

Note: This sample checklist is provided for reference only. Checklists for application packages are integrated into the Web Filing process and are entered online. This shows the checklist questions that will be presented during a Web Filing submission. Do not fill this checklist out and append it to your package.

Checklist – Ministry of Lands, Parks and Housing Act Section 9(1) Highway or Forest Road Plan Submission

Refer to <https://ltsa.ca/practice-information/ministry-of-lands-parks-and-housing-act> for more information.

Checklist of Requirements for the Submission Package

1. If provided, the submission package includes the preliminary conditional approval?
2. Submission package includes the electronic plan affixed to digitally signed Survey Plan Certification form (SPC)?
3. Submission package includes an Application to Deposit Plan at Land Title Office form (DSPL) with the certificate for signature by the Surveyor General?
4. The plan heading conforms to the following format:
 - Includes "...and unregistered Crown land"
 - **Does not** refer to "pursuant to section 9(1)"

5. Is the approved application area depicted on the plan with broken lines and identified as, "*Unregistered Crown land subject to section 9(1) Ministry of Lands, Parks and Housing Act*"?

6. Is the notation required by SPR 4-5(10), "This plan includes public road through Crown land" shown on the plan image?

7. If available, is the LTSA file number shown on the plan image?