronic Form C (Charge)	FORM_C_V3 (Charge) FORM_C_V4 (Charge) FORM_C_V5 (Charge) FORM_C_V6 (Charge) FORM_C_V7 (Charge) FORM_C_V8 (Charge) FORM_C_V9 (Charge) FORM_C-V10 (Charge) FORM_C_V11 (Charge) FORM_C_V12 (Charge) FORM_C_V13 (Charge) FORM_C_V14 (Charge)	Jan 2004 Mar 2004 May 2004 June 2004 Nov 2004 April 2005 June, 2005 Oct, 2005 July, 2006 Oct 2006 April, 2007 July, 2007

	FORM_C_V15 (Charge) FORM_C_V16 (Charge) FORM_C_V17 (Charge) ¹	Sept, 2008 Mar, 2009 April, 2010
Electronic Form C (Release)	FORM_C_V3 (Release) FORM_C_V4 (Release) FORM_C_V5 (Release) FORM_C_V6 (Release) FORM_C_V7 (Release) FORM_C_V8 (Release) FORM_C_V9 (Release) FORM_C_V10 (Release) FORM_C_V11 (Release) FORM_C_V12 (Release) FORM_C_V13 (Release) FORM_C_V14 (Release) FORM_C_V15 (Release) FORM_C_V16 (Release) FORM_C_V17 (Release) ¹	Jan 2004 Mar2004 May 2004 June 2004 Nov 2004 April, 2005 June, 2005 Oct, 2005 July, 2006 Oct, 2006 April, 2007 July, 2007 Sept, 2008 Mar, 2009 April, 2010
Electronic Declaration Form	FORM_DECGEN_V3 FORM_DECGEN_V4 FORM_DECGEN_V5 FORM_DECGEN_V6 FORM_DECGEN_V7 FORM_DECGEN_V8 FORM_DECGEN_V9 FORM_DECGEN_V10 FORM_DECGEN_V11 FORM_DECGEN_V12 FORM_DECGEN_V13 FORM_DECGEN_V14 FORM_DECGEN_V15 FORM_DECGEN_V16 FORM_DECGEN_V17	January 2004 March 2004 May 2004 June 2004 Nov 2004 April 2005 June, 2005 Oct, 2005 July, 2006 Oct, 2006 Nov, 2006 July, 2007 Sept, 2008 Mar, 2009 May, 2009
Electronic Claim of Lien Form	CLAIM OF LIEN_V6 CLAIM OF LIEN_V7 CLAIM OF LIEN_V8 CLAIM OF LIEN_V9 CLAIM OF LIEN_V10 CLAIM OF LIEN_V11 CLAIM OF LIEN_V12 CLAIM OF LIEN_V13 CLAIM OF LIEN_V14 CLAIM OF LIEN_V15 CLAIM OF LIEN_V16 CLAIM OF LIEN_V17 ¹	June 2004 Nov 2004 April, 2005 June, 2005 Oct, 2005 July, 2006 Oct, 2006 April, 2007 July, 2007 Sept, 2008 Mar, 2009 April, 2010

Electronic Form 17 Charge, or Notation Amended Name Electronic Form 17 Charge, Notation or Filing	FORM 17_CHARGE_PILOT V4 FORM 17_CHARGE_V1 FORM 17_CHARGE_V2 FORM 17_CHARGE_V3 FORM 17_CHARGE_V4 FORM 17_CHARGE_V5 FORM 17_CHARGE_V6 FORM 17_CHARGE_V7 ¹	April, 2006 July, 2006 April, 2007 July, 2007 Dec, 2008 Jan, 2009 Mar, 2009 April, 2010
Electronic Form 17 Fee Simple	FORM 17_FEE_SIMPLE_PILOT V4 FORM 17_FEE_SIMPLE_V1 FORM 17_FEE_SIMPLE_V2 FORM 17_FEE_SIMPLE_V3 FORM_17_FEE_SIMPLE_V4 FORM_17_FEE_SIMPLE_V5 FORM_17_FEE_SIMPLE_V6 FORM_17+FEE_SIMPLE_V7 ¹	April, 2006 July, 2006 April, 2007 July, 2007 Dec, 2008 Jan, 2009 Mar, 2009 April, 2010
Electronic Form 17 Cancellation of Charge or Notation Amended Name Electronic Form 17 Cancellation of Charge, Notation or Notation	FORM 17_RELEASE_PILOT V4 FORM 17_RELEASE_V1 FORM 17_RELEASE_V2 FORM 17_RELEASE_V3 FORM 17_RELEASE_V4 FORM 17_RELEASE_V5 FORM 17_RELEASE_V6 FORM 17_RELEASE_V7 FORM 17_RELEASE_V8 ¹	April, 2006 July, 2006 Oct, 2006 April, 2007 July, 2007 Dec, 2008 Jan, 2009 Mar, 2009 April, 2010
Electronic Surveyor Registration	SURVEYOR REGISTRATION - PILOT V3 SURVEYOR REGISTRATION V4 SURVEYOR REGISTRATION V5 SURVEYOR REGISTRATION V6 ¹	April, 2007 July, 2007 Sept, 2008 Mar, 2009
Electronic Application to Deposit Plan at Land Title Office	DSPL Initial Pilot Version 1 DSPL_V2 DSPL_V3 DSPL_V4 DSPL_V5 DSPL_V6 DSPL_V7 ¹	April, 2007 May, 2007 July, 2007 Mar, 2008 Sept, 2008 Mar, 2009 April, 2010
Electronic Survey Plan Certification	SPC Initial Pilot Version 1 SPC_V2 SPC_V3 SPC_V4 SPC_V5 SPC_V6 ¹	April, 2007 July, 2007 Feb, 2008 Sept, 2008 Mar, 2009 April, 2010

Strata Property Act Filing	SPF Initial Pilot Version 1	April, 2007
	SPF_V2	July, 2007
	SPF_V3	Sept, 2008
	SPF_V4	Mar, 2009
	SPF_V5 ¹	April, 2010

¹ Available at the Land Title and Survey Authority Land Titles Division website ltsa.ca

New versions of these electronic forms may be issued from time to time. In addition, previous versions of these electronic forms may be removed from this list. Persons making use of the electronic filing system are responsible for ensuring they only use the most current versions of the electronic forms.

5. DOCUMENTS

In addition to the Act and any associated Regulations under the Act, the following documents are relevant to the Director's Requirements within the scope of this Bulletin:

Document	Valid Version(s)	Date
Requirements for Electronic Transfer Forms ¹ .	Version 1.5	March, 2009
Land Titles Electronic Filing System (EFS) User's Guide ¹	Initial Version	July, 2006
	Version 1.1	April, 2007
	Version 1.2	July, 2008
	Version 1.3	Mar, 2009
	Version 1.4	April, 2010

Please note that the "Requirements for Electronic Transfer Forms" is in the form of changes and extensions to the requirements for filing paper forms as set out in the Land Title (Transfer Forms) Regulation, B.C. Reg. 53/90. In effect, the Requirements for Electronic Transfer Forms is an extension to the general requirements set out in the Regulation.

The Continuing Legal Education Society of British Columbia has published a consolidation of the requirements for both paper and electronic filing entitled, "Land Title Forms Guidebook, Fourth Edition – 2008".

These documents may be amended from time to time and/or addenda issued. Persons making use of the electronic filing system are responsible for ensuring that they have and refer to the current and valid versions of these documents.

6. INTERPRETATION:

The Director's Requirements within the scope of this Bulletin are set out in this document, the Land Title (Transfer Forms) Regulation, the Requirements for Electronic Transfer Forms (and any associated addenda), and the Land Titles Electronic Filing System (EFS) User's Guide (and any associated addenda). The precedence (from highest to lowest) of these documents is as follows:

1. Land Title (Transfer Forms) Regulation, B.C. Reg. 53/90;
2. This Practice Bulletin;
3. Any addenda to the Requirements for Electronic Transfer Forms listed in the “Documents” section above. If more than one addenda exists, more recent addenda take precedence over older ones;
4. The valid version of the Requirements for Electronic Transfer Forms, as listed above;
5. Any addenda to the Land Title Electronic Filing System (EFS) User’s Guide listed above. If more than one addenda exists, more recent addenda take precedence over older ones; and
6. The valid version of the Land Titles Electronic Filing System (EFS) User’s Guide, as listed above.

In the event of any conflict between these documents and the Act or any Regulations under the Act, the Act and Regulations govern.

The electronic filing system has been modelled on the paper system, with only those differences required as a result of use of information technology. Hence, the Requirements for Electronic Transfer Forms has been structured to describe only those changes and extensions to the general requirements for filing documents as set out in the Regulation.

Certain details of the use of the electronic filing system are set out in the Land Titles Electronic Filing System (EFS) User’s Guide (the “User’s Guide”). The Requirements for Electronic Transfer Forms refers to the User’s Guide in several places.

Subsequent uses of the terms “Requirements for Electronic Transfer Forms” and “User’s Guide” are to be understood as referring to the valid version of those documents as amended by any addenda listed in section 5.

7. DIRECTOR’S REQUIREMENTS – SECTION 168.11 and SECTION 168.712(1)

Electronic filing of land titles documents under the Act applies to all land title districts and to those applications, instruments, plans and other documents as listed in section 4 of this Bulletin.

8. DIRECTOR’S REQUIREMENTS – SECTION 168.21 and SECTION 168.721 (1)

The Director’s Requirements under sections 168.21 and 168.721 are as follows:

1. Valid versions of the electronic forms A, B, C (Charge), C (Release), CBL (Claim of Lien), Form 17 Fee Simple, Form 17 Charge, Notation or Filing and Form 17 Cancellation of Charge or Notation, Application to Deposit Plan in Land Title, Surveyor Certification Form and the Strata Property Act Filing form as listed in section 4 above may be submitted under section 168.4 and 168.74;
2. The information required by the Director for each of these forms is described in the Requirements for Electronic Transfer Forms;
3. The manner of completion of the electronic applications and electronic instruments is

described in the Requirements for Electronic Transfer Forms. In several instances, the Requirements for Electronic Transfer Forms refer to the User's Guide for additional explanatory information. In particular, the User's Guide provides additional information about:

- Detailed procedures for affixing digital signatures to electronic forms;
- Importing "profiles" of commonly used data into electronic forms;
- Appending an electronic express terms page to an electronic Form B; and
- Appending an electronic express terms page to an electronic Form C.
- Details for completing and submitting a Surveyor Registration form, Requesting electronic plan numbers, Surveyor Plan Certification, Application to Deposit Plan at Land Title Office

9. DIRECTOR'S REQUIREMENTS – SECTION 168.3(2) and SECTION 168.732 (2)

The Requirements for Electronic Transfer Forms describes the requirements for incorporating an electronic signature into an instrument for each of the electronic applications, electronic instruments, electronic plan application or electronic plan listed in section 4 above. The User's Guide provides additional explanatory information about affixing a digital signature.

10. DIRECTOR'S REQUIREMENTS – SECTION 168.4(1) and SECTION 168.741 (1)

The section of the User's Guide entitled, "Using EFS Online" describes the manner with which an electronic instrument, electronic application, electronic plan application or electronic plan is to be transmitted electronically to the land title office.

The section of the User's Guide entitled, "Getting Started" establishes the technology that must be used to transmit an electronic application or instrument to the land title office.

11. DIRECTOR'S REQUIREMENTS – SECTION 168.41(2) and SECTION 168.741 (2)

For each electronic form, the relevant section of the Requirements for Electronic Transfer Forms identifies if and under what circumstances supporting documentation is a requirement of an electronic application or electronic plan application. Examples of the required supporting documents are as follows:

1. An election and authorization to proceed under s. 216(2)(b) of the Act;
2. A Form F or Form E under the *Strata Property Act*;
3. An affidavit in accordance with s. 49 of the Act;
4. Issues identified by examiners in official defect notices; and
5. Statutory declarations.

6. A corporate certificate. A corporate certificate should be attached to a declaration.
7. The supporting documents listed in the above Items 1, 2, 3 and, 5 may either be described or be attached as an image to a declaration and may include the following:
 - Court certified Order appointing Committee
 - Certified copies of Municipal bylaws and City of Vancouver resolutions
 - A resolution made by a Strata Corporation
 - A certificate made by the Agricultural Land Commission
 - Consent under the Cemeteries Act
 - Schedule of Consents Strata Property Act – Subdivision of Common Property
 - Conversion from strata plan Section 272 SPA - schedule of consents
 - Surveyor General Order approving Block Outline Posting
 - Ministerial Order or certified copy
 - Trust Agreements
 - Affordable Housing Agreement - Minister's consent to a transaction
 - Minister's Order Surveyor Generals order for Cancellation of plan comprising Crown land S.136
 - Authority to Hold Statutory Rights of Way and Covenants S.218 (d) and 219 (3) LTA
8. Any of the supporting documents listed in items 1, 2, 3, 5 and those identified in the attached Schedule A may be attached as an image to a Declaration.
9. Images of Original Supporting documents attached to the Form 17 Fee Simple, Form 17 Charge, Notation or Filing or the Form 17 Cancellation of Charge, Notation or Filing as identified in the attached Schedule A.
10. Images of survey plans attached to the Surveyor Plan Certification
11. Images of Original Supporting documents required under the Strata Property Act and Regulations attached to the *Strata Property Act* filing as follows:
 - Form D – Strata Corporation Change of Mailing Address
 - Form E - Certificate of Strata Corporation
 - Form I – Amendment to Bylaws
 - Form O – Leasehold Strata Plan Schedule
 - Form P – Phased Strata Plan Declaration or Amended Declaration
 - Form V – Schedule of Unit Entitlement
 - Form W – Schedule of Voting Rights
 - Form X – Strata Corporation Mailing Address
 - Form Y– Owner Developers' Notice of Different Bylaws
 - Form Z.1 – Amended Schedule of Interest Upon Destruction
 - Amalgamation Agreement

The Requirements for Electronic Transfer Forms is the authoritative source for information as to the circumstances where supporting material is to be provided.

Where such supporting documentation is required, it is to be provided in the form of the valid electronic Declaration Form as listed in section 4. The Requirements for Electronic Transfer Forms provides completion instructions in respect of these electronic Declarations. Additional explanatory information is provided in the User Guide.

12. DIRECTOR'S REQUIREMENTS – SECTION 168.41(3) (b)

For each electronic form, the relevant section of the Requirements for Electronic Transfer Forms identifies if and under what circumstances supporting documentation may be a true copy of the supporting document. An example of a designated true copy of supporting documents is as follows:

1. Form F under the Strata Property Act

Where such supporting documentation is required, it is to be provided in the form of the valid electronic Declaration Form as listed in section 4. The Requirements for Electronic Transfer Forms provides completion instructions in respect of these electronic Declarations. Additional explanatory information is provided in the User Guide.

13. DIRECTOR'S REQUIREMENTS – SECTION 168.41(4) and SECTION 168.741 (5)

The Requirements for Electronic Transfer Forms describes the requirements for incorporating an electronic signature into an electronic declaration. The User Guide provides additional explanatory information about affixing an electronic signature.

14. DIRECTOR'S REQUIREMENTS – SECTION 168.721 (1)

The designated requirements for Electronic plan applications and electronic plans submitted under section 168.74 are contained in the following Schedule B.

SCHEDULE A

ELECTRONIC FORM 17 FEE SIMPLE	Attach an image of the following approved supporting documents
Amendment to Title Owner Name	<input type="checkbox"/> Statutory declaration and consents of registered owners which may be required by the Registrar
Application by Owner of Absolute Fee for Indefeasible Title	<input type="checkbox"/> <i>Land Title Act</i> Form 20
Application for Cancellation of Interior Lot Lines	<input type="checkbox"/> <i>Land Title Act</i> Form 14
Application to Consolidate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for owner(s) requiring consolidated title
Application for Separate Title s.192 LTA	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each separate title
Application for Title s.192(1)	<input type="checkbox"/> No attachment is required <input type="checkbox"/> Separate application is required for each new title
Application for Title to Road	<input type="checkbox"/> Attachment may not be required
Bankruptcy	<input type="checkbox"/> Court certified copy of the Court Order or Assignment
Cancel Plan s.136 LTA	<input type="checkbox"/> Certified copy Minister's or <input type="checkbox"/> Surveyor General's Order
Cancellation of Strata Plan	<input type="checkbox"/> <i>Strata Property Act</i> Form E, Conversion Schedule, written consents of applicable charge holders and Registrars order
Certificate as to Highway	<input type="checkbox"/> <i>Land Title Act</i> Form 12
Change of Address	<input type="checkbox"/> Originally signed paper Land Title Form 15 or letter from the registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name - Amalgamation of Companies	
Crown Grant Submitted by Surveyor General	<input type="checkbox"/> Original Crown Grant issued by the Surveyor General
Escheat	<input type="checkbox"/> Copy of the ministerial order for assignment or restoration of title S.5 Escheat Act
<i>Expropriation Act</i> – Fee Simple (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time

Expropriation Act – Road Dedication (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Foreclosure	<input type="checkbox"/> Court certified copy of the Court Order; make application for mergers in the additional information textbox
Registrar’s Order to Cancel Plan Part 8 LTA	<input type="checkbox"/> Originally signed Registrar’s Order s.135 LTA This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Remove Crown Land S.103 <i>Land Act</i>	<input type="checkbox"/> Letter signed on the Minister’s behalf by the Surveyor General
<i>Taxation (Rural Area) Act</i> – Certificate of Forfeiture	<input type="checkbox"/> Certificate signed by the Surveyor of Taxes
<i>Taxation (Rural Area) Act</i> – Certificate of Redemption	
Tax Sale - Certificate of Non-Redemption	<input type="checkbox"/> <i>Local Government Act</i> - Certificate template reproduced in the Land Title Practice Manual from the local government for Certificate of Non-Redemption and where applicable <input type="checkbox"/> Letter from the Crown waiving the interest of the Crown under the <i>Escheat Act</i>
Title to Closed Road	<input type="checkbox"/> No attachment, application made pursuant to Section 40 <i>Community Charter</i> and <i>Land Title Act</i> Section 120
Title to Crown Land – SRW S.24 BC Regs 334/79	<input type="checkbox"/> No attachment
Transmission to Executor or Administrator	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure
Transmission to Surviving Joint Tenant	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority or <input type="checkbox"/> Certified copy of letters probate or administration
Vesting by Court Order	<input type="checkbox"/> Court certified copy of the Court order

ELECTRONIC FORM 17 NATURE OF CHARGE, NOTATION OR FILING	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by the minister responsible for the Ministry of Lands, Parks and Housing or an authorized signatory BC Housing Management Commission
Agricultural Land Reserve Inclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>
Amendment to Charge Owner Name	<input type="checkbox"/> Statutory declaration and any consents of registered owners which may be required by the Registrar
Amendment to Filed Plan	<input type="checkbox"/> Statutory declaration and <input type="checkbox"/> Consents of owners, if required
Application for Duplicate Indefeasible title	<input type="checkbox"/> <i>Land Title Act</i> Form 22
Assignment of Judgment	<input type="checkbox"/> <i>Land Title Act</i> Form 28
Builders Lien (By Court Order)	<input type="checkbox"/> Court certified copy of the Court Order
Caveat	<input type="checkbox"/> <i>Land Title Act</i> Form 38 or <input type="checkbox"/> Other form acceptable to the Registrar This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
Certificate of Charge	<input type="checkbox"/> Signed letter of application
Certificate of Levy	<input type="checkbox"/> the certificate of levy signed by a person designated on the certificate as an authorized signatory of the resort association
Certificate of Pending Litigation	<input type="checkbox"/> <i>Land Title Act</i> Form 31 or <input type="checkbox"/> <i>Land Title Act</i> Form 32 or <input type="checkbox"/> <i>Land Title Act</i> Form 33 or <input type="checkbox"/> <i>Land Title Act</i> Form 34 and <input type="checkbox"/> the originating process or, if applicable, the notice of motion or other document by which the claim is made This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> <i>Land Title Act</i> Form 31 And the originating process or, if applicable, the notice of motion or other document by which the claim is made This transaction will receive preliminary examination prior to receiving immediate application number, date and time
Certificate of Title to Minerals	<input type="checkbox"/> Application in letter form
Change of Address	<input type="checkbox"/> Originally signed <i>Land Title Act</i> paper Form 15 or letter from registered owner
Change of Name	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority <input type="checkbox"/> Where Land Title staff are able to verify the company status an imaged certificate may not be required
Change of Name – Amalgamation of Companies	
Change of Name – Amalgamation of Companies – Lease	
Change of Name – Amalgamation of Companies – Right to Purchase	
Conditional Right of Entry	<input type="checkbox"/> Original or a certified copy of the Schedule I or II, as applicable under Bank Special Security Regulations
<i>Corporation Capital Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Corporation Capital Tax Act</i> Lien form issued by the Ministry of Finance
Court Order – <i>Family Maintenance Enforcement Act</i>	<input type="checkbox"/> Court certified copy of the Court Order
Court Order – <i>Family Relations Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Business Practices and Consumer Protection Act</i> <input type="checkbox"/> Copy of the certificate of public interest
<i>Cremation, Interment and Funeral Services Act</i> Amendment	<input type="checkbox"/> Amendment letter signed by the Director under <i>Business Practices and Consumer Protection Act</i>
Crystallized Floating Charge	<input type="checkbox"/> Instrument creating the floating charge or <input type="checkbox"/> Reference the previously filed mortgage number in additional information and <input type="checkbox"/> Sworn declaration as to proof of crystallization
<i>Expropriation Act</i> – Amended Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 4 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

<i>Expropriation Act – Covenant (Provincial)</i>	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act – Statutory Right of Way (Provincial)</i>	<input type="checkbox"/> <i>Expropriation Act</i> Form 9 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> Notice (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 1 and where applicable <input type="checkbox"/> <i>Expropriation Act</i> Form 2 and where applicable <input type="checkbox"/> Written instrument in form and substance capable of registration as a charge This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed paper forms
Foreclosure of Lease	<input type="checkbox"/> Court certified copy of the court order
Foreclosure of Mortgage	
Foreclosure of Right to Purchase	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed under the <i>Ministry of Forests and Range Act</i>
Heritage Status Notice	<input type="checkbox"/> Letter form signed under the authority of the minister
<i>Hospital Act</i> Notice	<input type="checkbox"/> Where applicable, a letter signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or <input type="checkbox"/> Where applicable, letter signed under the direction or authority of the minister responsible for the <i>Hospital Act</i>
<i>Hotel Room Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Hotel Room Tax Act</i> Lien form issued by the Ministry of Finance
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> An original of the agreement pursuant to the <i>Industrial Operation Compensation Act</i> from the Minister of Environment Lands and Parks or the minister responsible for the administration of the Ministry of Forests and Range Act
Injunction	<input type="checkbox"/> Court certified copy of the court order This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

<i>Insurance Premium Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Insurance Premium Tax Act</i> Lien form issued by the Ministry of Finance
Judgment	<input type="checkbox"/> Certificate or where applicable <input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> For a renewal of judgment, attach an image of the original registered judgment; apply for a renewal in the additional information field
<i>Land (Spouse Protection) Act</i> Charge	<input type="checkbox"/> Originally signed paper <i>Land (Spouse Protection) Act</i> prescribed forms A and B
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 prescribed Forms or where applicable <input type="checkbox"/> <i>Land Tax Deferment Act</i> Regulation BC Reg. 57/98 special agreement
Land Use Contract (Amended by Bylaw)	<input type="checkbox"/> Certificate template reproduced in the Land Title Practice Manual from the local government
<i>Legal Profession Act</i>	<input type="checkbox"/> Judicial evidence such as a declaration of the court as to the existence of the charge
Life Estate – Reserved in Form A	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application
<i>Logging Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Logging Tax Act</i> Lien form issued by the Ministry of Finance
<i>Mineral Tax Act</i> Lien	<input type="checkbox"/> the originally signed <i>Mineral Tax Act</i> Lien form issued by the Ministry of Finance
<i>Motor Fuel Tax Act</i> Charge	<input type="checkbox"/> Originally signed <i>Motor Fuel Tax Act</i> form issued by the Ministry of Finance
Mountain Resort Improvement District – Establishment	<input type="checkbox"/> Copy of letters patent certified by the Ministry of Municipal Affairs or other appropriate government official (s.732 Local Government Act)

Municipal Government Notice	<input type="checkbox"/> Originally signed notice in Municipal letterhead or <input type="checkbox"/> Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption Resort Municipality of Whistler Act or <input type="checkbox"/> Heritage Designation Bylaw or <input type="checkbox"/> Notice of Appropriation Bylaw
Notice of Contaminated Land, LTA s.392 - Provincial	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the <i>Environmental Management Act</i>
Notice of Interest <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper <i>Builders Lien Act</i> Form 1
Notice of Tax Sale	<input type="checkbox"/> <i>Local Government Act</i> - originally signed notice in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Property Security Act</i> , Court Order	<input type="checkbox"/> Court certified copy of the Court Order
<i>Personal Property Security Act</i> , Notice of Extension	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> form
<i>Personal Property Security Act</i> , Notice	
<i>Personal Property Security Act</i> , Notice Expires	
<i>Personal Property Security Act</i> , Notice of Assignment	<input type="checkbox"/> <i>Personal Property Security Act</i> Form 2

Petition to Cancel Plan Part 8 LTA	<input type="checkbox"/> Initial Petition to Registrar s.123 LTA and where applicable <input type="checkbox"/> Subsequent documents related to the service and hearing s.125 and s.126 LTA attached to a declaration and submitted with any additional fees required This transaction will receive preliminary examination prior to receiving immediate application number, date and time
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, authorizing the entry, occupancy or use or <input type="checkbox"/> a copy of the order of the Mediation and Arbitration Board, certified by the Board, assigning the order
Possibility of Reverter	<input type="checkbox"/> Describe as one number less than Crown Grant or Form A in additional information
Postponement Agreement (Form 24)	<input type="checkbox"/> <i>Land Title Act</i> Form 24
Power of Attorney	<input type="checkbox"/> Originally signed paper Power of Attorney and where applicable, <input type="checkbox"/> proof of the attorney's age or <input type="checkbox"/> Certified copy, accompanied by applicable evidence, pursuant to S.51 LTA
PPSA - Demand for Notice of Amendment, Extension or Cancellation	<input type="checkbox"/> True copy of the demand and <input type="checkbox"/> Affidavit from the person who gave the demand
<i>Property Transfer Tax Act</i> Charge	<input type="checkbox"/> Originally signed <i>Property Transfer Tax Act</i> Charge form issued by the Ministry of Finance
<i>Property Transfer Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Property Transfer Tax Act</i> Lien issued by the Ministry of Finance
Provisional Indefeasible Title	<input type="checkbox"/> Proof of loss or destruction by statutory declaration from the registered owner(s) and, where applicable, <input type="checkbox"/> From the party(ies) whose hands the duplicate indefeasible title has passed through and, where applicable <input type="checkbox"/> Subsequent Proof of advertising may be attached to a corrective declaration and submitted following the initial application <input type="checkbox"/> This transaction will receive preliminary examination prior to receiving immediate application number, date and time.

<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter pursuant to the <i>Public Health Act</i> by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister or regional or district manager appointed under the <i>Ministry of Forests and Range Act</i>
Representation Agreement	<input type="checkbox"/> Originally signed paper Representation Agreement or when applicable <input type="checkbox"/> Certified copy of a Representation Agreement and <input type="checkbox"/> Form 1, Certificate of Representative or Alternate Representative <input type="checkbox"/> Form 2, Consultation Certificate and where applicable <input type="checkbox"/> Form 3, Certificate of Monitor <input type="checkbox"/> Form 4, Certificate of Person signing for the adult <input type="checkbox"/> Form 5, Certificate of Witness
Resort Associations Act Area – Establishment	<input type="checkbox"/> certificate issued by the Registrar of Companies (s.9 Resort Associations Act)
Resort Municipality of Whistler-Certificate of Levy	<input type="checkbox"/> Certificate of Levy
Right of Entry	<input type="checkbox"/> Describe as one number less than Crown Grant or Form A in additional information
Scheme of Replotting	<input type="checkbox"/> Certified copy of resolution of Council and copies of plans referred to in <i>Local Government Act</i> s.989(2)(a)
<i>Securities Act</i> Charge	<input type="checkbox"/> Notice in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Securities Act</i> Charge, Modification	<input type="checkbox"/> Copy of the modification in letter form signed by British Columbia Securities Commission This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Social Service Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Social Service Tax Act</i> Lien issued by the Ministry of Finance
Special Survey, Land Title Act Order	<input type="checkbox"/> Order under Part 23 <i>Land Title Act</i>
Special Survey, <i>Land Title Act</i> Supplemental Order	<input type="checkbox"/> Supplemental Order under Part 23 <i>Land Title Act</i>

Statutory Building Scheme	<input type="checkbox"/> Originally signed paper Declaration of Building Scheme <i>Land Title Act</i> Form 35
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form G
Surveyor's Report - Special Survey	<input type="checkbox"/> Surveyor's report
<i>Taxation (Rural Area) Act</i> Lien	<input type="checkbox"/> Originally signed <i>Taxation (Rural Area) Act</i> Lien form issued by the Collector
Timber Reservation	<input type="checkbox"/> Copy of Crown Grant or Form A containing the reservation
<i>Tobacco Tax Act</i> Lien	<input type="checkbox"/> Originally signed <i>Tobacco Tax Act</i> Lien form issued by the Ministry of Finance
Transfer of Mortgage (Form 27)	<input type="checkbox"/> <i>Land Title Act</i> Form 27
Transmission to Executor/Administrator – Lease	<input type="checkbox"/> Court certified Grant of Probate or Letters of Administration, court certified declaration and disclosure statement that correctly describes the charge affected
Transmission to Executor/Administrator – Charge (No PTT)	
Transmission to Executor/Administrator - Right to Purchase	
Transmission to Surviving Joint Tenant – Lease	<input type="checkbox"/> Original Certificate issued by Vital Statistics or <input type="checkbox"/> If the certificate is issued outside BC, the appropriate governmental authority or <input type="checkbox"/> Court certified copy of letters probate or administration
Transmission to Surviving Joint Tenant - Life Estate	
Transmission to Surviving Joint Tenant - (No PTT)	
Transmission to Surviving Joint Tenant - Right to Purchase	
Undersurface and Other Exc & Reservations	<input type="checkbox"/> Original Crown Grant issued by the Surveyor General
Undersurface Rights – Reserved in Form A	<input type="checkbox"/> No attachment, describe reservation contained in Form A as e.g. 1 number less than this application
Vesting Order of Lease	<input type="checkbox"/> Court certified copy of the Court Order
Vesting Order of Mortgage	
Vesting Order of Right to Purchase	
ELECTRONIC FORM 17 CANCELLATION OF CHARGE OR NOTATION	Attach an image of the following approved supporting documents
Affordable Housing Agreement	<input type="checkbox"/> Letter form signed by authorized signatory for BC Housing Management Commission
<i>Agricultural Credit Act</i> Charge	<input type="checkbox"/> Certificate from Minister of Agriculture and Lands
Agricultural Land Reserve - Exclusion	<input type="checkbox"/> Letter form, signed by authorized signatory on behalf of the <i>Agricultural Land Commission Act</i>

Assignment of Rents (in Paper Form C Original)	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage which includes an Assignment of Rents
Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of court order
Caveat	<input type="checkbox"/> Originally signed Land Title Act Form 39 or <input type="checkbox"/> Letter signed by the caveator with officer certification
Certificate of Pending Litigation	<input type="checkbox"/> Originally signed letter from Solicitor or petitioner where the action is neither discontinued nor dismissed, copy of the Notice of Change of Solicitor where applicable or <input type="checkbox"/> Court certified copy of court order or <input type="checkbox"/> Certificate of the court
Certificate of Pending Litigation – <i>Builders Lien Act</i>	<input type="checkbox"/> Court certified copy of the court order and certificate
Charge (by Court Order)	<input type="checkbox"/> Court certified copy of the court order and, if applicable, certificate (do not select for cancellation of a Right to Purchase)
Charge by Effluxion of Time	<input type="checkbox"/> Apply to cancel a charge which has expired, other than a Claim of Builders Lien. Complete the Charge No. field and state the nature of the charge to be cancelled in additional information e.g. Lease by Effluxion of time or <input type="checkbox"/> Where a supporting document is required attach the image of the originally signed supporting document e.g. a statutory declaration
Claim of Builders Lien (by Court Order)	<input type="checkbox"/> Court certified copy of the certificate of the registrar of the court
Claim of Builders Lien by Effluxion of Time	<input type="checkbox"/> Attachment may not be required
Claim of Builders Lien Notice to Commence an Action	<input type="checkbox"/> Originally signed statutory declaration, Form 6 <i>Builders Lien Act</i>
Court Order - Family Relations Act	<input type="checkbox"/> Court certified copy of the court order
Court Order - <i>Family Maintenance Enforcement Act</i>	
<i>Cremation, Interment and Funeral Services Act</i>	<input type="checkbox"/> Letter signed by the Director under <i>Cremation, Interment and Funeral Services Act</i>
Crown Debt	<input type="checkbox"/> Attach an image of the appropriate supporting documentation from the Crown required under the specific legislation

<i>Escheat Act</i> – Cancellation of Mortgage	<input type="checkbox"/> Statutory declaration signed by the former director or officer of the dissolved company and if required <input type="checkbox"/> Letter of non objection from the Attorney General
<i>Expropriation Act</i> – Abandoned (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 7 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Expropriation Act</i> – Cancellation (Provincial)	<input type="checkbox"/> <i>Expropriation Act</i> Form 6 This transaction will receive preliminary examination prior to receiving immediate application number, date and time.
<i>Family Relations Act</i> Charge	<input type="checkbox"/> Originally signed prescribed <i>Family Relations Act</i> form Notice of Cancellation Form C or E or <input type="checkbox"/> Court certified copy of the court order
<i>Family Relations Act</i> Charge (Postponement)	
<i>Forest Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the Minister or regional or district manager appointed under the <i>Ministry of Forests and Range Act</i>
Heritage Status Notice	<input type="checkbox"/> Letter form signed by or on behalf of the minister responsible for the <i>Heritage Conservation Act</i> .
<i>Hospital Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the chief inspector under the <i>Hospital Act</i> or by the minister responsible for the <i>Hospital Act</i>
<i>Human Resource Facility Act</i> Notice	<input type="checkbox"/> Letter form signed under the direction or authority of the minister responsible for the <i>Human Resource Facility Act</i> .
<i>Industrial Operation Compensation Act</i> Agreement	<input type="checkbox"/> Letter signed by the Minister of Environment Lands and Parks or the minister responsible for the administration of the <i>Ministry of Forests and Range Act</i> on Ministry letter head
Injunction	<input type="checkbox"/> Court certified copy of the court order
Judgment (by Court Order or Certificate)	<input type="checkbox"/> Court certified copy of the court order or <input type="checkbox"/> Acknowledgment of Payment in Form 50
<i>Land (Spouse Protection Act)</i> Charge	<input type="checkbox"/> Original LSPA Form C Abandonment or the original Court Certified copy of certificate of divorce or decree of nullity of the court and <i>Land Spouse Protection Act</i> Form D.
<i>Land Tax Deferment Act</i> Agreement	<input type="checkbox"/> Notice of Satisfaction
Land Use Contract	<input type="checkbox"/> Municipal Certified bylaw

Life Estate (with Death Certificate)	<input type="checkbox"/> Original Certificate issued by the appropriate governmental authority
Modification	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
Mortgage (in Paper Form C Original)	<input type="checkbox"/> Originally signed paper <i>Land Title Act</i> Form C Discharge of Mortgage
Mountain Resort Improvement District - Dissolved	<input type="checkbox"/> dissolution order of the Lieutenant Governor in Council (s.735 Local Government Act)
Municipal Government Notice	<input type="checkbox"/> Originally signed letter on Municipal letterhead or <input type="checkbox"/> Modified Certificate templates reproduced in the Land Title Practice Manual for the following: Contravention of Building Requirements Development Variance Permit Heritage Designation Heritage Status Notice Housing Agreement Notice Local Government Act, Restrictions on Dealings Notice of Appropriation Notice of Contaminated Land Notice of Housing Agreement Notice of Permit Notice of Tax Exemption Resort Municipality of Whistler Act or <input type="checkbox"/> Heritage Designation Bylaw or <input type="checkbox"/> Court certified copy of the Court Order
Notation by Effluxion of Time	<input type="checkbox"/> No attachment e.g. <i>Wills Variation Act</i>
Notice of Contaminated Land, <i>Land Title Act</i> s.392	<input type="checkbox"/> Letter signed by or on behalf of the waste management director appointed under the Environmental Management Act
Notice of Interest, <i>Builders Lien Act</i>	<input type="checkbox"/> Originally signed paper letter
Notice of Tax Sale Redemption	<input type="checkbox"/> <i>Local Government Act</i> - originally signed notice by the collector in Municipal letterhead or Certificate template reproduced in the Land Title Practice Manual
<i>Personal Properties Security Act</i> Notice	<input type="checkbox"/> Originally signed paper prescribed <i>Personal Property Security Act</i> Form
<i>Petroleum and Natural Gas Act</i> Order	<input type="checkbox"/> A certified copy of the order of the Mediation and Arbitration Board certified by the Board

Priority Agreement	<input type="checkbox"/> Concurrent with cancellation of the related charge in an attached supporting document
<i>Public Health Act</i> Notice	<input type="checkbox"/> Originally signed letter by a Public Health Officer on Ministry letter head
<i>Range Act</i> Notice	<input type="checkbox"/> Letter under the direction or authority of the Minister for or regional or district manager appointed under the Ministry of <i>Forests and Range Act</i>
<i>Resort Associations Act</i> Area – Dissolved	<input type="checkbox"/> Proof from the appropriate Minister or Public Officer
Revocation of Power of Attorney/Representation Agreement	For a Power of Attorney <input type="checkbox"/> Revocation Form 8 or <input type="checkbox"/> Sufficient evidence to effect the revocation or <input type="checkbox"/> Expiration of time – no attachment – state by expiration of time in additional information For a Representation Agreement <input type="checkbox"/> Sufficient evidence in accordance with the Representation Agreement Act to effect the revocation
Right of Resumption Community Charter	<input type="checkbox"/> Letter from the corporate officer on municipal letterhead in accordance with the regulations.
Right to Purchase (by Court Order)	<input type="checkbox"/> Court certified copy of the court order
<i>Securities Act</i> Charge	<input type="checkbox"/> Revocation in letter form signed by British Columbia Securities Commission
Special Survey, <i>Land Title Act</i> Order	<input type="checkbox"/> Order in Council
<i>Strata Property Act</i> Lien	<input type="checkbox"/> Originally signed paper <i>Strata Property Act</i> Form H

Schedule B

Director's requirements for electronic plans - **General**

All signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at the Land Title office.

Minor changes have been made to existing required signatures and notations where they refer to "shown on plan hereon" or similar language and replaced to facilitate the electronic filing of plans to the land title office.

Director's requirements have been made where there are no existing survey rules for electronic plans. It is anticipated that some of the following requirements may be moved to the General Survey Instruction Rules in future.

Copies	LTA S.67(s) S.168.712		LTA Section 168.712(3) Section 245(e) [copies accompanying strata plan tendered for deposit] of the Strata Property Act and the following sections of this Act do not apply in relation to electronic plans: (b) section 67(s) [copies accompanying plan tendered for deposit]; (c) section 144(2)(b) [copies accompanying air space plan tendered for deposit];	<i>A Director's instruction is not required as specific legislation exists.</i>
General Plan Specifications	Land Title Act and Regulations	Survey Rule	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Standards		S.3-3 (13)	Plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
Margin		S.10-14 (1)	(1) Plans must have a rectangle that has an area of not less than 150 cm ² relative to the intended plot size, preferably in the top right corner of the plan, which will contain the notation required under section 10-15 (a) with the remaining area left blank for the use of the registrar.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
Material and Plan Sheet Sizes		S.3-1 (1)	The plan image must be created as a PDF file compatible with Adobe Acrobat 6.0, or higher, with a resolution of not less than 600 dots per inch and having an intended plot size of A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm	<i>A Director's instruction is not required as a specific survey rule exists.</i>

General Plan Specifications	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
SRW Sheet Sizes		S.3-1 (2)	The intended plot size of right of way plans must be the standard sheet sizes required by subsection (1) if possible but the intended plot size must not in any case exceed 4 metres in length and 0.75 metres in width.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
Lettering and boundaries	LTA S.168.721 (3)	S.3-3	(1) All features in an electronic plan must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not acceptable).	<i>Land Title Act S.168.721(3)</i> Unless the director otherwise permits, all information in an electronic plan must be depicted in black on a white background. <i>A Director's instruction is not required.</i>
			(2) Except in the cases of a building strata plan and a posting plan, other than a block outline posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
			(7) The plan image must contain no signatures.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
			(10) Lettering on plan images must be in a black font and must not be less than 2.0 mm in height when produced at the intended plot size.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
			(11) Plan images must be capable of being produced so that the resulting copy shows a clear and legible image at the intended plot size.	<i>A Director's instruction is not required as a specific survey rule exists.</i>
Plan Title and Type of Plan	LTA 67(c)	S.10-12	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic plan</i> An electronic plan must have a title including the purpose of the plan that includes the legal description, in accordance with the register, of the land and indicate whether all or part of that land is being dealt with.

General Plan Specifications	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Original		S.3-3 (12)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction - Survey Rule 3-3 (12) does not apply to electronic plans.</i>
Abbreviations - Legend		S.3-4 (1)(d)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic plan must be the same as Survey Rule S.3-4(1)(d).</i>
Plan Number Block		S.10-15 (a) S.3-4 (2)(m)	<p>The pre-assigned plan number as prescribed by the Surveyor General or the Director of Land Titles must be prominently displayed in the top right corner, immediately below the top margin as follows:</p> <p>Plan [plan number];</p> <p>This requirement does not apply to plans submitted pursuant to the <i>Petroleum and Natural Gas Act</i>,</p>	<i>A Director's instruction is not required as a specific survey rule exists.</i>
Regional District		S.3-4 (2) (i)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic plan must be the same as Survey Rule S.3-4(2)(i).</i>
Scale		S.3-4 (1)(a)	<p>the plan must contain the following information and the information required under subsection(2):</p> <p>(a) <u>Electronic Plans</u> bar scale and the following notation: The intended plot size of this plan is ___mm in width by ___mm in height (insert sheet size e.g. D size) when plotted at a scale of 1:___.</p>	<i>A Director's instruction is not required as a specific survey rule exists.</i>
		S.3-2 (1) and (2)	(2) The smallest scale and sheet size that will permit all required detail and information to be shown on the plan without congestion at the intended plot size must be used.	<i>A Director's instruction for an electronic plan; The intended plot size scale must be the same as specified Survey Rule S.3-2 (1).</i>
Airspace Plan Number Block		S.10-17 (o)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.10-17(o).</i>

Registrar's Signature		S.10-15 (b)	(b) the notation required under hardcopy submission is not required to be shown on the plan image;	<i>Director's instruction for an electronic plan</i> an annotation line containing the date of application, application number and status of the plan appears on a print of the plan image following electronic submission
General Plan Specifications	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
North Point		S.3-4 (1)(b)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(b).</i>
Metric Statement		S.3-4 (1)(h)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(h).</i>
Bearing Derivation		S.3-4 (1)(c)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(c).</i>
Old legal parcel ghosted in		S.3-4 (1)(s)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(s).</i>
Lot numbering		S.10-14 (2)(k)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.10-14(2)(k).</i>
Plot Statutory Right of Ways and Easements		S.3-4 (1)(k)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(k).</i>
Geographic Referencing		S.3-4 (1)(e)	<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(1)(e).</i>
Cadastral Surveys in Integrated		S.3-4 (3)	<i>No current specific Survey Rule for electronic plans.</i>	<i>Director's instruction; Electronic plans must comply with Survey Rule S.3-4(3).</i>

Surveyor Certification	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Surveyor's Certification	LTA S.67 (t) S.168.721 S.168.73 BC Reg 334/79	S.3-4 (2)(f)	<p>the following notation must be shown on the plan image:</p> <p>(i) For plans based on field survey: The field survey represented by this plan was completed by [full name of BCLS], BCLS on the [dd] day of [month], [yyyy].</p> <p>(ii) For plans based on existing records: This plan is based on the following Land Title and Survey Authority of BC records: (list plans and documents used to compile the plan) [full name of BCLS], BCLS</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Director's instruction - the the surveyor's certificate in the form approved in the Director's Requirements and Approval for Paper Forms and Hardcopy Plans (Practice Bulletin 01-10) Form 9 Statement by Surveyor or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i></p> <p>I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for an explanatory plan:</i></p> <p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____ and that the plan is correct in accordance with Land Title Office records.</p>

Form of Application	<i>Land Title Act and Regulations and Practice</i>	Survey Rules		Directors Requirements for Electronic plans and applications June 2008
General - Plan Application	LTA S.92(1) S.168.721 LTA Regulation 334/79	NA	<i>There are no Survey Rules for electronic plan applications</i>	<i>Director's instruction</i> - The form designated by the Director to accompany electronic plans is the electronic Application to Deposit Plan in Land Title Office.
Owners' Signatures	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Signatures required on land title plans	LTA S.72(2) S.97(2) S.103(b) S.168.731(2)	S.3-3 (7)	The plan image must contain no signatures.	<i>Director's instruction</i> The signatures required under hardcopy submission are now located on the electronic Application to Deposit Plan form for electronic plan submissions.
		S.10-13	Electronic plans must not contain the signatures of owners and witnesses.	

Owners' Signatures	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Consents S.100 (1) (b)	LTA S.100(1) (b) S.168.731(2) BC reg 334/79		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction</i> for an electronic reference plan or an explanatory plan tendered for deposit under <i>Land Title Act</i> section 100(1)(b):</p> <p>The plan must be accompanied by an electronic Application to Deposit a Plan at Land Title office form signed by the owner in fee simple and consented to by each holder of a registered charge and the signature for any necessary approvals.</p> <p><i>Add the following note and signatures to the electronic plan application</i></p> <p>(NOTE: Consent by a holder of a registered mortgage of the fee simple operates, on deposit of the plan, to extend the mortgage to the whole of the new parcel shown on the plan EPP_____.)</p> <p>I/We, _____ of _____, the holders of the following registered charges, consent to the deposit of Plan EPP _____.</p> <p>[Fill in Registration No. of Charge] _____ [fill in the name of charge holder] _____ [signature] _____ [fill in the name of signatory] _____ [signature] _____ Witness Name [fill in witness name] _____ Address [fill in witness address] _____ Witness occupation [fill in witness occupation] _____</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Covenant required by Approving officer as a condition of Subdivision Approval	LTPM paragraph 14.207	S.10-15 (e)	(e) the notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image;	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image if a covenant in favour of the Crown, a Crown corporation or agency, a municipality or a regional district is a condition of approval:</p> <p>A Covenant in the name of _____ pursuant to Section 219 is a condition of approval for subdivision.</p> <p>Directors Requirement in an electronic plan application - the following notation is now located above the owners signature:</p> <p>The registered owner(s) designated hereon declares that he/she has entered into a covenant in favour of _____ [name of covenantee] under Section 219 of the <i>Land Title Act</i>.</p>
Corresponding Approving Officer statement in accompanying Covenant document	LTPM paragraph 7.315		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction</i> – for a Covenant in electronic Form C required as a condition of approval for a subdivision plan:</p> <p>The following notation and signature should be located in a Form D additional signatures in an electronic Form C Covenant.</p> <p>This is an instrument required by the Approving Officer for subdivision Plan EPP_____ creating the condition or covenant entered into under s.219 of the <i>Land Title Act</i>.</p> <p>_____ [Signature] Approving Officer</p> <p>_____ [Fill in name of Approving Officer]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Certification by Crown for Subdivision, Reference and Explanatory Plans of Titled Crown Land		S.10-15 (o)	<p>(o) for subdivision, reference and explanatory plan of titled Crown land:</p> <p>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>	<p><i>Directors instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA as represented by the Minister of Agriculture and Lands</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name of Authorized Signatory]</p> <p>_____</p> <p>[Fill in Witness Name]</p> <p>_____</p> <p>[Fill in Witness Occupation]</p> <p>_____</p> <p>[Fill in Address line 1]</p> <p>_____</p> <p>[Fill in Address line 2]</p>
Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land			<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image where Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land is required</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that EPP_____ is the Official Plan shown outlined thereon.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name] _____</p> <p>[date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Approving Officer Approval	LTA S.88	S.10-15 (c)	<p>(c) in a blank space outside the plotted boundaries the jurisdiction of the Approving Officer(s) shall be noted with the following statement:</p> <p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Directors instruction - the signature to be included in an electronic plan application must be:</i></p> <p>Plan EPP_____ Approved under the <i>Land Title Act</i> on _____ [date].</p> <p>_____ [signature]</p> <p>_____ [fill in name of Approving Officer's title]</p> <p>_____ [<i>name of municipality, or as the case may be</i>]</p> <p>_____ [include file reference if desired]</p>
Surveyor Re-inspection	LTA S.84		<i>No current specific Survey Rule for electronic plans</i>	<p>Where an approving officer has required a land surveyor to inspect a survey pursuant to Section 84 <i>Land Title Act</i>:</p> <p><i>Director's instruction for an electronic plan - add the following notation to an electronic plan image:</i></p> <p>Inspected under the <i>Land Title Act</i> on the ___ day of _____, _____.</p>
Approving Officer Re Approval	LTA S.92(1) (c)		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction - the signature to be included in an electronic plan application must be:</i></p> <p>Plan EPP_____ Re-Approved under the <i>Land Title Act</i> _____ [date]. _____ [signature]</p> <p>_____ [fill in name and Approving Officer's title]</p> <p>_____ [<i>name of municipality, or as the case may be</i>]</p> <p>_____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Exemption from Integration within ISA		S.5-7 (3)	<p>If exemption from integration is granted under section 5-5, the following notation must be shown on the plan image:</p> <p>Pursuant to section 5-5 of the General Survey Instruction Rules, this survey need not be integrated with survey control.</p>	<p><i>Director's instruction;</i> <i>Electronic plans must comply with Survey Rule S.5-7(3).</i></p> <p><i>Directors instruction</i> - the signature to be included on an electronic plan application must be:</p> <p>Pursuant to section 5-5 of the General Survey Instruction Rules, Plan EPP____ (or EPS____ as appropriate), need not be integrated with survey control</p> <p>_____ [signature]</p> <p>Surveyor General [Fill in name] _____ [date]</p>
Agricultural Land Reserve Approval	BC Reg 171/2002		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image:</p> <p>This plan lies within the Agricultural Land Reserve.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that subdivision Plan EPP____ is approved under Section ____ of the <i>Agricultural Land Reserve Use, Subdivision and, Procedure Regulation</i> on _____[date].</p> <p>_____ [signature]</p> <p>Approving Authority [fill in name and position] _____</p> <p>[Fill in name of municipality, or as case may be] _____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Access over registered and unregistered Crown Land		S.10-15 (l)	<p>(l) for plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>This plan image includes public highway through Crown land.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>for plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The public highway through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[Fill in name of Authorized signatory] for Minister of Agriculture and Lands</p> <p>_____ [date]</p>
Misc Approvals - Public Access to water	LTA S.75(1) (c) and (d) S.76(5)	S.10-15 (d)	<p>(d) if relief from compliance with section 75 (1) (c) or (d) of the <i>Land Title Act</i> is obtained:</p> <p>This plan need not comply with section 75 (1) (.....) of the <i>Land Title Act</i>;</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>if relief from compliance with section 75(1)(c) or (d) of the <i>Land Title Act</i> is obtained:</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ need not comply with section 75(1) ___ of the <i>Land Title Act</i>. Dated _____ [date]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in name of signatory] for Minister of Transportation and Infrastructure;</p> <p>_____ [include file</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	reference if desired] Directors Requirements for Electronic plans and applications June 2008
Plan Title on Subdivision by way of Lease	LTPM paragrah 7.315		<i>No current specific Survey Rule for electronic plans</i>	<i>The plan title on an electronic plan shall be the same as for a hardcopy plan.</i>
Subdivision by way of Lease	LTPM paragraph 7.315	S.10-15 (c)	In a blank space outside the plotted boundaries within the jurisdiction of the Approving Officer(s) shall be noted with the following statement: This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Director's instruction - the signature to be included in an electronic plan application must be:</i></p> <p>Plan EPP_____ is approved under the <i>Land Title Act</i> for the purpose of a lease for a period of _____ years from (date) [plus the term of any approved renewals]</p> <p>_____ [signature]</p> <p>_____ Approving Officer [Fill in the full name]</p> <p>_____ [Fill in the name of municipality, or as the case may be]</p> <p>_____ [include file reference if desired]</p> <p><i>and if applicable</i></p> <p>Plan EPP_____ is approved under the <i>Agricultural Land Commission Act</i> for the purpose of leasing for a period of _____ Years from _____ [date] [plus the term of any approved renewals]</p> <p>_____ [signature]</p> <p>_____ Chair (Fill in the name of Chair or other Officer) Provincial Agricultural Land Commission Date_____</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Forest Service Road		S.10-15 (m)	<p>(m) for plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>This plan image includes forest service road through Crown land.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>for plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The forest service road through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____ [signature]</p> <p>_____ [fill in name of signatory] for Minister of Agriculture and Lands</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Approval for Access by Forest Service Road	BC Regulation 334/79 S.15 (2)	S.10-15 (j)	<p>(j) if tentative approval has been obtained to access a subdivision by a Forest Service Road:</p> <p>Road established under the <i>Forest Act</i></p> <p>Access to the subdivision is to be by Forest Service Road pursuant to Section 15 (2) of B.C. Reg. 334/79. The Crown in right of the Province shall not be obligated to improve, maintain or repair the forest service road shown on this plan image.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>if tentative approval has been obtained to access a subdivision by a Forest Service Road: <i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Road established under the <i>Forest Act</i></p> <p>Pursuant to section 15(2) of B.C. Reg. 334/79, consent is given to plan of subdivision EPP____. The giving of this consent shall not imply an obligation of the Crown in right of the Province to improve, maintain or repair the forest service road shown on plan EPP____ [date]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in name of signatory] Regional Engineering Officer, Ministry of Forests;</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Accreted Land	LTA S.94(1) (c) or S.118(1)(b)	S.10-15 (f)	<p>(f) if an application to include accreted land has been consented to: (i) <i>Land Title Act</i>, section 94 (1) (c) The unregistered land included within this plan is accreted land.</p> <p>or in the case of a statutory right of way: (ii) <i>Land Title Act</i>, section 118 (1)(b) The unregistered land adjoining Lot [complete legal description] is accreted land.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>if an application to include accreted land has been consented to: (i) Certificate under the <i>Land Title Act</i>, section 94(1)(c): <i>Director's instruction</i> - the signature to be included in an electronic plan application must be: The unregistered land included within plan EPP_____ is deemed to be lawfully accreted land adjoining Crown land. _____ [signature] _____ Surveyor General [fill in name] _____ [date]</p> <p>or in the case of a statutory right of way: (ii) Certificate under the <i>Land Title Act</i>, section 118(1)(b) The unregistered land included within plan EPP_____ and adjoining Lot _____ _____[complete legal description] is deemed to be lawfully accreted land adjoining Crown land. _____ [signature] _____ Surveyor General [fill in name] _____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Adjustment of Natural Boundary	LTA S.94(1) (d) or LTA S.118(1)(a)	S.10-15 (g)	<p>(g) if an application to adjust a natural boundary has been consented to:</p> <p>(i) <i>Land Title Act</i>, section 94 (1) (d)</p> <p>The water boundary shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p> <p>or in the case of a statutory right of way plan:</p> <p>(ii) <i>Land Title Act</i>, section 118 (1) (a)</p> <p>The water boundary of Lot. [complete legal description] shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>if an application to adjust a natural boundary has been consented to for</p> <p>(i) Certificate under the <i>Land Title Act</i>, section 94(1)(d):</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The water boundary shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p> <p><i>or in the case of a statutory right of way plan:</i></p> <p>(ii) Certificate under the <i>Land Title Act</i>, section 118(1)(a)</p> <p>The water boundary of Lot_____ [complete legal description] shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ Surveyor General [signature]</p> <p>_____ [fill in name]</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Easement Notation	LTA S.223 LTPM paragraph 14.264		<i>No current specific Survey Rule for electronic plans</i>	<i>Director's instruction</i> for an electronic subdivision plan - add the following notation to the plan image: Pursuant to S.223 of the <i>Land Title Act</i> , Lot ___ of this plan is hereby designated as a parcel to which the benefit of Easement _____ does not attach.
Block Outline		S.10-16 (2)	(2) If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i> , the following notation must be shown on the plan image: Modified monumentation has been approved for this survey.	<i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i> If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i> , <i>Director's instruction</i> - the signature to be included in an electronic plan application shall be: Pursuant to my Order dated _____, the monumentation on block outline survey of Plan EPP _____ is hereby approved. _____ [Date] _____ [signature] _____ Surveyor General [fill in name] <i>And following the Surveyor General's signature in the plan application add the following notation with the owners signature:</i> The conditions of the above mentioned Order are accepted: _____ [Owner(s) signature] _____ [fill in owner name] <i>Additional Director's instruction</i> – add the following note in the electronic plan application and submit an image of the signed order attached to an electronic declaration following the plan application:

				The Order of the Surveyor General dated _____ attached to an electronic declaration is in support of this plan application.
Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Block Outline Posting Plan		S.10-16 (3)	(3) The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.	<p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Posting of Block Outline Survey Plan EPP_____ is hereby approved _____ [date].</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Control Traverse		S.10-16 (4) (a)(iii)	<p>a plan image of a control traverse must be prepared and filed in the Office of the Surveyor General and must contain the following information:</p> <p>(i) show the relation of type 4 (or better) posts set as control monuments;</p> <p>(ii) sufficient cadastral detail to locate the traverse on the ground;</p>	<p><i>A Director's instruction for a notation is not required for an electronic plan as a specific Survey Rule exists</i></p>
Modified Posting		S.3-5 (2)	<p>(2) If an application for modified posting is approved, the following note must be shown on the plan image:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The monumentation on survey Plan EPP_____ is approved by the Surveyor General _____ [date]</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
<p>Include unregistered Crown Land <i>Land Act</i> Section 58</p>		<p>S.10-15 (h)</p>	<p>(h) if an application to include unregistered land within a subdivision plan has been consented to:</p> <p><i>Land Act</i>, section 58</p> <p>This plan image includes unregistered land which was not included in the grant from the Crown.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The unregistered land included within plan EPP_____, which was not included in a grant from the Crown, need not be retained by the Crown.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in name] for the Minister of Agriculture and Lands</p> <p>_____ [date]</p>
<p>Public Road over Crown Land Section 80</p>		<p>S.10-15 (i)</p>	<p>(i) if a public road allowance is being established over Crown land, as access to a subdivision:</p> <p><i>Land Act</i>, section 80</p> <p>This plan image includes road through Crown land.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>For a Certificate under the <i>Land Act</i>, section 80:</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>The public road through Crown land shown on Plan EPP_____ is authorized under the <i>Land Act</i>, section 80.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name]</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Exemption Section 108	LTA S.108	S.10-15 (k)	<p>(k) if exemption under section 108 (3) of the <i>Land Title Act</i> has been granted by minister's order:</p> <p>Section 108 (3) of the Land Title Act</p> <p>Subject to an exemption to be granted by minister's order to the action of section 108 (2) of the <i>Land Title Act</i>, land dealt with hereon, shown covered by water and not designated "Returned to Crown in right of the Province", is not to be transferred to the Crown</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p><i>Director's instruction - if an exemption under section 108(3) of the Land Title Act has been granted by minister's order:</i></p> <p><i>add the following notation in the electronic plan application and submit an image of the signed order attached to an electronic declaration following the plan application:</i></p> <p>The Minister's order pursuant to section 108(3) <i>Land Title Act</i> dated _____ is attached to an electronic declaration in support of this plan application.</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Alternative Access Notations	BC Regulation 334/79 S.8 to 12 LTPM paragraph 7.154		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic plan - If an electronic plan is prepared such that an alternate access pursuant to BC Regulation 334/79 is required for one or more of the lots add the applicable notation on the plan image:</i></p> <p>ACCESS BY AIR ONLY ACCESS BY WATER ONLY ACCESS TO LOT __ BY EASEMENT ONLY ACCESS BY COMMON LOT</p> <p><i>Director's instruction – in an electronic plan application which must include the signature required pursuant to S.88 Land Title Act, the Approving Officer includes in the written approval the following statement:</i></p> <p><i>For Access by Water Only or Access by Air only</i></p> <p>Access by Water or Air only</p> <p><i>For Access to Highway by Easement</i></p> <p>Approved under <i>Land Title Act</i>, See B.C. Reg. 334/79, S.9 Access by Easement only.</p> <p><i>For Access by Common Lot</i></p> <p>Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, S.11</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
S.70 LTA Survey Method Approval within E & N		S.8-18 (1)	<p>(1) If an electronic plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (1) and (2) of the Act, the following notation must be shown on the plan image:</p> <p>This plan has been prepared in accordance with Part 8 of the General Survey Instruction Rules</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>If a plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(1) and (2) of the Act: <i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ has been prepared in accordance with Part 8 of the General Survey Instruction Rules Approved on _____(date)</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Survey Monumentation Approval within E & N (Block Outline)		S.8-18 (2)	<p>(2) If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (2) of the Act, it must contain the following notation</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>A Director's Instruction for a notation is not required for an electronic plan as a specific survey rule exists.</i></p> <p>If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(2) of the Act, it must contain the following notation: <i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Modified monumentation has been used for Plan EPP_____. Approved on _____ (date)</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Certification of Statutory Right of Way Plans over Crown Land		S.6-20 (2)	(2) The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the right of way shown outlined thereon.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Certification over Highway and Railway Plans		S.7-28 (i)	The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Official Plan EPP ___ is Confirmed under Section 72 <i>Land Act</i></p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____[date]</p> <p>(ii) the following notation is also required for railway plans:</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the railway shown outlined thereon.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____[date]</p>

Strata Property Act General Information	<i>Land Title Act, Strata Property Act or Regulation</i>	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
General Information required on strata plan sheets	SPA regulation S.14.4 as amended by BC reg 295/2006 LTA S.168.712 (3) SPA Section 244(1)(e) Land Surveyors Act S.75	S.13-2 (b)	<i>no current specific Survey Rule for electronic plans</i>	<p>Director's Electronic Strata plan requirements</p> <p>Every electronic strata plan tendered for deposit in a land title office must consist of a series of consecutively numbered sheets on the first of which is set out the matters required by section 244(1)(a) and (b) of the Act followed by further sheets on which are shown the matters required by section 244(1)(c), (d) and (j) of the Act and must comply with the following requirements:</p> <p>(a) each sheet of a strata plan (i) must be endorsed, if it is the first sheet referred to in the preceding paragraph, in the top right corner "Sheet 1 of ____ sheets, Strata Plan EPS____", and be endorsed in a like manner for the remaining sheets, and if a strata plan is to be deposited in phases, in addition to "Strata Plan EPS____" there must be added "Phase ____", and (ii) must be dated and contain the name of the surveyor preparing the strata plan;</p> <p>(b) if the strata plan includes a building, the perimeter of the building must be outlined on the first sheet and the first sheet must show (i) the dimensions of such perimeter, (ii) the location of the building relative to the boundaries of the land included within the strata plan, and (iii) distances from the building to the boundaries, unless this requirement is dispensed with by the registrar; (f) if a strata plan includes a building, any line shown as a boundary of the strata lot represents a wall built</p>

				from floor to ceiling, unless the strata plan indicates that the line does not represent a wall built from floor to ceiling, and in that case the area of the space must be dimensioned with reference to a wall or walls;
Strata Property Act General Information	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
Lettering	Strata Property Act Regulation S.14.3 (2)	S.3-3 (1) and (10)	(1) All features in an electronic plan must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not acceptable). (10) Lettering on plan images must be in a black font and must not be less than 2.00 mm in height when produced at the intended plot size.	<i>A Director's instruction for electronic strata plan is not required as a specific Survey Rule exists.</i>
Draughting	SPA Regulation S.14.3(3)	S. 3-3 (2)	(2) Except in the cases of a building strata plan and a posting plan other than a block outline posting plan and building strata plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.	<i>A Director's instruction for electronic strata plan is not required as a specific Survey Rule exists.</i>
Strata Sheet Sizes	Strata Property Act Regulation S.14.3 (1) LTA S.168.712 (1-4)	S.3-1 (3)	Strata plans shall be subject to Rule 3-1 (1). The plan image must be created as a PDF file compatible with Adobe Acrobat 6.0, or higher, with a resolution of not less than 600 dots per inch and having an intended plot size of A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm	<i>A Director's instruction for electronic strata plans is not required as a specific Survey Rule exists.</i>

Bar Scale	SPA Regulation S.14.4	S.3-4 (a)	3-4(a) a bar scale and the following notation: The intended plot size of this plan is __mm in width by __mm in height (insert sheet size e.g. D size) when plotted at a scale of 1: __.	<i>A Director's instruction is not required for an electronic strata plan as a specific survey rule exists.</i> <i>Note this rule applies to every sheet in an electronic strata plan.</i>
Strata Property Act General Information	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
North Point	SPA Regulation S.14.4(1)(o)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic strata plan must be the same as Strata Property Act Regulation S.14.4(1)(o).</i>
Abbreviations	SPA Regulation S.14.4(1)(p)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic strata plan must be the same as Strata Property Act Regulation S.14.4(1)(p).</i>
Street Address	SPA Regulation S.14.4(1)(q)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic strata plan must be the same as Strata Property Act Regulation S.14.4(1)(q).</i>
Municipality or Assessment District	SPA Regulation S.14.4(1)(r)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's instruction for an electronic strata plan must be the same as Strata Property Act Regulation S.14.4(1)(r).</i>
Signatures General	Strata Property Act , Land Title Act or Regulation	Survey Rules	Existing Statute for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
LTA 68.712(1) Provisions in this Act and any other enactment that apply in relation to plans apply to electronic plans except as provided in this Division.	SPA S.244(1)(g) SPA Regulation 295/2006 S.14.9		LTA S.168.731(2) An electronic plan application is signed for the purposes of this section when the person signs a true copy of the electronic plan application in accordance with the requirements established by the director. LTA S.168.732(3) A subscriber must not incorporate his or her electronic signature into an electronic plan application unless (a) a true copy of the electronic plan application (i) has been signed by the persons specified on the application, and (ii) if this Act requires the	<i>Director's instruction for signatures on electronic strata plan - General</i> The signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at Land Title. Note: some text in existing survey rules, Strata Property Act or regulation or other acts or regulations have been amended in the following for signatures and approvals on the electronic plan application where they refer to "shown on plan hereon" or similar language and replaced with a

			signature to be witnessed, the required information respecting the witness is stated on the application, (b) any annotations, approvals, certificates, endorsements or statements required by this Act or any other enactment are set out on the electronic plan application above the signature of the required person, and (c) the true copy referred to in paragraph (a), or a copy of that true copy, is in the possession of the subscriber.	reference to plan EPP____ or EPS____ as the case may be.
Surveyor Statements	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
Form 9		S.10-15 (n) S.3-4 (2)(f) S. 13-2(b)	3-4 (2) (f) the following notation must be shown on the plan image: (i) For plans based on field survey: The field survey represented by this plan was completed by [full name of BCLS], BCLS on the [dd] day of [month], [yyyy]. (ii) For plans based on existing records: This plan is based on the following Land Title and Survey Authority of BC records: (list plans and documents used to compile the plan) [full name of BCLS], BCLS	<i>A Director's Instruction for a notation is not required for an electronic strata plan as a specific survey rule exists.</i> <i>Director's instruction - the the surveyor's certificate in the form prescribed under the Land Title Act Regulation; Form 9 or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i> I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct. This field survey was completed on: [Year/Month/Day] The plan was completed and checked on: [Year/Month/Day] The checklist was filed under ECR#: _____ <i>or for an explanatory plan:</i>

				<p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____</p> <p>and that the plan is correct in accordance with Land Title Office records.</p>
Surveyor Statements	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
Surveyors Certification Certificate of Nonoccupancy Form S	SPA S.241(1) SPA Regulation S.14.5 (3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic strata plan - add the following notation to the plan image</i> The buildings included in this strata plan have not been previously occupied.</p> <p><i>Director's instruction for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> S.241 (1), Regulation S.14.5(3) Form S for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</p> <p>I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of [Year/Month/Day]</p> <p>Certification Date: [Year/Month/Day]</p>

Surveyor Statements	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans June 2008	Directors Requirements for Electronic Strata plans and applications June 2008
<p>Surveyors Certification - Form U Buildings within the boundaries</p>	<p>SPA S.244 (1)(f) SPA Regulation S.14.5(5)</p>		<p><i>no current specific Survey Rule for electronic plans</i></p>	<p><i>Director's instruction for an electronic strata plan - add the following notation to the plan image:</i> The buildings shown hereon are within the external boundaries of the land that is the subject of the strata plan <i>or</i> Certain parts of the buildings shown hereon are not within the external boundaries of the land that is the subject of the strata plan and appropriate and necessary easements or other interests are required to provide for these encroachments</p> <p><i>Additional Director's instruction for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> S.244 (1)(f), Regulation S.14.5(3) Form U for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature</p> <p>I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan: [Year/Month/Day] <i>or</i> I am a British Columbia land surveyor and certify: 1. I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this</p>

				<p>strata plan subject to clause 2 of this endorsement</p> <p>2. That certain parts of the building are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the <i>Strata Property Act</i>.</p> <p>Registered Charge Number(s): _____</p>
Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Phased	<p>SPA S.224 SPA reg's 14.5 (1) LTA S.168.731 (3)</p>		<p><i>no current specific Survey Rule for electronic plans</i></p>	<p><i>Director's instruction for an electronic strata plan - add the following notation to the plan image:</i></p> <p>This Plan is Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the Strata Property Act lying within the jurisdiction of the Approving Officer for [insert jurisdictions]</p> <p><i>Director's instruction - the signature of the approving officer to be included in an electronic plan application must be:</i></p> <p>EPS_____ is approved as Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the <i>Strata Property Act</i>.</p> <p>[date]_____</p> <p>_____ (signature) Approving Officer</p> <p>_____ [full name of Approving Officer]</p> <p>_____ [jurisdiction]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Form R Endorsement for Common Facilities in Phased Strata Plan	SPA Regulation S.14.5(2) SPA S.225		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic strata plan - add the following notation to the plan image:</i></p> <p>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</p> <p><i>Director's instruction - the signature of the approving officer to be included in an electronic plan application must be:</i></p> <p>I certify that the _____</p> <p>[specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with phase ____ [identify phase #], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act</i>. [date]_____</p> <p>_____ (signature)</p> <p>_____ Approving Officer [fill in name]</p> <p>_____ [fill in Name of Municipality, or as the case may be] _____ [fill in file reference if desired]</p>

Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Conversion Approval	SPA S.242 SPA Regulation S.14.5(4)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic strata plan - add the following notation to the plan image:</i></p> <p>The buildings included in this strata plan have been previously occupied.</p> <p><i>Director's instruction - the signature of the approving officer to be included in an electronic plan application must be:</i></p> <p>I certify that the conversion of the buildings included in strata plan EPS_____ have been approved under section 242 of the <i>Strata Property Act</i>. [date] _____</p> <p>_____ Signature of Authorized Signatory of Approving Authority</p> <p>_____ [fill in name of Approving Authority]</p> <p>_____ [fill in name of municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Strata Plan Amendment	SPA S.262(3) (c) LTPM 11/07		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic strata plan</i> - add the following notation to the plan image: The buildings included in this strata plan have been previously occupied.</p> <p><i>Director's instruction</i> - the signature of the approving officer to be included in an electronic plan application must be: I certify that the proposed amendment of Strata Plan EPS_____ complies with any applicable [municipal or regional district bylaws or applicable Nisga'a Government laws] for the _____ [jurisdiction]. [date]_____</p> <p>_____ (signature) Approving Officer</p> <p>_____ [full name of Approving Officer]</p> <p>_____ [Fill in name of municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Bareland Strata Plan Modified Posting		S.13-8 (3)(e)	<p>if the Association permitted modified posting with type 1, 2 or 4 under section 13-7, then the plan must bear the following certification:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>A Director's instruction for a notation is not required for an electronic strata plan as a specific survey rule exists.</i></p> <p>if the association permitted modified posting with type 1, 2 or 4 under section 208, then the plan must bear the following certification:</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be: Modified monumentation has been used for Strata Plan EPS_____.</p> <p>_____ Signature]</p> <p>_____ Surveyor General [fill in name] _____ [date].</p>
Bareland Strata Plan Public Access to Water	B.C. Reg 75/78 S.8(3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic plan</i> - add the following notation to the plan image</p> <p>This plan need not comply with <i>Bareland Strata Regulations 75/78</i> section 8 of the Strata Property Act.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ need not comply with <i>Bareland Strata Regulations 75/78</i> section 8 of the Strata Property Act.</p> <p>_____ [Signature]</p> <p>_____ Minister of Transportation and Infrastructure or Approving Officer for Ministry of Transportation and Infrastructure [fill in name and state signing authority]</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Bareland Strata Plan Form of Approval	B.C. Reg 75/78 S.18		<i>no current specific Survey Rule for electronic plans</i>	<p>_____ [fill in file reference if desired]</p> <p><i>Director's instruction for an electronic plan - add the following notation to the plan image:</i></p> <p>This bare land strata plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p> <p><i>Director's instruction - the signature to be included in an electronic plan application must be:</i></p> <p>Strata Plan EPS_____ is approved as a bareland strata plan under the <i>Strata Property Act</i>.</p> <p>_____ [signature]</p> <p>_____ Approving Officer [fill in name] _____. [fill in date]</p> <p>_____ [Fill in Municipality, or as the case may be] _____ [fill in file reference if desired]</p>
Bareland Strata Plan Form of Re-Inspection	B.C. Reg 75/78 S.19(3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction for an electronic plan - add the following notation to the plan image:</i></p> <p>Inspected under the <i>Strata Property Act</i> on the ____ day of _____, _____.</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Bareland Strata Plan Form of Re-Approval	B.C. Reg 75/78 S.19(3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's instruction</i> – where applicable the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ re-Approved as a bareland strata plan under the <i>Strata Property Act</i> _____.[date]</p> <p>_____. [signature]</p> <p>_____ [fill in name and Approving Officer's title]</p> <p>_____ [Fill in Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>
Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans June 2008		Directors Requirements for Electronic plans and applications June 2008
	SPA S.245	<i>no specific strata property act regulations apply for electronic strata plans</i>		An electronic strata plan tendered for deposit in a land title office must be accompanied by the forms required in the following manner
Unit Entitlement	SPA S.245 (a), S.246, S.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's instruction</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form V approved by the Director is to attach an image of the originally signed form V as a supporting document to the electronic Strata Plan Filing Form.</p>
Voting Rights	SPA S.245(b), S.247, S.248, S.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's instruction</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form W approved by the Director is to attach an image of the originally signed form W as a supporting document to the electronic Strata Plan Filing Form.</p>

Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans June 2008	Directors Requirements for Electronic plans and applications June 2008
Mailing Address	SPA S.245 (c) SPA Regulation S.14.6 (1) B.C. Regulation 203/2003 s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's instruction</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form X approved by the Director is to attach an image of the originally signed form X as a supporting document to the electronic Strata Plan Filing Form.
Developers Change of Bylaws	SPA S.245 (d) SPA Regulation S.14.6 (2) B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's instruction</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form Y approved by the Director is to attach an image of the originally signed form Y as a supporting document to the electronic Strata Plan Filing Form.
Phased Strata Plan Declaration	SPA S.221, 222	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's instruction</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form P approved by the Director is to attach an image of the originally signed form P as a supporting document to the electronic Strata Plan Filing Form.