



Electronic Survey Plan Process

Direction regarding Plan Signatories on plans of titled Crown land

Subject: Electronic Survey Plans

Summary

Commencing February 19, 2008 all British Columbia land surveyors will be able to prepare electronic survey plans.

Electronic survey plan images replace physical mylar plans. When a surveyor prepares an electronic plan no *physical* mylar plan is prepared. The electronic image is, once deposited into the land title registry, the official plan.

Signatures and consents necessary to allow the deposit of an electronic plan into the land title registry are gathered on separate documents, not on the face of the plan.

Managers and Land Officers from the Integrated Land Management Bureau and Directors and Managers from the Crown Land Administration Division will be affected by the migration from physical mylar plans to electronic plans as these people are authorized to sign subdivision and reference plans, as owner, on behalf of government.

Details

Where a subdivision plan or reference plan includes land that is titled to the provincial government a Manager or Land Officer from the Integrated Land Management Bureau (ILMB) or a Director or Manager from the Crown Land Administration Division (CLA) of the Ministry of Agriculture and Lands (MAL) must sign the plan, as owner, on behalf of the government.

These people are the signing authority for subdivision and reference plans where the title to the land is in the name of the Crown, where the title to the land is in the name of the Ministry of Agriculture and Lands and where the title to the land is in the name of a former ministry, the responsibilities of which now rest with the Ministry of Agriculture and Lands.

MAL Officials do not need to sign statutory rights of way plans or posting plans on behalf of the Crown.

A list of ILMB and CLA offices and contact information is available in Schedule A ([click on *Schedule-A-Persons-Authorized-to-Sign* to follow the link to the document on our website](#)).

Mylar plans evolved over time to serve two functions, to graphically define a portion of land, and as a placeholder for all the consents and approvals required to allow the deposit of the plan into the land title registry.

The electronic plan process severs these two functions. The electronic plan image graphically defines a portion of land. Consents and approvals are gathered on a separate document called an *Application to Deposit Plan at Land Title Office* Form (which is referred to as an Application Form henceforth).

The plan image is attached to a second form called a *Survey Plan Certification* Form (Certification Form).

The plan image and the Certification and Application Forms are all in PDF format. Examples of a plan image and affixed Certification Form and an Application Form are delivered with this Word document.

Procedure

When a land surveyor completes an electronic subdivision or reference plan of titled Crown land they will be approaching one of the ILMB or CLA signatories to provide consent for the plan.

The signatory will receive the plan image and Certification Form and the Application Form.

If these documents are received electronically the Application Form must be printed. Once printed the signatory simply signs the appropriate signature block contained in the Application Form and prints their name below their signature. An example of the appropriate signature block is printed below.

Certification by Crown for Subdivision, Reference and Explanatory Plans of Titled Crown Land - Survey Rules s.157 (p)

WITNESS

HER MAJESTY THE QUEEN IN RIGHT
OF THE PROVINCE OF THE BRITISH
COLUMBIA
As represented by the Minister of
Agriculture and Lands

_____ (signature)

_____ (signature)

[Fill in witness name]

[Fill in name of Authorized signatory]

[Fill in witness occupation]

[Fill in address (1)]

[Fill in address (2)]

Any other staff member can witness the signature of the signatory. The witness signs their name and then prints the information as shown above in the appropriate spaces.

Any questions about the plan or about the procedure can be directed to the land surveyor who submitted the plan to this office.

Once the Application Form has been signed and witnessed it needs to be returned to the land surveyor who submitted the plan. This can be done by fax, by scanning the signed Application Form and e-mail, or by hand delivery. Likely the land surveyor will specify the manner in which they seek returns.

Once the land surveyor has gathered all the signatures of consenters and approvers that are necessary so that the plan can be deposited into the land title registry, the electronic plan image and affixed Certification Form and copies of all the signed Application Forms* will be delivered to the Surveyor General Division of the Land Title & Survey Authority. The Surveyor General Division will ultimately submit the digital plan to the land title registry for deposit.

(* If multiple consents and approvals are necessary the electronic survey plan process permits obtaining these concurrently. As such it is quite possible that the land surveyor may have several copies of the Application Form bearing original consent and approval signatures.)

Please visit our website for information on the electronic survey plan process.
www.ltsa.ca

For further information please contact any staff member of the Surveyor General Services unit of the Surveyor General Division through our main switchboard number (250) 952 -5021.

Yours truly,
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Senior Deputy Surveyor General
Land Title & Survey Authority