



IT'S OUR TIME  
TO SHINE

**CIRCULAR LETTER NO. 414**

February 10, 2003

**TO ALL BRITISH COLUMBIA LAND SURVEYORS**

**Re: Surveyor General Branch  
New Survey Instruction and Plan Examination Processes**

As of March 10, 2003, the Surveyor General Branch will implement significant changes to the survey instruction and plan examination processes for the surveys of Crown land.

Land surveyors will be required to obtain copies of their client's signed offer of Crown land from the appropriate regional office of Land and Water British Columbia Inc. The land surveyor will be responsible to determine the type of survey required to fulfill the offer.

No survey instructions will be provided for surveys pursuant to the *Land Title Act*.

For surveys prepared pursuant to the *Land Act*, the land surveyor must submit a copy of the accepted offer including the sketch attached to the offer to the Surveyor General Branch. Delivery of this material in an electronic format is preferred. In return, the Surveyor General Branch will supply the land surveyor with the legal description for the parcel to be surveyed.

Obtaining reference material to conduct surveys will become the land surveyor's responsibility. Sources include the ministry's GATOR program, search agents and the Registries Department Client Services Unit. Land surveyors are welcome to visit the Crown Land Registry to conduct their own research and obtain copies of documents. The use of GATOR is encouraged.

As in the past, Surveyor General Branch staff are available to provide direction on survey issues.

Upon completion of surveys conducted pursuant to the *Land Act*, the practice of submitting two paper prints of the survey plan to the Surveyor General Branch is continued. Upon conclusion of the examination of the plan the land surveyor will be contacted and requested to submit the original mylar of the survey plan.

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Upon completion of surveys conducted pursuant to the *Land Title Act*, two mylar copies and six paper prints are required. Additionally, a copy of the accepted offer including the attached sketch plan is required. Upon confirmation, the plan will be deposited into the appropriate Land Title Office by Surveyor General Branch staff.

Yours sincerely,

Rick Hargraves, B.C.L.S.  
Surveyor General and Director

RH:np