



Electronic Survey Plan Process



Background

For over 150 years, land surveyors have prepared survey plans in hard copy format on a variety of media.

In 2002, the Office of the Surveyor General initiated the Digital Survey Plan Project with the objective of replacing physical hard copy plans with a fully electronic process. Shortly after, in 2004, the Land Title Office rolled out the revolutionary Electronic Filing System (EFS) which enabled the submission of legal documents in an electronic format via the web.

In January 2005, the Land Title and Survey Authority of British Columbia was launched with a mandate to operate the land title and land survey systems of the province.

In July 2006, the use of electronic survey plans was authorized by a suite of legislative changes. The legislative changes permitted plans to be submitted as PDF images without any signatures on the plan itself. Instead, a simple system to permit collection of owners, charge holders and approval signatures off the plan was enabled.

Electronic plan packages are submitted through the Authority's EFS which is accessed through BC OnLine in a safe and secure manner.

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Mandate

The **Mission** of the Authority is to create confidence by delivering assured land title and land survey systems essential to the property market and economic foundation of British Columbia.

The Authority's **Vision** is to earn a reputation for exceptional service and excellence in the preservation, access and integrity of the land titles and survey systems.

In pursuit of our mission and vision, we have a set of core **Values**.

- We are accountable to those we serve.
- We act with the highest standards of integrity, knowledge and skill.
- We respect and value our customers and each other.
- We will continuously improve.
- We are approachable and personally responsive to our customers and employees.

British Columbia has 1.9 million active land titles and 2.2 million surveyed parcels.



How The Electronic Survey Plan Process Works

The British Columbia Land Title and Survey Authority's EFS provides for online submission of legal survey plans such as subdivision, reference, explanatory and strata plans.

Historically, land surveyors produced legal survey plans in hard copy format on various media such as linen and mylar. These hard copy plans were circulated to owners, charge holders and approving authorities who would in turn physically sign the plan.

When many signatures were required, the process was time consuming and expensive, especially if the parties did not all live in the same community.

The Electronic Survey Plan process simplifies this. What once took weeks can now be completed in a matter of days. It revolutionizes submitting, handling and storing legal survey plans, and it saves time and money.

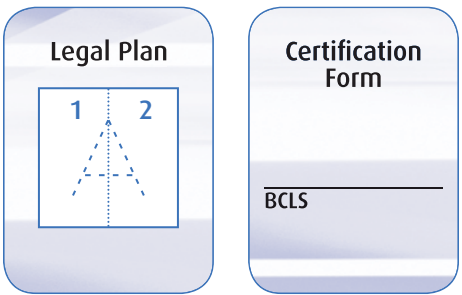
Benefits

- Plan numbers are pre-assigned.
- Signatures and approvals for the plan can be gathered concurrently.
- The need for mylar and paper copies to be couriered to owners, approving authorities and the land title office is eliminated.
- Electronic transmission of plans is virtually instantaneous.

The new system consists of these simple steps:

Step 1: Land Surveyor Prepares and Certifies Plan

A land surveyor produces an electronic image of their survey plan in PDF format and attests that it is complete and correct by affixing an electronic signature to the survey plan and Certification Form.



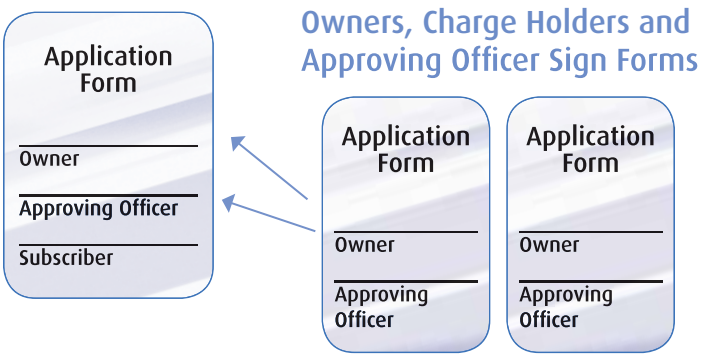
Step 2: Complete Form and Gather Consents

An Application Form is prepared which bears the names of all owners, charge holders and approvers who must sign to allow the deposit of a survey plan into a Land Title Office.

Owners, Charge Holders and Approving Officer Sign Forms

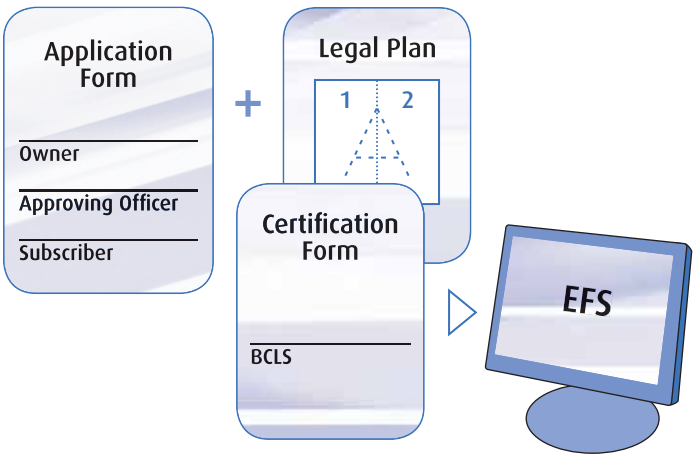
The Application Form is sent to each owner, charge holder and approving officer. Each prints and signs the Application Form and returns it via fax or email to the person responsible for gathering the signatures and approvals.

A land surveyor, notary public or lawyer attests to having a true copy with original signatures, or copies of that copy, in their possession by electronically signing the original Application Form.



Step 3: Plan and Application Submitted to Land Title Office via EFS

The electronic plan and electronically-signed Certification Form and electronically-signed Application Form will then be submitted for registration to a Land Title Office via EFS through the secure BC OnLine system.



For more information, please visit our website: www.ltsa.ca