

# Electronic Survey Plan Project

## Level 2

Training Session for Land Surveyors

# Objective

To enable a pilot user to:

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

# The Digital Survey Plan System

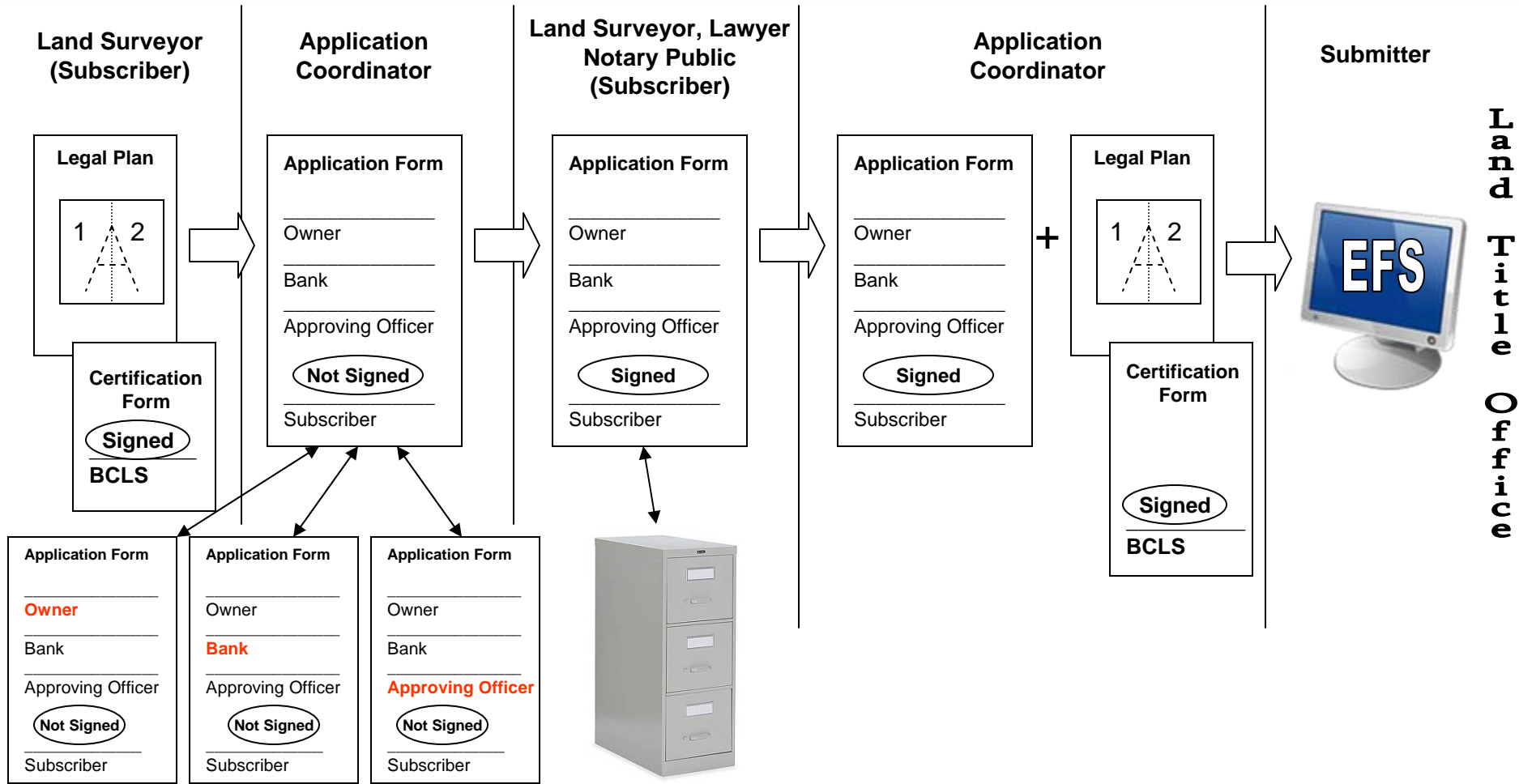
## Agenda

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

# Review

1. Feedback from Users – How is it going for you?
2. New Forms
3. User Guide

# Roles



# Building the Team

- Talk to the client and their legal professional
- Use the Lawyer/Notary Locator from BC OnLine
- LTSA will provide training to legal professionals
- Training should be done as they are working through a package
- LTSA will provide documentation at time of training

# 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 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

# 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

# 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 INITIALLED 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

- Select and complete Owners and Witnesses Schedule
- Select and complete Schedule of Approving Officer
- Complete Schedule of Surveyor General Approvals
- Amend as required
- Circulate for signature
- True up template
- Sign and submit

# LTSA Application Form

APPLICATION TO DEPOSIT PLAN  
AT LAND TITLE OFFICE  
PROVINCE OF BRITISH COLUMBIA

[HELP GUIDE](#)

[LOCK](#)

PAGE 1 OF 3 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act R.S.B.C. 1996 c.250, and that you have applied your electronic signature in accordance with Section 148.732, 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](#)

Sam Samson

Samson & Samson

12345 6th Avenue

New Westminster

BC

V3C 1P2

File: Ministry of Transportation File #

1234567

Phone 604-322-4321

Default LTSA Fee?  Yes

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

026-113-015

[No RD Number](#)

LOT 2 SECTION 42 LAKE DISTRICT PLAN V1P 77795, EXCEPT PART IN PLAN V1P 79777 AND V1P 81690

[Use 2D Parcel Schedule](#)

[Use 3 Parcel Schedule](#)

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE

Subdivision

PLAN NUMBER

EPP3

CONTROL NUMBER

117-868-5496

NUMBER OF NEW  
LOTS CREATED

1

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

[Use Schedule](#)

SAYWARD DEVELOPMENTS LTD.

5331 CORDOVA BAY ROAD

VICTORIA

BRITISH COLUMBIA

CANADA

Incorporation No

540574

V8Y 2L3

[Joint Tenants?](#)

5. ADDITIONAL INFORMATION:

[Redacted area]

Is there a supporting document required for this plan application?  
Click on the Help Guide button on the top of this form for more information.

[Add Owner/Charge Signature](#)

[Add Approver Signature](#)

[Add BG Signature](#)

[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
- 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?

For further information:

- See our web site at [http://www.ltsa.ca/sgd\\_dspp\\_home.htm](http://www.ltsa.ca/sgd_dspp_home.htm)
- Contact: Jeff Beddoes (250) 952-5324 or Brent Taylor (250) 360-7398