



Land Title Electronic Application to Deposit Plan Help Guide

BC Online
Land Title and Survey Authority of BC

April 11 2010 Initial Version

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ELECTRONIC FORM— SURVEY PLAN CERTIFICATION

SURVEY PLAN CERTIFICATION FORM

INTRODUCTION

The Survey Plan Certification form with the attached plan is created by a land surveyor and e-mailed to a lawyer or notary responsible for submitting the plan. Because the lawyer or notary is not responsible for completing this form, completion instructions are not included for this form. The following section is a brief summary of the form with an example of a completed form.

The Survey Plan Certification form allows a land surveyor to apply an electronic signature to the form to certify the form and the plan attached to the form. This certification includes the matters identified in Item 3 of the form and the matters identified in the field beside the electronic signature.

Because land surveyors acquire plan numbers for electronic plans in advance, the plan attached to the Survey Plan Certification form will already contain the new plan number. When the land surveyor applies an electronic signature to the form, a control number is automatically generated. The control number identifies the version of the plan that the land surveyor is certifying.

When the electronic Plan Application form is created to deposit the plan at the land title office, the Plan Application form will include the plan number and the control number. Individuals who are required to approve and sign the electronic Plan Application form, such as owners and approving officers, have assurance that they are approving the specific version of the plan because the Plan Application form will contain the same control number and plan number as the Survey Plan Certification form.

On electronic submission, the electronic filing system confirms that the plan number and the control number are the same on the Survey Plan Certification form and on the Plan Application form.

Signatures and approvals that are shown on the face of a mylar plan are also shown on the electronic Plan Application form in accordance with the Directors Requirements for electronic plans posted in the LTSA website.

[Table-of-Concordance-Land-Title-Plans.pdf](#)

Warning. Lawyers and notaries who receive the Survey Plan Certification form with the attached plan by e-mail, **MUST NOT** open the form to save it to a file. When opened and then saved from an e-mail, the electronic signature may be invalidated. Instead, users should right click the mouse on the icon and save the form to a file without opening the file.

SAMPLE SURVEY PLAN CERTIFICATION FORM

FORM_SPC_V3

SURVEY PLAN CERTIFICATION
PROVINCE OF BRITISH COLUMBIA

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you

(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 163.73 (3) of the Land Title Act, RSBC 1996 c 23; and

(b) certify the matters set out in section 163.73 (4) of the Land Title Act.

Each term used in this representation and certification is to be given the meaning ascribed to it in part 101 of the Land Title Act.

PAGE 1 OF 2 PAGES

Carrey Hansom
T3JLQX

o=C.A., cn=Carrey Hansom
T3JLQX, o=British Columbia
Land Surveyor, ou=Verify ID
at www.juricert.com/LJUP.
cm 71#-T3JLQX

1. BC LAND SURVEYOR: (Name, address, phone number) **Import Profile**

Carrey Hansom, B.C. Land Surveyor
Hansom & Company
123 Green Avenue
Utopia BC V3C 1P9

Ref. No. 1234.08
Phone 604-600-3814

2. PLAN IDENTIFICATION: Control Number: **120-352-9592**

Plan Number: EPP 1234

3. CERTIFICATION: Form 9 Explanatory Plan

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2008 January 01 (YYYY/Month/DD)

The plan was completed and checked on: 2008 January 21 (YYYY/Month/DD)

The checklist was filed under ECR#: 12354

None Strata Form S

None Strata Form U1 Strata Form U1/U2

4. ALTERATION:

SAMPLE ELECTRONIC APPLICATION TO DEPOSIT PLAN AT LAND TITLE OFFICE

FORM_08PL_V7

**APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA** [HELP GUIDE](#) [LOCK](#) PAGE 1 OF 1 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 168.752, and a true copy, or a copy of that true copy, is in your possession.

**Jane Notary
DJT5RD**

on=Jane Notary DJT5RD,
o=LTSA, ou=TEST notary,
email=sandy.king@tlsa.ca,
c=CA

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

Jane Notary

File: 2010-Green
Phone 604-322-4321

12345 6th Avenue
New Westminster BC V3C 1P2

Deduct LTSA Fees? Yes

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

012-323-322 LOT 1 SECTION 18 TOWNSHIP 20 RANGE 9 KDYD PLAN 12345

[No PID NMBR](#)

[Use 30 Parcel Schedule](#) [Use 3 Parcel Schedule](#)

3. APPLICATION FOR DEPOSIT OF:

| PLAN TYPE | PLAN NUMBER | CONTROL NUMBER | NUMBER OF NEW LOTS CREATED |
|-------------|-------------|----------------|----------------------------|
| Subdivision | EPP1234 | 120-352-9592 | 2 |

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

ABC CONSTRUCTION LTD

455-12TH AVENUE Incorporation No
KELOWNA BRITISH COLUMBIA 123432
V8C 4P2 CANADA

[Joint Tenants ?](#)

5. ADDITIONAL INFORMATION:

*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 Signatures](#) [Add Approver Signatures](#) [Add S/G Signatures](#) [Use Schedule](#)

ELECTRONIC APPLICATION TO DEPOSIT PLAN AT LAND TITLE OFFICE

COMPLETION INSTRUCTIONS

GENERAL

There is only one electronic Plan Application form to deposit all survey plans. Only the plan types listed in the drop-down menu on the form may be submitted electronically.

A Plan Application form must contain the pre-assigned plan number and control number from the electronic Survey Plan Certification form, and the Plan Application form must be submitted before the Survey Plan Certification form with the attached electronic plan.

Pre-assigned electronic plan numbers begin with the prefix EPP for land title plans and the prefix EPS for strata plans. They are obtained by the land surveyors.

The signature blocks that are normally required on a mylar plan are now shown on the electronic Plan Application form. Included in the current electronic plan application are 3 types of signature schedules each containing a drop down listing all known examples of required approvals and signatories to assist in the preparation of the electronic Plan Application form. Each signatories and approvals schedule can be created by clicking on Add Owner/Charge Signatures, Add Approver Signatures or Add SG Signatures radio buttons at the bottom of the form. Selection from the drop down in each of the signature schedules auto populates the signature or witness field with the appropriate editable text for the type selected. Complete instructions begin on page [13](#).

Each page of the form will carry forward the plan number and control number entered in the first page of the form and all pages in the form will automatically be numbered. Printing or electronically signing the form will reorder the signatures schedules in the same order as shown on the form following any schedules used for legal descriptions.

Note: The prescribed forms under the *Strata Property Act* cannot be attached directly to the Plan Application form. They must be prepared and signed in paper format, imaged and attached to the electronic Strata Property Act Filing form, and submitted as part of an electronic strata plan package.

Other Supporting document types must be imaged and attached to an electronic Declaration and submitted immediately following the Plan Application form. The Electronic Filing System will append the Declaration at the end of the document it supports. Examples and instruction related to approved supporting document types are listed on page [12](#).

The electronic forms are numbered automatically and the user is not required to do anything to number the pages within the form. If the electronic submission includes additional material other than these electronic forms, any page numbers on the additional material will not be updated. However, the land title office does not require these pages in an electronic submission to be numbered.

The phrase "END OF DOCUMENT" is not required in the electronic form.

Lock and Unlock. Clicking on the LOCK button at the top of the page locks (or "freezes") all the data in the form fields—except for items in the application section, which remain editable—and

enters a unique identifier. Locking the form deletes any unused schedules. Clicking on the UNLOCK button on a locked form unlocks the frozen data and deletes the unique identifier.

The purpose of the unique identifier is to help lawyers, notaries, and land surveyors keep track of changes to a form by providing a new number each time the form is locked. For example, a purchaser's lawyer might route a partially completed form to another lawyer for review. After getting it back, the lawyer may want to check the unique identifier to see that no further changes were made to the form fields. If the unique identifier is the same identifier on the version sent out, then no changes were made to these fields. Locking does not prevent pages being added to or deleted from the document.

Electronic signature. Once the electronic form is completed, a paper copy must be printed out and executed in accordance with the *Land Title Act*. The name and particulars of the signatories must be entered before the electronic signature is affixed. A lawyer, notary, or land surveyor who is a subscriber must then affix their electronic signature before the form is electronically submitted. The electronic signature is a certification that the subscriber has the true copy or copy of the true copy in their possession (e.g., a facsimile).

To affix the electronic signature to the form, click on the box at the right of the certification statement. Once an electronic signature is affixed, the form cannot be modified in any way. Thus, it is advisable to save an unsigned copy of the form before affixing an electronic signature. For detailed procedures, see the Land Titles Electronic Filing System (EFS) User's Guide.

Important: Electronic forms do not support the Adobe feature Clear or Undo Signature. Use of this feature will clear the electronic signature and all of the entered data. Users are advised to save a draft of all electronic documents to make any required amendment prior to submission.

SPECIFIC

ITEM 1—Application

It is important to enter the information in the correct fields on the form. Enter the following data, pressing the TAB key to move from one field to the next:

- (a) Name of applicant or applicant's solicitor or agent**
- (b) Street address, line 1**
- (c) Street address, line 2 (if necessary)**
- (d) City**
- (e) Province**
- (f) Postal code**
- (g) Phone number for the applicant, solicitor, or agent and additional instructions and information.**

No written signature is required on the electronic form.

Import Profile. Users who often enter the same information into the application section of the electronic forms may find it useful to create a profile of commonly used data.

If a profile already exists, clicking on Import Profile will enter the default information stored in the profile. This information is editable. To find out how to create profiles, see the Land Titles Electronic Filing System (EFS) User's Guide.

The refusal notice will be sent electronically to the person who submitted the application, who may not be the applicant.

SPECIFIC

ITEM 2—Parcel Identifier and Legal Description of Land

Enter the nine-digit PID number of the parcel(s) included within the plan, followed by the legal description of the land matching the PID number, or select NO PID NMBR and complete the “Related Plan Number” field. The related plan must be in the same package or have a pending status when the Plan Application form is filed electronically.

EXAMPLE (ELECTRONIC FORM):

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]
NO PID NMBR LOT A SECTION 2 TOWNSHIP 3 NEW WESTMINSTER DISTRICT PLAN
PID NMBR EPP123
STC? YES
Pick up STC? Related Plan Number: EPP123 Use 30 Parcel Schedule Use 3 Parcel Schedule

When NO PID NMBR and “Related Plan Number” are selected, the application number and electronic plan number will be noted against the titles to the legal descriptions contained in the related plan application.

Common property of a strata plan, which does not have a PID number, may relate to a strata plan that is pending or previously filed. Applications affecting common property will be noted against all titles created by the strata plan.

EXAMPLE— PLAN ON A PORTION OF THE COMMON PROPERTY OF STRATA PLAN:

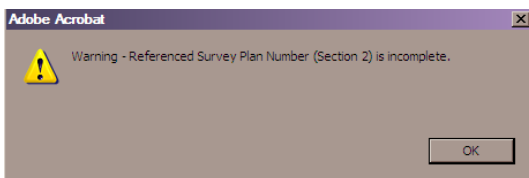
ADDITIONAL PARCEL IDENTIFICATION PAGE 2 OF 4 PAGES
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND Related Plan Number: LMS123
[PID] [LEGAL DESCRIPTION - must fit in a single text line]
NO PID NMBR PART OF THE COMMON PROPERTY STRATA PLAN LMS123

Note: this plan would be noted as pending against all of the titles to the strata lots in the strata plan.

Note: A Strata Plan (Amendment) and Block Outline Posting Plan may relate to a plan that is not pending. See page 29 for tips when packaging two or more amended or phased strata plans.

For a Bylaw or Road Closing or Statutory Right of Way Plan over unregistered Crown land, select NO PID NMBR, but do not complete the “Related Plan Number” field.

Ignore the warning message to enter Referenced Survey Plan Number and click on OK.



When there is more than one legal description, click on Use 30 Parcel Schedule for legal descriptions needing one line of text or click on Use 3 Parcel Schedule for lengthier legal descriptions. The words "SEE SCHEDULE" will appear and a schedule will be appended to the form. Once the schedule is selected, the legal description field cannot be changed and either the schedule must be completed or a new form started. See the Land Titles Electronic Filing System (EFS) User's Guide for information on importing and exporting data.

For further information on completing the schedule, see the **ELECTRONIC SCHEDULE COMPLETION INSTRUCTIONS** on page [20](#).

SPECIFIC

ITEM 3—Application for Deposit of Plan Type

Select the plan type from the "Plan Type" drop-down menu.

EXAMPLE (ELECTRONIC FORM):

§. APPLICATION FOR DEPOSIT OF:
 PLAN TYPE
 Subdivision
 4. Bylaw or Road Closing
 Posting
 Posting Plan (Block Outline)
 Reference or Explanatory
 Reference or Explanatory (Section 107)
 Statutory Right of Way
 Strata
 Strata (Amendment)
 Strata (Phased)
 Subdivision

Complete the "Plan Number" field with the plan number and the "Control Number" field with the control number from the Survey Plan Certification form.

EXAMPLE (ELECTRONIC FORM):

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [LEGAL DESCRIPTION]
 011-122-123 LOT 1 DISTRICT LOT 21 GROUP 2 NWD PLAN LMP3212
 No PID NMBR
 Use 30 Parcel Schedule Use 3 Parcel Schedule

3. APPLICATION FOR DEPOSIT OF:
 PLAN TYPE PLAN NUMBER CONTROL NUMBER NUMBER OF NEW LOTS CREATED
 Subdivision EPP341 117-324-2332 10

For plans that create new lots, the "Number of New Lots Created" field defaults to 1. Enter the number of new lots created by the electronic plan. For plan types that do not create a new lot, the field is protected. For plan types in which the plan could create a new lot or accompany a charge which does not create a new lot, the field defaults to 0.

Electronic filing assigns each application a filing number or a separate pending title number for each new lot in the Plan Application form. The application numbers and electronic plan number will be noted against the title to each of the legal descriptions with PID number in the Plan Application form.

Note: In some limited situations, the related plan number may be one which has been previously filed and registered (e.g., a block outline posting plan, a subsequent phase, or an amendment to a strata plan).

SPECIFIC

ITEM 4—Owner(s)

It is important to enter the information in the correct fields on the form. Enter the following data, pressing the TAB key to move from one field to the next:

(a) For individuals: name and occupation

For corporations: corporation name

(b) For individuals: name and occupation of the second individual, if any

For corporations: incorporation number

(c) Street address

(d) City

(e) Postal code.

The fields for province or state, country, and (for corporations) incorporation type are pre-entered, but can be edited by clicking on them with the mouse.

If more space is required, click on Use Schedule and enter the owner information together with the governing jurisdiction on a schedule. Once Use Schedule is selected, the "Owner" field cannot be changed and either the schedule must be completed or a new form started. See the Land Titles Electronic Filing System (EFS) User's Guide for information on importing and exporting data

Individual's names must be entered in the following format (the items must be separated by semicolons):

GIVEN NAME(S); FAMILY NAME; occupation

If no semicolons are entered, the owner is assumed to be a corporation.

The second line may be used to continue the description of a single owner if required. If there is no incorporation number, enter a space in the "Incorporation Number" field which allows tabbing to the second line to continue a lengthy description.

(Note that when the electronic form is printed, the semicolons are replaced by commas between the name and occupation, and the yellow "click boxes" do not appear.)

If there are two individual owners, enter the second name underneath the first in the same format. Do not use connecting words such as "and". The software automatically asks if the owners are joint tenants. If the owners are joint tenants, click on Joint Tenants? Answer "yes" in the pop-up dialogue box and the phrase "as Joint Tenants" will appear at the left-hand side of the form. (To change the selection, click on Joint Tenants? And the software will ask that the selection be confirmed again.)

Two owners who use the same address can be entered in Item 4. If there is more than one address, use a schedule (click on Use Schedule).

Two individuals or one corporation can be entered. If there are more than this, or additional information such as governing jurisdiction needs to be entered, click on Use Schedule. The words “SEE SCHEDULE” will appear and a schedule will be appended to the form. All of the information must be entered on the schedule.

TIP

When entering a corporation name with no incorporation number, enter a space in the **Incorporation Number** field which will allow tabbing to the second line.

EXAMPLE (ELECTRONIC FORM)—CORPORATION:

| | | |
|--|------------------|---------------------------------|
| 4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code) | | Use Schedule |
| CITY OF ABBOTSFORD | | |
| A MUNICIPAL CORPORATION INCORPORATED UNDER THE LOCAL GOVERNMENT ACT | | |
| 32315 SOUTH FRASER WAY | | |
| ABBOTSFORD | BRITISH COLUMBIA | |
| V2T 1W7 | CANADA | Joint Tenants ? |

EXAMPLE (ELECTRONIC FORM)—ONE INDIVIDUAL AND ONE CORPORATION SHOWN IN A SCHEDULE:

| | |
|---|-------------------|
| SCHEDULE | PAGE 2 OF 2 PAGES |
| ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE. | |
| 4. JACK MAX JONES, Dentist, of 7749 Blanshard Street, Victoria, B.C. V8L 3R9 as to an undivided 1/4 interest, and ABC CO. LTD., (Inc. No. 2378), having an office at 778 Burrard Street, Vancouver, B.C. T4X 3Z8 as to an undivided 3/4 interest. | |

Because there is one individual and one corporation, on the electronic form, enter this information on a schedule (click on Use Schedule).

Enter the owner’s name or state “Not Applicable” in line 1 for a posting plan.

EXAMPLE (ELECTRONIC FORM)—TWO OR MORE CORPORATIONS SHOWN IN A SCHEDULE:

| | |
|---|-------------------|
| SCHEDULE | PAGE 2 OF 2 PAGES |
| ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE. | |
| 4. ABC CO. LTD., (Inc. No. 123456) and DEF INC., (Reg. No. A654321) and GHI CORP., (Reg. No. 759367), all of 789 Seymour Street, Burnaby, B.C. 3P8 X1A | |

Because there are three corporations, on the electronic form, enter this information on a schedule (click on Use Schedule).

On the electronic form, names cannot be underlined and no highlighting may be used.

For information on using schedules, see the Schedule form completion instructions on Page [20](#).

SPECIFIC

ITEM 5—Additional Information and Supporting Documents

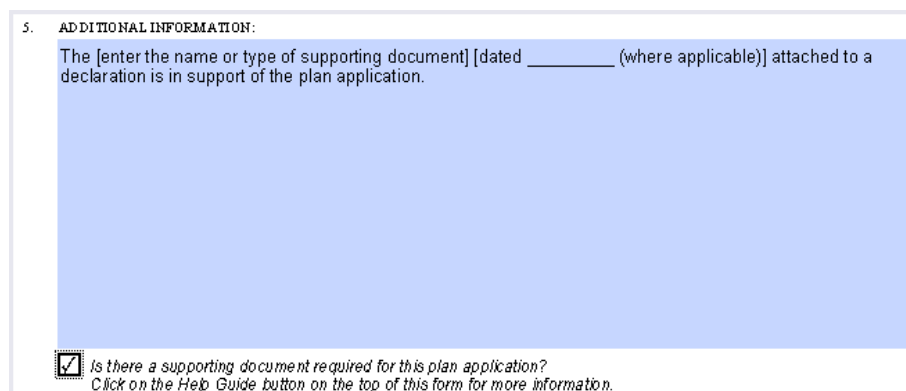
The additional information field includes a question when checked will add an editable statement in the additional information related to a supporting document which must accompany the plan application. The question shown at the bottom of the form does not appear on the printed form.

The supporting document must not be attached directly to the plan application. An original of the supporting document must be imaged, attached to an electronic Declaration and submitted immediately following the plan application. Submission in electronic filing will attach the declaration to the plan application.

See [EFS-Scanning-Requirements](#) for assistance with scanning images suitable for electronic filing posted in the LTSA website.

<http://www.ltsa.ca/electronic-filing-system/user-guides-and-publications>

EXAMPLE – ITEM 5 ADDITIONAL INFORMATION – SUPPORTING DOCUMENT:



5. ADDITIONAL INFORMATION:

The [enter the name or type of supporting document] [dated _____ (where applicable)] attached to a declaration is in support of the plan application.

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.

Examples of approved supporting document types include:

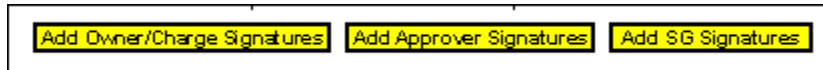
- Certified copies of municipal bylaws and City of Vancouver resolutions
- Resolution made by a strata corporation
- Certificate made by the Agricultural Land Commission
- Consent under the *Cremation, Interment and Funeral Services Act*
- Schedule of consents *Strata Property Act*—subdivision of common property
- Conversion from strata plan s. 272 *Strata Property Act*—schedule of consents
- Surveyor General Order approving Block Outline Posting
- Certified copy of the Ministerial order under s. 108(3) of the *Land Title Act*
- Ministerial Order or certified copy
- Surveyor Generals order for Cancellation of plan comprising Crown Lands S.136

Note: a letter or email from the Registrar for example, approving the use of an explanatory plan, may be attached directly to the plan application.

GENERAL

Signatures and approvals

The signature blocks that are normally required on a mylar plan are now shown on the electronic Plan Application form. Included in the current electronic plan application are 3 signature schedules each with a drop down which list all known examples of required approvals and signatories to assist in the preparation of the electronic Plan Application form. Each signatories and approvals schedule can be created by clicking on Add Owner/Charge Owner Signatures, Add Approver Signatures or Add SG (Surveyor General) Signatures radio buttons on the bottom of the Plan Application form. Selections from the drop down in each of the signature schedules auto populate the signature or witness field with the appropriate editable text for the type selected.

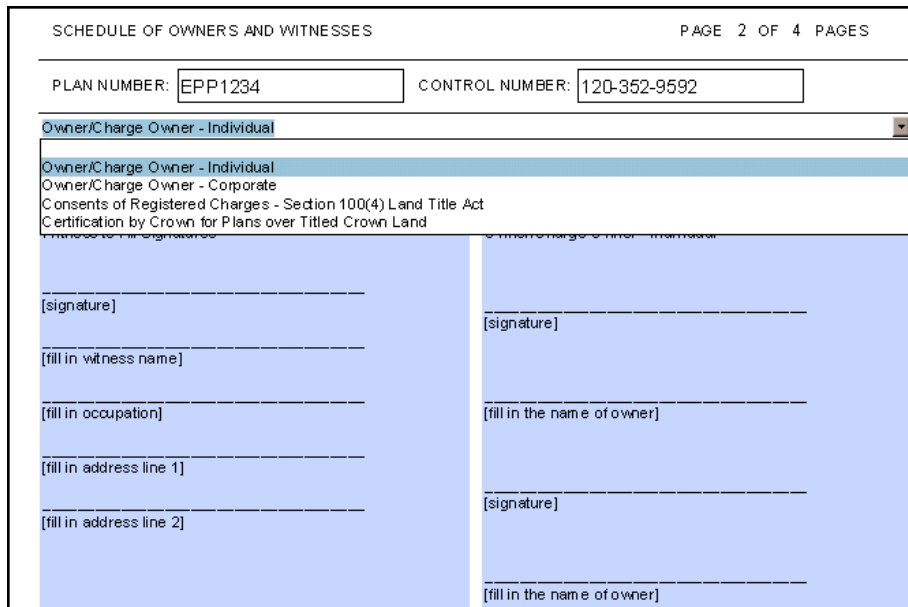


SPECIFIC

SCHEDULE OF OWNERS AND WITNESSES

Selecting **Add Owner/Charge Owner Signatures** will add the **Schedule of Owners and Witnesses** with a choice of four different signature styles. Selecting an owner type auto fills the field with the appropriate editable text. There is room on the schedule to add two individual signature and witness blocks. If additional signature fields are required, click on the appropriate radio button at the bottom of the form. The owner selection header will not appear on the printed form.

EXAMPLE - SCHEDULE OF OWNERS AND WITNESSES:



Where a plan contains a notation: **"A Covenant in the name of _____ pursuant to Section 219 is a condition of approval for subdivision"** check the box at the top of the Schedule of Owners and Witnesses. The field below will auto fill with appropriate editable text required above the owner's signature. Complete the name of the covenantee in the blank space provided.

Note: The question “Is a covenant the approving officer’s condition of subdivision and indicated on the plan?” will not appear on the printed form.

EXAMPLE - COVENANT STATEMENT:

| | | | |
|--|--------------------------------------|-------------------|---|
| SCHEDULE OF OWNERS AND WITNESSES | | PAGE 2 OF 4 PAGES | |
| PLAN NUMBER: | <input type="text" value="EPP1234"/> | CONTROL NUMBER: | <input type="text" value="120-352-9592"/> |
| Owner/Charge Owner - Individual | | | |
| <input checked="" type="checkbox"/> Is a covenant the approving officers condition of subdivision and indicated on the plan? | | | |
| 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 Land Title Act. | | | |

SPECIFIC

SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS

Selecting **Add Approver Signatures** will add the **Schedule of Schedule of Approving Officers and Provincial Approvers** with a selection of the various required approval types. Selecting an approval type auto fills the field with the appropriate editable text. There is room on the schedule to add two individual Approval fields where necessary. If additional signature fields are required, click on the appropriate radio button at the bottom of the form. The Approval selection header will not appear on the printed form.

EXAMPLE - SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS:

| | | | |
|--|--------------------------------------|-------------------|---|
| SCHEDULE OF APPROVING OFFICERS AND PROVINCIAL APPROVERS | | PAGE 3 OF 4 PAGES | |
| PLAN NUMBER: | <input type="text" value="EPP1234"/> | CONTROL NUMBER: | <input type="text" value="120-352-9592"/> |
| Select the approval type from the following selections in the drop down. <i>Appropriate editable text will auto fill in the text box</i> | | | |
| Approval - Approving Officer - LTA Section 88 Access By Water Only | | | |
| Approval - Approving Officer - LTA Section 88 | | | |
| Approval - Approving Officer - LTA Section 88 Access By Water Only | | | |
| Approval - Approving Officer - LTA Section 88 Access By Air | | | |
| Approval - Approving Officer - LTA Section 88 Access By Easement Only | | | |
| Approval - Approving Officer - LTA Section 88 Access By Common Lot Only | | | |
| Re-Approval - Approving Officer | | | |
| Section 75 (1) (c) or (d) Land Title Act Non-compliance LTA Section 76(5) | | | |
| Section 99(1)(k) Land Title Act Lease of Land – Subdivision By Way Of Lease - Municipal | | | |
| Section 99(1)(k) Land Title Act Lease of Land – Subdivision By Way Of Lease - Provincial | | | |
| <input type="text" value="[Fill in name of municipality, or as case may be]"/> | | | |
| <input type="text" value="[include file reference if desired]"/> | | | |

SPECIFIC

SCHEDULE OF SURVEYOR GENERAL APPROVALS

Selecting **Add SG Signatures** will add the **Schedule of Schedule of Surveyor General Approvals** with a selection of the various required approval types. Selecting an approval type auto fills the field with the appropriate editable text. There is room on the schedule to add two individual Approval fields where necessary. If additional signature fields are required, click on the appropriate radio button at the bottom of the form. The Approval selection header will not appear on the printed form.

Version 1.0

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This guide supports the current version of the Land Title Electronic Application to Deposit Plan and replaces the Signatures and Approvals Template document.

EXAMPLE - SCHEDULE OF SURVEYOR GENERAL APPROVALS:

SCHEDULE OF SURVEYOR GENERAL APPROVALS PAGE 4 OF 4 PAGES

PLAN NUMBER: EPP1234 CONTROL NUMBER: 120-352-9592

Select the approval type from the following selections in the drop down. *Appropriate editable text will auto fill in the text box*

Section 94 (1) (C) Land Title Act Natural Boundary Adjustment

Section 94 (1) (C) Land Title Act Natural Boundary Adjustment
Section 94 (1) (d) Land Title Act Natural Boundary Adjustment
Exemption From Integration Within ISA - Survey Rule S.5-7(3)
Section 70 Land Title Act Survey Method Approval within E & N
Section 118 (1) (a) Land Title Act Natural Boundary Adjustment
Section 118 (1) (b) Land Title Act Accreted Land - SRW
Section 80 Land Act Authorization - Survey Rules S.10-15(f)
Approval Of Monumentation Of Block Outline Survey Under Section 69 (3) and (4) Land Title Act
Approval - Posting Of Block Outline Survey Section 69 Land Title Act - Section 10-16(3)
Surveyor General [Fill in name]

[Date]

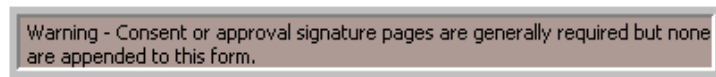
APPLYING THE ELECTRONIC SIGNATURE

Affix Electronic Signature. Once the electronic form is completed, a paper copy must be printed out and executed in accordance with the Land Title Act. A lawyer, notary, or land surveyor who is a subscriber must then affix their electronic signature before the form is electronically submitted. The electronic signature is a certification that the subscriber has the true copy or copy of the true copy in their possession (e.g., a facsimile).

To affix the electronic signature to the form, click on the box at the right of the certification statement. Once an electronic signature is affixed, the form cannot be modified in any way. Thus, it is advisable to save an unsigned copy of the form before affixing an electronic signature. For detailed procedures, see the Land Titles Electronic Filing System (EFS) User's Guide.

When a plan type is selected which does not require signatures, ignore the warning when applying the electronic signature to the electronic Plan Application form.

EXAMPLE - WARNING:



Important: Electronic forms do not support the Adobe feature Clear or Undo Signature. Use of this feature will clear the electronic signature and all of the entered data. Users are advised to save a draft of all electronic documents to make any required amendment prior to submission.

ALTERATIONS TO PENDING ELECTRONIC PLANS

An alteration to an electronic plan cannot be submitted unless the original plan was submitted and is in pending status.

A second version of the electronic plan may be prepared with the alteration made to the plan. The land surveyor incorporates the same electronic plan number into the altered version of the electronic plan, completes a new Surveyor Plan Certification form, and attaches the new version of the plan.

Once the land surveyor has applied the electronic signature to the form, a new control number is generated. The new control number verifies the new version of the plan following submission through the Submit an LTO Plan Alteration process. For further information on plan submission, see the [Electronic Filing System \(EFS\) User Guide](#).

ITEM 4 OWNER ELECTRONIC SCHEDULE

[This Form schedule is automatically appended when the user clicks "Use Schedule". If more room for text is required, the user clicks on "More Pages".]

SCHEDULE PAGE 2 OF 2 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION APPEARS ON THE FIRST PAGE

ITEM 2 ELECTRONIC SCHEDULE FOR PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND – USE 3 PARCEL SCHEDULE

[This Form is automatically appended when the user clicks on “Use 3 Parcel Schedule” under the Parcel Identifier and Legal Description of Land section. If more room for text is required, the user clicks on “Additional 30 Parcel Schedule” or “Additional 3 Parcel Schedule”.]

| ADDITIONAL PARCEL INFORMATION | | PAGE 4 OF 4 PAGES |
|---|--------|------------------------------|
| 2 PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [TEXT] | | |
| [TEXT] | [TEXT] | [TEXT] |
| No. 17U 000000 | | |
| 2 PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [TEXT] | | |
| [TEXT] | [TEXT] | [TEXT] |
| No. 17U 000000 | | |
| 2 PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [TEXT] | | |
| [TEXT] | [TEXT] | [TEXT] |
| No. 17U 000000 | | |
| Additional 30 Parcel Schedule | | Additional 3 Parcel Schedule |

ELECTRONIC SCHEDULE COMPLETION INSTRUCTIONS

General

The software appends a schedule when the user clicks on the *Use Schedule* button. The number of pages is entered automatically.

The phrase “**END OF DOCUMENT**” is not required in the electronic form.

In some cases, the schedule is blank and the fields are not predefined. In other cases, the schedule has predefined fields. Clicking on *Use Schedule* to append a schedule is mandatory where the fields are pre-defined. If another schedule page is required, click on the button at the bottom of the page and another schedule page will be appended to the form.

SPECIFIC – ITEM 2 – USE 30 PARCEL OR USE 3 PARCEL SCHEDULES

Parcel Identifier and Legal Description of Land

When completing Parcel Identifier and Legal Description of Land and more room is required for legal descriptions, the user clicks on *Use 30 Parcel Schedule* or *Use 3 Parcel Schedule*. The schedule has pre-defined fields for “Parcel Identifier and Legal Description of Land”, “NO PID NMBR with the Related Plan Number”, and “Pick up STC”. If another schedule page is required, click on the button at the bottom of the page and another schedule page will be appended to the form.

Use 30 Parcel Schedule is selected for legal descriptions needing one line of text or select *Use 3 Parcel Schedule* for lengthier legal descriptions. The words “SEE SCHEDULE” will appear and a schedule will be appended to the form. Once the schedule is selected, the form cannot be changed.

Use 30 Parcel Schedule has 30 fields for legal descriptions requiring only one line of text and PID numbers. *Use 3 Parcel Schedule* has three fields for lengthy legal descriptions and PID numbers.

In the *Use 30 Parcel Schedule*, if the plan is pending or is part of the same document package, select **NO PID NMBR**. All legal descriptions contained on the schedule must relate to the same plan number. When text for the legal description is entered the words “**NO PID NMBR**” will appear automatically in the PID number field. Once selected, the schedule cannot be changed. A new schedule must be completed.

EXAMPLE—NO PID NUMBER USING 30 PARCEL SCHEDULE:

| ADDITIONAL PARCEL IDENTIFICATION | | PAGE 2 OF 2 PAGES |
|--|--|-------------------|
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND | Related Plan Number: | EPP234 |
| [PID] | [LEGAL DESCRIPTION – must fit in a single text line] | |
| NO PID NMBR | LOT 1 SECTION 2 TOWNSHIP 34 NWD PLAN EPP234 | |
| NO PID NMBR | LOT 3 SECTION 2 TOWNSHIP 34 NWD PLAN EPP234 | |
| NO PID NMBR | LOT 5 SECTION 2 TOWNSHIP 34 NWD PLAN EPP234 | |
| NO PID NMBR | LOT 6 SECTION 2 TOWNSHIP 34 NWD PLAN EPP234 | |

Use 3 Parcel Schedule has three fields for lengthy legal descriptions and PID numbers. For parcels with a PID number, enter the nine-digit number and the legal description. If the plan is pending or is part of the same document package, select **NO PID NMBR** and complete the “**Related Plan Number**” field. The related plan must be in the same package or have a pending status when the form is filed.

Each legal description in the schedule may contain PID numbers or relate to the same pending plan number or a different pending plan number.

Unlike the other schedules when **NO PID NMBR** is selected, the schedule can be changed by clicking on **NO PID NMBR** a second time and entering a PID number.

A combination of **NO PID NMBR** and existing PID numbers may be used when selecting the **Use 3 Parcel Schedule**. The **Use 30 Parcel Schedule** must list all legal descriptions with PID numbers and then select a second schedule to enter legal descriptions without PID numbers and the related plan number.

EXAMPLE (ELECTRONIC FORM)—NO PID NUMBER AND EXISTING PID NUMBER USING 3 PARCEL SCHEDULE:

| LAND TITLE ACT FORM E | | PAGE 2 OF 2 PAGES |
|--|--|-------------------|
| SCHEDULE | | |
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [REDACTED] | | |
| [PID] | [LEGAL DESCRIPTION] | |
| NO PID NMBR | LOT A SECTION 2 TOWNSHIP 3 NWD PLAN EPP123 | |
| <input type="button" value="PID NMBR"/> | | |
| SIC? YES | | |
| <input <="" td="" type="button" value="Pick up SIC?"/> <td></td> <td></td> | | |
| [Related Plan Number] | | |
| EPP123 | | |
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [REDACTED] | | |
| [PID] | [LEGAL DESCRIPTION] | |
| 000-321-456 | LOT 6 DISTRICT LOT 2 GROUP 1 NWD PLAN 12343 | |
| <input type="button" value="No PID NMBR"/> | | |
| SIC? YES <input type="checkbox"/> | | |
| <input <="" td="" type="button" value="Pick up SIC?"/> <td></td> <td></td> | | |

EXAMPLE (ELECTRONIC FORM)—NO PID NUMBER FOR ROAD CLOSING:

| ADDITIONAL PARCEL INFORMATION | | PAGE 2 OF 2 PAGES |
|--|---|-------------------|
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [REDACTED] | | |
| [PID] | [LEGAL DESCRIPTION] | |
| NO PID NMBR | THE CLOSED ROAD SECTION 2 TOWNSHIP 3 NWD DEDICATED ROAD ON PLAN BCP 1234 | |
| <input type="button" value="PID NMBR"/> | | |
| [Related Plan Number] | | |
| | | |

An electronic document with **NO PID NMBR** selected must be submitted while the plan number is still in the pending status. There is an exception to this rule when the plan is to be noted against the common property of a strata plan. For example, a Strata Plan Amendment with **NO PID NMBR** selected does not need to be submitted while the plan number is still in the pending status.

EXAMPLE (ELECTRONIC FORM)— PLAN AFFECTING THE COMMON PROPERTY OF A STRATA PLAN USING 3 PARCEL SCHEDULE:

LAND TITLE ACT
FORM E

SCHEDULE PAGE 5 OF 5 PAGES

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

NO PID NMBR THE COMMON PROPERTY STRATA PLAN LMS1234

PID NMBR

STC? YES
 Pick up STC?

[Related Plan Number]
LMS1234

When selecting **NO PID NMBR** and relating to a pending strata plan or a strata plan in the same package, the electronic form will be noted as pending against any titles with the PID number contained in the related pending strata plan application.

If the related strata plan is completed and filed by the land title office, the electronic form will be noted as pending against all of the titles in the completed and filed strata plan.

When selecting a **Use 30 Parcel Schedule** for applications with PID numbers and without PID numbers, users must create a separate schedule page for the legal descriptions without PID numbers and those with PID numbers. This can be done by clicking on **Use 30 Parcel Schedule**, entering the legal descriptions without PID numbers, clicking on **Additional 30 Parcel Schedule** and then entering the legal descriptions with PID numbers.

USE SCHEDULE – SPECIFIC ITEM 4

When information for item 4 Owner does not fit the available space, click on **Use Schedule**; enter all of the owner information on the Schedule.

DOCUMENTS WHICH MAY ACCOMPANY PLAN PACKAGES – TIPS

STRATA PROPERTY ACT FILING FORM TO ACCOMPANY AN ELECTRONIC STRATA PLAN

The paper prescribed Strata Property Act forms are prepared and signed and then imaged and attached to the electronic Strata Property Act Filing form.

When selecting **NO PID NMBR** and relating to a pending strata plan, a strata plan in the same package or a filed strata plan, the electronic form will be noted as pending against any titles with the PID number contained in the related pending strata plan application.

If the related strata plan is completed and filed by the land title office, the electronic form will be noted as pending against all of the titles in the completed and filed strata plan.

EXAMPLE – STRATA PROPERTY ACT FILING FORM:

| | |
|---|--|
| 2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM: | |
| Form-X Strata Corporation Mailing Address | LTO Document Reference: |
| 3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: | |
| [PID] | [LEGAL DESCRIPTION] |
| NO PID NMBR | STRATA PLAN EPS123 |
| PID NMBR | |
| Related Plan Number: EPS123 | Use 30 Parcel Schedule Use 3 Parcel Schedule |

PRE PLAN CONVEYANCES, EXTENSIONS OF CHARGES AND PARTIAL RELEASES – ELECTRONIC FORMS AS MAY BE REQUIRED

Enter the parent Parcel Identifier Number (each PID may only be added once to each individual electronic document), or relate to a subsequent plan number in the same package. Note the plan number related to must be accompanied by a plan application with a PID number and registered title to ensure acceptance in Electronic filing. Further instruction and examples follow.

EXAMPLE – FORMS PRECEEDING SUBDIVISION – NO PID NUMBER – RELATE TO PENDING PLAN:

| | | |
|---|---|-------------------|
| ADDITIONAL PARCEL IDENTIFICATION | | PAGE 3 OF 3 PAGES |
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND | Related Plan Number: EPP123 | |
| STC for each PID listed below? YES <input type="checkbox"/> | | |
| [PID] | [LEGAL DESCRIPTION – must fit in a single text line] | |
| NO PID NMBR | ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT A PLAN EPP123 | |
| NO PID NMBR | ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT B PLAN EPP123 | |
| NO PID NMBR | ALL THAT PART OF LOT 1 SEC 2 TP 3 NWD PLAN LMP4567 INCLUDED IN LOT C PLAN EPP123 | |

Complete the **Related Plan Number** field with the subdivision plan number in the same plan package as the Form A. In the example above, three Fee Simple application numbers will be assigned.

Tip

A PID number cannot be used more than once in the same electronic application. In this example the same parent parcel is required more than once in order to acquire the correct number of applications. To ensure acceptance when submitting electronically, relate to the pending plan number instead of the parent parcel. All application numbers will be noted as pending against all of the titles in the related plan application.

ROAD CLOSING PLANS – BYLAW OR ROAD CLOSING AND REFERENCE PLANS

In Parcel Identifier and Legal Description of Land – DSPL – Application to Deposit Plan:

1. Click **NO PID NMBR**.
2. Complete the legal description in accordance with the Road Closing plan title.

Note Do not enter the pre-assigned bylaw plan number in the Related Plan Number field in the plan application. The plan application Related Plan Number and the bylaw plan number cannot be the same.

3. Plan Type - Where a Municipality has passed a bylaw or resolution accompanied by a plan, select **Bylaw or Road Closing** from the drop down list.

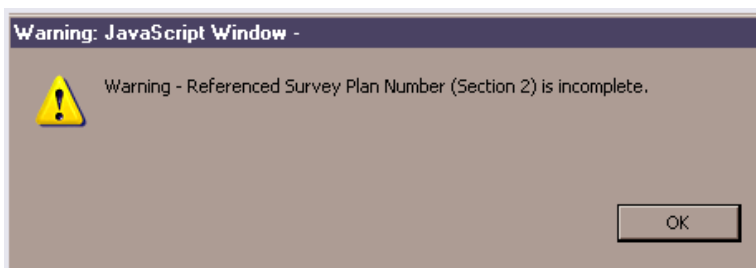
SAMPLE PLAN APPLICATION - ITEM 2 PARCEL IDENTIFIER AND ITEM 3 PLAN TYPE BYLAW OR ROAD CLOSING:

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]
NO PID NMBR PART OF ROAD DEDICATED ON PLAN LMP18019 DISTRICT LOT 300 GROUP
PID NMBR 2 NWD
Related Plan Number: Use 30 Parcel Schedule Use 3 Parcel Schedule

3. APPLICATION FOR DEPOSIT OF:

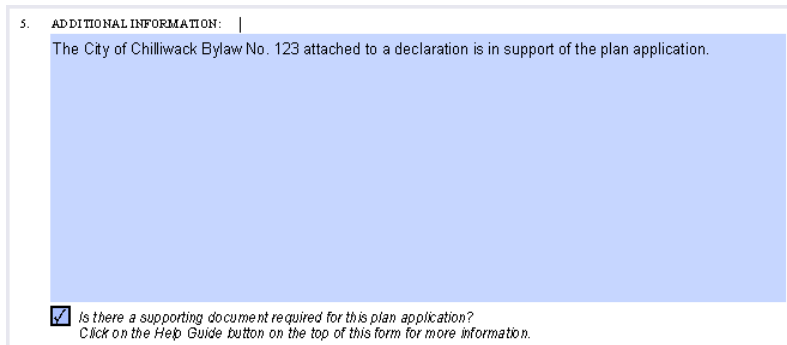
| PLAN TYPE | PLAN NUMBER | CONTROL NUMBER | NUMBER OF NEW LOTS CREATED |
|-----------------------|-------------|----------------|----------------------------|
| Bylaw or Road Closing | EPP1234 | 120-352-9592 | |

4. Ignore the warning message when applying the electronic signature. Click **OK**.



5. Where a plan package consists of a Bylaw plan defining a closed road, the certified copy of the bylaw or resolution is attached to a Declaration. Check the box in item 5 Additional information of the plan application and amend the auto filled text box with the appropriate description of the bylaw or resolution.

EXAMPLE – ITEM 5 ADDITIONAL INFORMATION – SUPPORTING DOCUMENTS:



5. ADDITIONAL INFORMATION: |

The City of Chilliwack Bylaw No. 123 attached to a declaration is in support of the plan application.

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.

The declaration with the attached bylaw is submitted immediately following the electronic plan application followed by the Surveyor Plan Certification with the attached plan image containing the pre-assigned plan number. Submission in the electronic filing system will append the declaration to the plan application.

The plan is accompanied by an electronic Form 17 Fee Simple applying for an indefeasible title in the name of the municipality. See following instructions **Accompanying Form 17 Fee Simple – Title to Closed Road**.

Or for a

DISCONTINUANCE AND CLOSURE OF HIGHWAYS BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

General

The Ministry of Transportation and Infrastructure makes application to close a road pursuant to S.60 *Transportation Act* in order for it to be disposed of pursuant to S.13 (2) *Transportation Act*.

The plan package consists of a reference or explanatory plan defining a closed road with the gazette notice attached to a Declaration. Check the box in item 5 Additional information of the plan application and amend the auto filled text box with the appropriate description of gazette.

TIP

The declaration is submitted in the electronic filing system, immediately following the electronic plan application followed by the Surveyor Plan Certification with the attached plan image. Submission in the electronic filing system will append the declaration to the plan application.

The examiner enters the gazette notice in the miscellaneous notes using the plan application serial number.

In Parcel Identifier and Legal Description of Land – DSPL – Application to Deposit Plan:

1. Click **NO PID NMBR**.
2. Complete the legal description in from the Road Closing plan title.

Note: Do not enter the pre-assigned road closing plan number in the Related Plan Number field in the plan application. The plan application Related Plan Number and the bylaw plan number cannot be the same.

EXAMPLE – ITEM 2 – LEGAL DESCRIPTION – DISCONTINUANCE AND CLOSURE OF HIGHWAY:

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

NO PID NMBR PART OF ROAD DEDICATED ON PLAN LMP18019 DISTRICT LOT 300 GROUP
PID NMBR 2 NWD

Related Plan Number: Use 30 Parcel Schedule Use 3 Parcel Schedule

3. APPLICATION FOR DEPOSIT OF:

| PLAN TYPE | PLAN NUMBER | CONTROL NUMBER | NUMBER OF NEW LOTS CREATED |
|--------------------------|-------------|----------------|----------------------------|
| Reference or Explanatory | EPP1234 | 120-352-9592 | 0 |

3. Item 3 Select Plan Type. Where the Ministry of Transportation and Infrastructure Highways has closed a road by gazette notice, select **Reference or Explanatory or Statutory Right of Way** from the drop down list.

4. Item 4 – Complete the Owner, occupation and address fields.

5. Additional Information. Check the box in item 5 Additional Information and amend the auto filled text box with the appropriate description of the gazette. The image of the gazette notice is attached to an electronic Declaration.

EXAMPLE – ITEM 5 – ADDITIONAL INFORMATION:

5. ADDITIONAL INFORMATION:

The Road closing gazette [dated _____ (where applicable)] attached to a declaration is in support of the plan application.

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.

Ignore the warning message when applying the electronic signature.
Click **OK**.

6. The plan is accompanied by an electronic Form 17 Fee Simple applying for an indefeasible title in the name of BCTFA pursuant to S.13 (2) *Transportation Act*. See following instructions Accompanying Form 17 Fee Simple – **Title to Closed Road**.

BCTFA may then dispose of the highway by way of a Form A Freehold Transfer.

Note: For an electronic Form A, transfer of closed road from BCTFA to owner of adjacent land must select **NO PID NMBR** and complete the **Related Plan Number** field with the following subdivision or Reference plan number, which consolidates the closed road with the adjacent land. If the transfer does not have a subsequent plan to relate to, submission cannot be made until the land title office has registered the title to the closed road, and a PID number is available.

ACCOMPANYING FORM 17 FEE SIMPLE – TITLE TO CLOSED ROAD

1. in item 2 click **NO PID NMBR** and relate to the pre-assigned Bylaw Plan number. Complete the legal description.
2. in item 3 Nature of Interest select **Title to Closed Road**

EXAMPLE – FORM 17 FEE SIMPLE – TITLE TO CLOSED ROAD – NO PID NUMBER CONTAINED IN PENDING APPLICATION

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [legal description]
NO PID NMBR THAT PORTION OF CLOSED ROAD IN DISTRICT LOT 300 GROUP 2 NWD
 PID NMBR PLAN EPP1234
 STC? YES
 Pick up STC? Related Plan Number: EPP1234 Use 30 Parcel Schedule Use 3 Parcel Schedule
 2b. MARKET VALUE: \$ 10,000.00
 3. NATURE OF INTEREST: Fee Simple
TITLE TO CLOSED ROAD

TRANSFER OF CLOSED ROAD TO ADJACENT OWNER

In addition to the closed road applications, the plan package may include a sale of the closed road from the municipality or ministry, to an owner of adjacent land, and may include the following transactions submitted immediately following the Surveyor Plan Certification, with the attached plan image and the Form 17 to raise title to the closed road in the following order:

In Item 2 – Parcel Identifier and Legal Description of Land

1. Click **NO PID NMBR**.
2. Complete the **Related Plan Number** field with the following subdivision or Reference plan number, which consolidates the closed road with the adjacent land.

EXAMPLE – ITEM 2 – FORM A – TRANSFER OF CLOSED ROAD FROM MUNICIPALITY TO OWNER OF ADJACENT LAND, RELEASE OF RIGHT OF RESUMPTION COMMUNITY CHARTER AND ANY EXTENSIONS OF CHARGES REQUIRED OVER THE CLOSED ROAD:

2a. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [legal description]
NO PID NMBR THAT PORTION OF CLOSED ROAD IN DISTRICT LOT 300 GROUP 2 NWD
 PID NMBR PLAN EPP1234 Bylaw Plan number
 STC? YES subsequent consolidation or subdivision
 Pick up STC? Related Plan Number: EPP1235 Use 30 Parcel Schedule Use 3 Parcel Schedule

Note: If the Form A transfer does not have a subsequent plan to relate to, submission electronically must wait until the land title office has registered the title to the closed road, and a PID number is available.

DOCUMENTS SUBSEQUENT TO APPLICATION TO DEPOSIT A PLAN - SUBDIVISION OR REFERENCE (CONSOLIDATION)

Subsequent plan applications and documents which may create a new charge e.g. Covenant or transfer the new lots in the consolidation or subdivision plan should relate back to the plan application for the **Subdivision or Reference Plan** consolidating the closed road with the adjacent lands. The related plan application must include at least one legal description with a registered title and PID number, in addition to the legal description for the closed road.

For the closed road legal description Click **NO PID NMBR** and complete the **Related Plan Number**. The user must enter each *legal description* noted in the plan title separately. The related plan must be in the same package or have a pending status when the form is filed.

If the plan is pending or is part of the same document package:

1. Click **NO PID NMBR** and complete the full legal description of the new lot(s).
2. Complete the **Related Plan Number** field.

Click **Use 30 Parcel Schedule** or **Use 3 Parcel Schedule** as may be needed.

EXAMPLE – USE 30 PARCEL SCHEDULE – LISTING NEW LEGAL DESCRIPTIONS FOLLOWING SUBDIVISION OR CONSOLIDATION PLAN

| LAND TITLE ACT FORM E | |
|---|--|
| SCHEDULE | PAGE 2 OF 2 PAGES |
| 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND | |
| Related Plan Number: EPP1235 | |
| STC for each PID listed below? YES <input type="checkbox"/> | |
| [PID] | [LEGAL DESCRIPTION – must fit in a single text line] |
| NO PID NMBR | LOT 1 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235 |
| NO PID NMBR | LOT 3 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235 |
| NO PID NMBR | LOT 6 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235 |
| NO PID NMBR | LOT 9 DISTRICT LOT 300 GROUP 2 NWD PLAN EPP1235 |

PACKAGING TWO OR MORE STRATA PLAN PHASES AND AMENDED STRATA PLANS

Two or more **PHASES** of a strata plan may be added to the same package with each plan application entering the PID number of the title(s) affected or may relate to a preceding Reference or Subdivision plan number in the same package or one previously submitted and still pending. Selecting No PID NMBR and entering the same strata plan number in the RELATE TO PLAN field will result in an error message.

An **AMENDED STRATA PLAN** application submitted as its own package or as part of a larger package combined with other phases of the same strata plan rather than listing all of the legal descriptions and PID numbers from a previously registered phase of the strata plan, may instead, enter the **NO PID NMBR** and enter the same strata plan number in the Relate to plan field. The prior phase or strata plan may have either a pending or registered status. Relating to the filed or pending strata plan will ensure that the Amendment is noted on all of the titles in both the registered strata plan and where a strata or phased strata plan is still pending, the Amendment will be noted on the title affected by that pending phased strata plan.