

Electronic Survey Plan Project

Level 2

Training Session

Objective:

To enable a pilot user to:

- o Fix errors in plans and applications
- o Prepare and submit subdivision and strata plans

The Electronic Survey Plan System

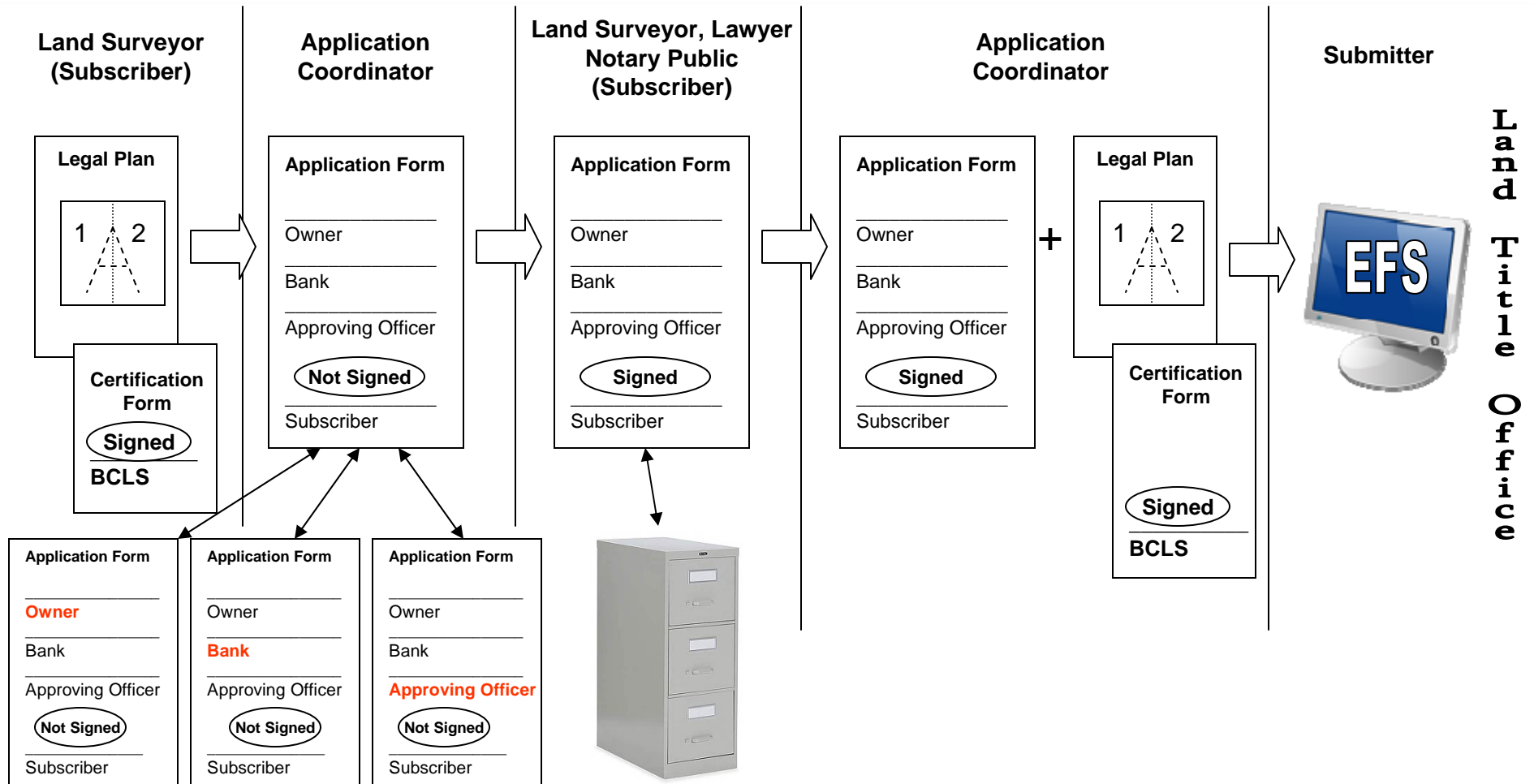
Agenda

- Quick review and update
- Plan Alterations
- Document Alterations
- Building Signature Pages
- Gathering signatures
- Submission
- Strata Plans

Review

Feedback from Users
How is it going for you?

Roles



Building the Team

- Talk to the client and their legal professional
- Use the Lawyer/Notary Locator from BCOnline
- LTSA will provide training to legal professionals as well as land surveyors
- Training should be done as they are working through a package

Plan Alterations

- Is the error on the plan, the application or another document?
- Has the plan been circulated for signatures?
- Has the plan been submitted through EFS?
- Are the corrections material or non-material?

Plan Alterations

If the plan has **not** been submitted to the LTO:

- Control number on the plan and application must be the same
- Modifications should be made to plan and/or application and notice given to signatories
- Responsibility of Application Coordinator

Plan Alterations

If the plan has been submitted to the LTO:

- Plan is amended and the alteration section of the Certification form is completed
- A new control number created
- Amended Plan submitted through 'Submit Corrective Declaration' in EFS
- Responsibility of Application Coordinator to inform signatories

Form Alterations

If an error has occurred on a form:

- A Declaration General Form must be completed
- The declaration is printed and signed by the appropriate person
- A subscriber applies their digital signature
- The PDF is submitted through 'Submit Corrective Declaration'

Declaration Format

I, _____ DECLARE THAT:

1. SET OUT THE ERROR OR OMISSION MADE IN THE DOCUMENT.
2. SET OUT THE CORRECTED OR ADDED INFORMATION.
3. MAKE A STATEMENT THAT THE CHANGES TO THE TRUE COPY HAVE BEEN MADE AND INITALLED BY THE PARTIES

I MAKE THIS DECLARATION AND KNOW IT TO BE TRUE BASED ON PERSONAL INFORMATION/REASONABLE BELIEF.

NAME OF PERSON MAKING STATEMENT

Signature Pages

- Designed to be built in Microsoft Word
- Start with the blank template
- Copy and paste applicable blocks from master
- Amend as required
- Convert to PDF
- Insert into DSPL
- Circulate for signature
- True up template
- Convert to PDF
- Replace in DSPL
- Sign and submit

LTSA Application Form

FORM_DSP_V2

**APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA** **LOCK** PAGE 1 OF 1 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.732, and a true copy, or a copy of that true copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent) **Import Profile**

Brent Taylor, Polaris Land Surveying Inc.
 Box 324
 #110 - 174 Wilson Street
 Victoria BC V9A 7N7
 (250) 360-7398
 btaylor@plsi.ca

Deduct LTO Fees? YES

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [LEGAL DESCRIPTION]

026-113-015 **LOT 2, SECTION 42, LAKE DISTRICT, PLAN VIP77795 EXCEPT PART IN PLAN VIP79777 AND VIP81610**

No PID NMBR **Use Schedule - Short Form** **Use Schedule - Long Form**

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Subdivision	EPP3	117-868-5496	1

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code) **Use Schedule**

SAYWARD HILL DEVELOPMENTS LTD

5331 CORDOVA BAY ROAD
 VICTORIA V8Y 2L3
 BRITISH COLUMBIA CANADA
 Incorporation No BC0540574
Joint Tenants ?

5. EXPLANATORY NOTES:

Use Schedule

Gathering Signatures

- Circulate the application form and the plan to all parties
- Use the brochures prepared by the LTSA to help guide the process
<http://www.ltsa.ca/electronic-filing-system/user-guides-and-publications>
- Circulation can be done in parallel to all parties
- Transmission can be done electronically and it is good practice to ask for originals for your file.

Submission

- If you are going to make the submission you will need to ensure funds are available in your BCOnline account
- The order the plans and documents are put in is the order they will be registered.
- If another party is making the submission it is useful to ensure that they understand that the order of submission is critical.

Strata Plans

- Forms V, W, etc require separate applications
- Use Strata Property Filing Form
- Scan and insert strata form
- Digitally sign and submit

Questions?

THANK YOU

Please see our web site at <http://www.ltsa.ca/>

Or contact us: Jeff Beddoes (250) 952-5324 or
Brent Taylor (250) 360-7398

for further information