



Electronic Survey Plan Process Direction to British Columbia Land Surveyors

Subject: Submission of plans prepared pursuant to the *Land Title Act* over titled and untitled Crown land.

Summary – Business Requirements

All plans over Crown land, both titled and untitled, must be submitted to the Surveyor General for processing and filing into the appropriate registry. This paper explains the process for submitting electronic plans prepared pursuant to the *Land Title Act* to the Surveyor General.

The majority of plans prepared pursuant to the *Land Title Act* over Crown land are statutory rights of way plans over untitled or titled land. Several Crown agencies, most often the Integrated Land Management Bureau (ILMB) of the Ministry of Agriculture and Lands, also request that Posting plans, Reference plans and Subdivision plans be prepared over titled Crown land to support land dispositions.

Summary – Technical Requirements

The Electronic Survey Plan (ESP) process forms a part of the Electronic Filing System (EFS). The EFS system is accessed through BC OnLine. All the Forms that you will need in order to use the ESP process are available on BC OnLine under the *Land Title and Survey Authority* option.

Upon completion of a plan prepared pursuant to the *Land Title Act* over Crown land the land surveyor is to submit the plan image and affixed Survey Plan Certification form to the Surveyor General Division of the LTSA at the following e-mail address:

Ltsubmissions@ltsa.ca

Plans prepared pursuant to the *Land Title Act* over Crown land are not to be submitted through EFS (the Electronic Filing System).

Supporting documentation is also to be submitted with the plan image and affixed Survey Plan Certification form.

Detailed Process

Upon completion of a plan the land surveyor must save it as a PDF image. EFS (of which the ESP forms a part) supports PDF images created by Adobe Acrobat Standard edition, versions 6, 7 or 8. Although other editions of Adobe Acrobat, such as Professional, and other PDF generators may work, only Adobe Acrobat Standard edition, versions 6, 7 and 8 are supported by our Help Desks.

The PDF plan image must be inserted, as the last page, into a current Survey Plan Certification form.

Once inserted, the land surveyor must apply their digital signature to the Survey Plan Certification form.

Statutory Right of Way Plans

Following is the process for submitting statutory right of way (SRW) plans over titled and untitled Crown land to the Surveyor General Division.

Once the Survey Plan Certification form containing the survey plan image is digitally signed by the land surveyor it is to be delivered to the Surveyor General Division of the LTSA with the following supporting documents:

If the SRW plan defines land within the Oil Patch the Surveyor General submission is to include:

- An Oil & Gas Commission letter stating that the plan defines the correct area of land in accordance with the OGC offer; and
- The Survey Plan Certification form and affixed survey plan image.

If the SRW plan is not within the Oil Patch the Surveyor General submission is to include:

- A copy of the offer for the SRW from ILMB including the sketch plan and the page of the offer that has been signed by the applicant;
- If the SRW has been prepared at the direction of another government agency then a copy of a letter or other document requesting and authorizing the survey needs to be included in the returns; and
- The Survey Plan Certification form and affixed survey plan image.

These are to be delivered to the Surveyor General at the following e-mail address:

LSubmissions@ltsa.ca

Posting Plans

Once the Survey Plan Certification form containing the survey plan image is digitally signed by the land surveyor it is to be delivered to the Surveyor General Division of the LTSA with the following supporting documents:

- A copy of the offer from ILMB including the sketch plan and the page of the offer that has been signed by the applicant;
- If the posting plan has been prepared at the direction of another government agency then a copy of a letter or other document requesting and authorizing the survey needs to be included in the returns; and
- The Survey Plan Certification form and affixed survey plan image.

These are to be delivered to the Surveyor General at the following e-mail address:

LSubmissions@ltsa.ca

Subdivision and Reference Plans

It is the responsibility of the land surveyor to obtain all necessary signatures of consenters and approvers (other than that of the Surveyor General) for subdivision and reference plans.

With electronic plans, all consents and approvals are obtained upon the Application To Deposit Plan form available on BC OnLine.

The land surveyor will have to download the Application To Deposit Plan form, complete the first page of the form and append a page (or pages, as necessary) containing signature blocks for all consenters and approvers. Boilerplates of all signature blocks are contained in the Signatures and Consents document available on the LTSA website.

When creating the Application form do not complete section 1 (the Application section) and do not digitally sign the Application form.

As indicated in Circular Letter No. 434, certain ILMB staff must authorize the deposit of reference and subdivision plans as owner, on behalf of the Crown. Please link to http://www.ltsa.ca/documents/sgd/List_of_authorized_signatures.pdf to view a list of ILMB staff who can sign the Application to Deposit Plan form on behalf of the Crown.

Once all signatures and consents are gathered the Survey Plan Certification form and affixed survey plan image and supporting documentation are to be delivered to the Surveyor General at the following e-mail address: LSubmissions@ltsa.ca

The required documents are:

- The Application To Deposit Plan form – which has been tried up but has not been digitally signed;
- Copies of the Application To Deposit Plan form in PDF format which bear the signatures of all parties (other than that of the Surveyor General) who must provide consent to the plan in order for it to be deposited into the Land Title Registry;
- A copy of the offer from ILMB in PDF format that caused the survey including the sketch plan and the page of the offer that has been signed by the applicant;
- If the plan has been prepared at the direction of another government agency then a copy of a letter or other document requesting and authorizing the survey needs to be included in the returns; and
- The digitally signed Survey Plan Certification form and affixed survey plan image.

Payment of Surveyor General Division Plan Examination and Confirmation Fees

At this time it is not possible to pay fees electronically. As such it is necessary to submit these fees via mail, courier or hand delivery. Functionality to allow electronic payment of fees for *Land Title Act* plans will be developed shortly.

For assistance please call the LTSA reception desk at (250) 952-5021 and ask for one of the following:

- Jane McMinn
- Hilde Kohl
- Linda Pakos
- Doug Ford
- Gordon Chong
- Jeff Beddoes

Jeff Beddoes, BCLS
Senior Deputy Surveyor General

www.ltsa.ca