



Land Title ELECTRONIC FILING SYSTEM (EFS) Requirements for Electronic Land Title Plans

(Formerly known as the Table of Concordance)

Land Title and Survey Authority of BC

Updated: November 17, 2013
Amended Version 1.6

Change Record			
Version	Date	Page	Description
1.0	September, 2008	All	Initial Release
1.1	April, 2009	5, 25	Added SR4-08 S.3-4 (2) (i) Regional District, SR9-07 S.3-4 (1)(a) change to text for Scale, SR8-07 change to text for S.3-3 (2) Draughting, Minister of Transportation changed to Minister of Transportation and Infrastructure
1.2	Sept, 2009	34,35	Bareland Strata Plan approval – substituted Strata Property Act for Condominium Act conforming with amendments including up to B.C. Reg. 269/2007
1.3	June, 2011	10,14,16,21	Change in Ministry names for signatures re Survey Rules 10-15(h)(i)(j)(m) and (o) Updated Form 9, added Form 9a
1.4	March 2013	All	All survey rules and director's requirements updated to March 2013, removed hardcopy instruction, dropped the reference to Table of Concordance in the title
1.5	June 2013	11, 15, 22	Corrected surveyor's signature in surveyor's certification S.3-4 (2)(i), added Treaty Lands notations on plans requirements
1.5 Amended	August 13, 2013	All	Formatting corrections, page numbering, heading dates
1.6	November 17, 2013	9, 15	Updated introduction, Added SR 10-15 -2 (v) and moved Director's requirements for Continuation of Lots number series, updated introduction, updated SR10-2 (e)

Requirements for Electronic Land Title Plans (formerly called the Table of Concordance) November 17, 2013

The Director of Land Titles establishes requirements for electronic plans in accordance with Part 10.1 *Land Title Act* in DR01-11 Directors Requirements for Electronic Filing Schedule B. The following represents some of the sections of the *Land Title Act* that are applicable to the Director's requirements but readers are cautioned to review the entire Part 10.1 for completeness.

Form and manner of completion

168.721 (1) Electronic plan applications and electronic plans submitted under section 168.74 must be in the form designated by the director, contain the information required by the director and be completed in the manner established by the director.

(2) If another enactment prescribes the form and legal effect of a document referred to in the definition of "electronic plan", that document in the electronic form designated under subsection (1) has the same legal effect as under the other enactment despite any differences between the electronic form and the form prescribed under the other enactment.

(3) Unless the director otherwise permits, all information in an electronic plan must be depicted in black on a white background.

Assignment of serial deposit numbers to electronic plans s.168.722

Signing requirements for electronic plans—British Columbia land surveyor s.168.73

Signing requirements for electronic plan applications—persons other than subscribers s.168.731

Signing requirements for electronic plan applications—subscribers s.168.732

Submitting electronic plan applications and electronic plans 168.74

Director's requirements for electronic plans - **General**

All signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at the Land Title office.

Minor changes have been made to existing required signatures and notations where they refer to "shown on plan hereon" or similar language and replaced to facilitate the electronic filing of plans to the land title office.

Director's requirements are made where the registration of the plan requires particular information even where there are existing survey rules for electronic plans.

General Survey Instruction Rule ("GSIR") I-3 states *Unless prescribed otherwise, the General Survey Instruction Rules pertaining to plans apply to both hardcopy and electronic plans.*

The Director's requirements for electronic plans often replicate the existing GSIR's where applicable. The following are the Director's requirements as of the date of issuance of these requirements.

The following table is an excerpt of Schedule B for the convenience of staff, surveyors and other practitioners.

<http://www.ltsa.ca/docs/DR-01-11-Directors-Requirements-for-Electronic-Filing.pdf>

General Plan Specifications	<i>Land Title Act</i> and Regulations	Survey Rule	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Copies	LTA S.67(s) S.168.712		LTA Section 168.712(3) Section 245(e) [copies accompanying strata plan tendered for deposit] of the Strata Property Act and the following sections of this Act do not apply in relation to electronic plans: (b) section 67(s) [copies accompanying plan tendered for deposit]; section 144(2)(b) [copies accompanying air space plan tendered for deposit];	<i>A Director's instruction is not required as specific legislation exists.</i>
Standards		S.3-3 (12)	Plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Margin		S.10-14 (1)	(1) Plans must have a rectangle that has an area of not less than 150 cm ² relative to the <i>intended plot size</i> , preferably in the top right corner of the plan, which will contain the notation required under <i>GSI Rule 10-15 (1)(a)</i> with the remaining area left blank for the use of the registrar. The following notes, with modification as necessary, must be shown on plans if applicable: (a) in the top right corner of the plan, immediately below the top margin: <i>Plan</i> ;	<i>The Director's requirement replicates the existing survey rule of the date of issuance of these Director's Requirements.</i>
Material and Plan Sheet Sizes		S.3-1 (2)	The plan image must be created as a PDF file compatible with Adobe Acrobat 8.0, or higher, with a resolution of not less than 600 dots per inch and having an intended plot size of A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm When a multi-sheet plan is permitted all sheets shall use the same sheet size and have the same sheet orientation (all landscape or all portrait). ¹	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

General Plan Specifications	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
SRW Sheet Sizes		S.3-1 (3)	The <i>intended plot size</i> of right-of-way plans must be the standard sheet sizes required by <i>GSI Rule 3-1 (2)</i> if possible, but the intended plot size must not in any case exceed 4 metres in length and 0.75 metres in width.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Lettering and boundaries	LTA s.168.721 (3)	S.3-3	(5) The top of the plan must, if practical, be north and the lettering must be so arranged that it may be easily read when facing the top of the plan.	<i>Land Title Act s.168.721(3)</i> Unless the director otherwise permits, all information in an electronic plan must be depicted in black on a white background. <i>A Director's requirement is not required.</i>
			(2) Except in the case of a posting plan, other than a block outline posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
			(7) The plan image must contain no signatures. Any signatures that may be required for the plan must be obtained in a form and manner prescribed by the <i>Director</i> for plans filed in the Land Title Office or the Surveyor General for plans filed in the Surveyor General's vault.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
			(10) Lettering on plan images must be in a black font and must not be less than 2.0 mm in height when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
			(11) Plan images must be capable of being produced so that the resulting copy shows a clear and legible image at the intended plot size. The word "original" as prescribed for hardcopy plans in this GSI Rule must not be shown on the plan image.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

General Plan Specifications	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Plan Title and Type of Plan	LTA 67(c)	S.10-12	A <i>Land Title Act</i> plan must have a clear and concise plan title that includes the purpose of the plan and, where applicable, reference to the pertinent section of <i>Land Title Act</i> , the legal description of the subject lands in accordance with the register, and indicating whether all or part of the subject lands are being dealt with.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Original		S.3-3 (12)	Plans must be in compliance with any standards for electronic submission that have been approved by the Surveyor General.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Abbreviations - Legend		S.3-4 (1)(d)	a legend giving details of the various monuments shown on the plan, subject to the following: (i) the required monument standard abbreviations must be used; (ii) only monuments shown on the plan may be represented in the legend; <i>No current specific Survey Rule for electronic plans</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Plan Number Block		3.4 (1) (a) S. 3-4 (2)(l)	The following notes, with modification as necessary, must be shown on the <i>plan image</i> if applicable: (a) see <i>GSI Rule 3-4 (2)(l)</i> ; 3.4 (2) (l) in the top right corner of the plan, immediately below the top margin: <i>Plan ;</i> The pre-assigned plan number as prescribed by the Surveyor General or the Director of Land Titles must be prominently displayed in the top right corner, immediately below the top margin as follows: Plan [plan number]; This requirement does not apply to plans submitted under Section 25 of the Oil and Gas Activities Act General Regulation.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i> Added as a Director's Requirement "The requirement for an electronically pre-assigned plan number does not apply for the following 3 <i>Land Title Act</i> plan types. Posting Plan (Hardcopy Block Outline) Strata (Hardcopy Phased) Strata (Hardcopy Amendment) For these plan types the plan number must already exist with the prefix LMP, VAP, NWP, VIP, NEP, KAP, BCP, PRP, PGP, NWS, LMS, BCS, VAS, VIS, KAS, NES, PGS, PRS as may be applicable"

General Plan Specifications	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Regional District		S.3-4 (2) (i)	(i) in a location near the certificate required by GSI Rule 3-4 (2)(f), the following: <i>This plan lies within the (Regional District);</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Scale		S.3-4 (1)(a)	The plan, and any enlargements, must contain the following information... bar scale and the following notation: The intended plot size of this plan is ___mm in width by ___mm in height (insert sheet size e.g. D size) when plotted at a scale of 1:___. (i) enlargements shall contain a bar scale and the following notation: <i>Scale of enlargement is 1:_____at intended plot size of plan</i> (ii) enlargements that are exaggerated for clarity and not plotted to scale shall not require a bar scale and shall include the following notation: <i>Not to scale</i>	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
		S.3-2 (1) and (2)	(1) The scale of the plan must be 1:100, 1:125, 1:150, 1:200, 1:250, 1:300, 1:400, 1:500, 1:600, 1:750 or 1:900, or multiples of such scales by an integral power of 10. (2) The smallest scale and sheet size that will permit all required detail and information to be shown on the plan without congestion at the <i>intended plot size</i> must be used.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Airspace Plan Number Block		S.10-17 (p)	(p) a note in the upper right hand corner "Air Space Plan....."	<i>The Director's requirement replicates the existing survey rule.</i>

General Plan Specifications	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Registrar's Signature		S.10-15 (2) (b)	(b) the notation required under hardcopy submission is not required to be shown on the plan image;	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement for an electronic plan</i></p> <p>an annotation line containing the date of application, application number and status of the plan appears on a print of the plan image following electronic submission</p>
North Point		S.3-4 (1)(b)	(b) a north point;	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>
Metric Statement		S.3-4 (1)(h)	(h) all linear measurements must be shown as horizontal ground-level distances in metres and decimals thereof, except for distances to bearing trees and ties to geodetic control monuments, active control points or as required under GSI Rule 11-9 (1)(a)(i), unless otherwise directed by the Association;	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>
Bearing Derivation		S.3-4 (1)(c)	(c) details of bearing derivation in accordance with GSI Rule 2-5 must be given on the plan;	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>
Old legal parcel ghosted in		S.3-4 (1)(s)	(s) the Lot, Block, Parcel and land title plan number, whichever applies, of the lands under survey, as well as of all lands adjacent to each boundary thereof in solid font	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>

General Plan Specifications	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Lot numbering		S.10-14 (2)(g)	(g) unless the registrar is satisfied that convenience of reference will be served by adopting a particular method of marking, each parcel into which the land is divided must be marked with a distinct number or letter on the plan, and must continue an existing series or begin with "1" or "A" and must number or letter consecutively or alphabetically, but in any case the parcels must not be designated as sections or ranges;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Continuation of an existing numbering series notation		S.10-14 (2)(v)	The following notes, with modification as necessary, must be shown on plan image if applicable: 10-15(2) Electronic Plans (v) where the parcels into which land is divided are marked with the continuation of an existing series in accordance with GSI Rule 10-14(2)(g): <i>Lots created on this plan are a continuation of an existing numbering series.</i>	The following notation may be used if a continuation of an existing numbering series is being used <i>Lots created on this plan are a continuation of an existing numbering series</i>
Plot Statutory Right of Ways and Easements		GSIR I-3 S.3-4 (1)(k)	(k) the boundaries of existing rights-of-way or easements if there is a charge on title to the parcel under survey, or if, in the opinion of the Registrar of Land Titles, there is a reasonable expectation of a charge being placed on the title to the parcel under survey, or on the titles of newly created parcels, shown by broken lines;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's R2quirements</i>
Geographic Referencing		S.3-4 (1)(e)	(e) the British Columbia Geographic System designation or designations shown immediately below the title using the 6 minute latitude by 12 minute longitude breakdown;	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

General Plan Specifications	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Cadastral Surveys in Integrated		GSIR I-3 S.3-4 (1)(e)	<p>(3) Where grid bearings are used outside of an integrated survey area, the plan must contain the following information if applicable:</p> <p>(b) a notation, with modification as necessary: "Grid bearings are derived from [insert bearing derivation method] and are referred to the central meridian of UTM Zone [insert number]";</p> <p>(c) surveys georeferenced in accordance with GSI Rule 2-6(1) must indicate on the plan the following:</p> <p>(ii) the following notations, with modifications as necessary:4 "The UTM coordinates and estimated horizontal positional accuracy achieved are derived from [insert type of GPS survey georeferencing method] to [insert geodetic control monument(s) number(s), and/or insert active control point(s) number(s), or previously registered plan]."; "This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of [insert factor]." The average combined factor has been determined based on an ellipsoidal elevation of [insert ellipsoidal elevation] metres.";</p> <p>Where a single average combined factor is not appropriate the combined factor and ellipsoidal elevations may be shown at specific points or in a tabular form and then the following statement may be used: "This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the appropriate combined factor as derived from the combined factors ['noted hereon' or 'in the coordinate table' as applicable]."</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements</i></p>

		S.3-4 (3)	<p>(b) a notation, with modification as necessary: "Grid bearings are derived from [insert bearing derivation method] and are referred to the central meridian of UTM Zone [insert number]";</p> <p>(c) surveys georeferenced in accordance with GSI Rule 2-6(1) must indicate on the plan the following:</p> <p>(ii) the following notations, with modifications as necessary:4 "The UTM coordinates and estimated horizontal positional accuracy achieved are derived from [insert type of GPS survey georeferencing method] to [insert geodetic control monument(s) number(s), and/or insert active control point(s) number(s), or previously registered plan]."; "This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of [insert factor]." The average combined factor has been determined based on an ellipsoidal elevation of [insert ellipsoidal elevation] metres.";</p> <p>Where a single average combined factor is not appropriate the combined factor and ellipsoidal elevations may be shown at specific points or in a tabular form and then the following statement may be used: "This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the appropriate combined factor as derived from the combined factors ['noted hereon' or 'in the coordinate table' as applicable]."</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements</i></p>
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Surveyor Certification	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Surveyor's Certification	LTA s.67 (t) s.168.721 s.168.73 BC Reg 334/79	S.3-4 (2)(f) S.10-15 (2) (p)	<p>The following notation must be shown on the <i>plan image</i>:</p> <p>(i) For plans based on field survey: The field survey represented by this plan was completed on the [dd] day of [month], [yyyy].</p> <p>_____</p> <p>by [full name of BCLS], BCLS</p> <p>(ii) For plans based on existing records:</p> <p>This plan is based on the following Land Title and Survey Authority of BC records:</p> <p>(list plans and documents used to compile the plan) [full name of BCLS], BCLS <i>[dd] day of [month], [yyyy]</i></p> <p>The following notes, with modification as necessary, must be shown on the plan image if applicable:</p> <p><u>For Arterial Highways</u></p> <p>(p) For plans dedicating an Arterial Highway pursuant to section 44.1 of the <i>Transportation Act</i>.</p> <p>This plan image dedicates arterial highway as authorized by the Minister of Transportation and Infrastructure.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements. Director's requirement - the the surveyor's certificate in the form approved in the DR-04-11 Directors Requirements and Approval for Hardcopy Land Title Transfer Forms and Plans Form 9 Statement by Surveyor or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i></p> <p>I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for a Form 9a</i></p> <p>I am a British Columbia land surveyor and certify that this plan was prepared in accordance with specific instructions from the Surveyor General of British</p>

				<p>Columbia and that the survey and plan are correct. I was present at and personally superintended those portions of the survey represented on this plan which are based on field measurements.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for an explanatory plan:</i></p> <p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____ and that the plan is correct in accordance with Land Title Office records.</p> <p>Or for Arterial Highway</p> <p>I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Infrastructure under section 44.1 of the Transportation Act to show certain lands identified on this plan dedicated as Arterial Highway.</p> <p><i>or</i></p> <p>For a Public Official plan where the Surveyor General Certification is selected no other certifications are required.</p>
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Form of Application	Land Title Act and Regulations and Practice	Survey Rules		Directors Requirements for Electronic plans and applications November 17, 2013
General - Plan Application	LTA s.92(1) s.168.721 LTA Regulation 334/79	NA	<i>There are no Survey Rules for electronic plan applications</i>	<i>Director's requirement - The form designated by the Director to accompany electronic plans is the electronic Application to Deposit Plan in Land Title Office.</i>
Owners' Signatures	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Signatures required on land title plans	LTA s.72(2) s.97(2) s.103(b) s.168.731(2)	S.3-3 (7) S.10-13	<p>The plan image must contain no signatures. Any signatures that may be required for the plan must be obtained in a form and manner prescribed by the <i>Director</i> for plans filed in the Land Title Office or the Surveyor General for plans filed in the Surveyor General's vault.</p> <p>Plan images must not contain the signatures of owners and witnesses. These signatures must be obtained in a form and manner prescribed by the <i>Director</i>.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>The signatures required under hardcopy submission are now located on the electronic Application to Deposit Plan form for electronic plan submissions.</p>

Owners' Signatures	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Consents S.100 (1) (b)	LTA s.100(1) (b) s.168.731(2) BC reg 334/79	S.10-13	Plan images must not contain the signatures of owners and witnesses. These signatures must be obtained in a form and manner prescribed by the <i>Director</i> .	<p><i>Director's requirement</i> for an electronic reference plan or an explanatory plan tendered for deposit under <i>Land Title Act</i> section 100(1)(b):</p> <p>The plan must be accompanied by an electronic Application to Deposit a Plan at Land Title office form signed by the owner in fee simple and consented to by each holder of a registered charge and the signature for any necessary approvals.</p> <p><i>Add the following note and signatures to the electronic plan application</i></p> <p>(NOTE: Consent by a holder of a registered mortgage of the fee simple operates, on deposit of the plan, to extend the mortgage to the whole of the new parcel shown on the plan EPP_____.)</p> <p>I/We, _____ of _____, the holders of the following registered charges, consent to the deposit of Plan EPP_____.</p> <p>_____ [Fill in Registration No. of Charge]</p> <p>_____ [fill in the name of charge holder]</p> <p>_____ [signature]</p> <p>_____ [fill in the name of signatory]</p> <p>_____ [signature]</p> <p>_____ Witness Name [fill in witness name]</p> <p>_____ Address [fill in witness address]</p> <p>_____ Witness occupation [fill in witness occupation]</p> <p>_____</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Covenant required by Approving officer as a condition of Subdivision Approval	LTPM paragraph 14.207	S.10-15 (2) (e)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(e) if the Approving Officer requires a notation on the plan when a covenant in favour of the Crown, a Crown corporation or agency, a municipality or a regional district is a condition of approval:</p> <p><i>A Covenant [or: (insert number) Covenants] in the name of</i></p> <p>_____</p> <p><i>{name of covenantee} pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement</i> The notation is only required to be noted on the plan at the specific request of the approving officer.</p> <p>Directors Requirement in an electronic plan application - the following notation is now located above the owners signature:</p> <p>_____</p> <p>The registered owner(s) designated hereon declares that he/she has entered into a (insert number of covenants) covenant(s) in favour of _____ [name of covenantee(s)] under Section 219 of the <i>Land Title Act</i>.</p>
Corresponding Approving Officer statement in accompanying Covenant document	LTPM paragraph 7.315		<i>No Survey Rule for electronic plans</i>	<p><i>Director's requirement</i> – for each Covenant in electronic Form C required as a condition of approval for a subdivision plan:</p> <p>The following notation and signature should be located in a Form D additional signatures in an electronic Form C Covenant. _____</p> <p>This is an instrument required by the Approving Officer for subdivision Plan EPP_____ creating the condition or covenant entered into under s.219 of the <i>Land Title Act</i>.</p> <p>_____</p> <p>[Signature] Approving Officer</p> <p>_____</p> <p>[Fill in name of Approving Officer]</p>

Signatures, Approvals and Notations	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certification by Crown for Subdivision, Reference and Explanatory Plans of Titled Crown Land		S.10-15 (2) (o)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(o) for subdivision, reference and explanatory plan of titled Crown land:</p> <p><i>The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan.</i></p>	<p><i>Directors requirement</i> - the signature to be included in an electronic plan application must be: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA as represented by the Minister of Agriculture and Lands</p> <p>_____</p> <p>[Signature]</p> <p>_____</p> <p>[Fill in name of Authorized Signatory]</p> <p>_____</p> <p>[Fill in Witness Name]</p> <p>_____</p> <p>[Fill in Witness Occupation]</p> <p>_____</p> <p>[Fill in Address line 1]</p> <p>_____</p> <p>[Fill in Address line 2]</p>
Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land			<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image where Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land is required</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that EPP_____ is the Official Plan shown outlined thereon.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name]</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land			<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image where Certification by Surveyor General for Subdivision, Reference and Explanatory Plans of Titled Crown Land is required</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that EPP_____ is the Official Plan shown outlined thereon.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____ [date]</p>
Treaty Commission Act Section 25.1 of Schedule 1 - Approval Not Required	Section 25.1 of Schedule 1 LTA		<i>No Survey Rule for electronic plans</i>	<p><i>Directors requirement</i> For an electronic plan that has the Section 25.1 certificate signed by the Minister he following notation must be shown on a plan image:</p> <p><i>Section 25.1 of Schedule 1 of the Land Title Act applies to this plan.</i></p> <p>The signature to be included in an electronic plan application must be: "Section 25.1 of Schedule 1 - Approval Not Required"</p> <p>I hereby certify that Plan EPP_____ is a plan to which Section 25.1 of Schedule 1 of the Land Title Act applies.</p> <p>_____ [Signature]</p> <p>_____ The Minister Charged with the Administration of the Treaty Commission Act</p> <p>_____ [Fill in name]</p>

Signatures, Approvals and Notations	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Approving Officer Approval	LTA s.88	S.10-15 (2) (c)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(c) in a blank space outside the plotted boundaries the jurisdiction of the Approving Officer(s) shall be noted with the following statement:</p> <p>This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Directors requirement</i> - the signature to be included in an electronic plan application must be: Plan EPP____ Approved under the <i>Land Title Act</i> on _____ [date]. _____ [signature]</p> <p>_____ [fill in name of Approving Officer's title]</p> <p><i>[name of municipality, or as the case may be]</i> _____ [include file reference if desired]</p>
Surveyor Re-inspection	LTA s.84		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p>Where an approving officer has required a land surveyor to inspect a survey pursuant to Section 84 <i>Land Title Act</i>:</p> <p><i>Director's requirement for an electronic plan</i> - add the following notation to an electronic plan image:</p> <p>Inspected under the <i>Land Title Act</i> on the ____ day of _____, _____.</p>
Approving Officer Re Approval	LTA s.92(1) (c)		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be: Plan EPP____ Re-Approved under the <i>Land Title Act</i> _____ [date]. _____ [signature]</p> <p>_____ [fill in name and Approving Officer's title]</p> <p><i>[name of municipality, or as the case may be]</i> _____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Access over registered and unregistered Crown Land		S.10-15 (2) (l)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(l) for plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p>This plan includes public highway through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>For plans establishing a highway over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The public highway through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[Fill in name of Authorized signatory] for Minister of Agriculture and Lands</p> <p>_____ [date]</p>
Misc Approvals - Public Access to water	LTA s.75(1) (c) and (d) s.76(5)	S.10-15 (2) (d)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(d) if relief from compliance with section 75 (1) (c) or (d) of the <i>Land Title Act</i> is obtained:</p> <p>This plan need not comply with section 75 (1) (.....) of the <i>Land Title Act</i>;</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If relief from compliance with section 75(1)(c) or (d) of the <i>Land Title Act</i> is obtained:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ need not comply with section 75(1) ____ of the <i>Land Title Act</i>. Dated _____ [date]</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>[fill in name of signatory] for Minister of Transportation and Infrastructure;</p> <p>_____ [include file reference if desired]</p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Plan Title on Subdivision by way of Lease	LTPM paragraph 7.315		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement</i></p> <p><i>The plan title on an electronic plan shall be the same as for a hardcopy plan.</i></p>
Subdivision by way of Lease	LTPM paragraph 7.315	S.10-15 (2) (c)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>In a blank space outside the plotted boundaries the jurisdiction of the Approving Officer(s) shall be noted with the following statement: This plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</p>	<p><i>The Director's requirement replicates the existing survey rule.</i></p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ is approved under the <i>Land Title Act</i> for the purpose of a lease for a period of _____ years from (date) [plus the term of any approved renewals]</p> <p>_____ [signature] _____ Date____</p> <p>Approving Officer [Fill in the full name]</p> <p>_____ [Fill in the name of municipality, or as the case may be]</p> <p>_____ [include file reference if desired]</p> <p><i>and if applicable</i></p> <p>Plan EPP_____ is approved under the <i>Agricultural Land Commission Act</i> for the purpose of leasing for a period of _____ Years from _____ [date] [plus the term of any approved renewals]</p> <p>_____ [signature] _____</p> <p>Chair (Fill in the name of Chair or other Officer) Provincial Agricultural Land Commission Date_____</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Forest Service Road		S.10-15 (2) (m)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(m) for plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p>This plan image includes forest service road through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>For plans establishing a forest service road over both titled land and untitled Crown land under section 9 (1) of the <i>Ministry of Lands, Parks and Housing Act</i>:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The forest service road through Crown land shown on Plan EPP_____ is approved and established under section 9(1) of the <i>Ministry of Lands, Parks and Housing Act</i>.</p> <p>_____ [signature]</p> <p>_____ [fill in name of signatory] for Minister of Agriculture and Lands</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Approval for Access by Forest Service Road	BC Regulation 334/79 s.15 (2)	S.10-15 (2) (j)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(j) if tentative approval has been obtained to access a subdivision by a Forest Service Road:</p> <p>Road established under the <i>Forest Act</i></p> <p>Access to the subdivision is to be by Forest Service Road pursuant to Section 15 (2) of B.C. Reg. 334/79. The Crown in right of the Province shall not be obligated to improve, maintain or repair the forest service road shown on this plan</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If tentative approval has been obtained to access a subdivision by a Forest Service Road: <i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Road established under the <i>Forest Act</i></p> <p>Pursuant to section 15(2) of B.C. Reg. 334/79, consent is given to plan of subdivision EPP____. The giving of this consent shall not imply an obligation of the Crown in right of the Province to improve, maintain or repair the forest service road shown on plan EPP____ [date]</p> <p>_____ [signature]</p> <p>_____ [fill in name of signatory] Regional Engineering Officer, Ministry of Forests, Lands and Natural Resource Operations;</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Accreted Land	LTA s.94(1) (c) or s.118(1)(b)	S.10-15 (2) (f)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(f) if an application to include accreted land has been consented to: (i) <i>Land Title Act</i>, section 94 (1) (c)</p> <p>The unregistered land included within this plan is accreted land.</p> <p>or in the case of a statutory right of way:</p> <p>(ii) <i>Land Title Act</i>, section 118 (1)(b)</p> <p>The unregistered land adjoining Lot [complete legal description] is accreted land.</p>	<p><i>The Director's requirement replicates the existing survey rule. as of the date of issuance of these Director's Requirements</i></p> <p>If an application to include accreted land has been consented to: (i) Certificate under the <i>Land Title Act</i>, section 94(1)(c):</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The unregistered land included within plan EPP_____ is deemed to be lawfully accreted land adjoining Crown land.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p> <p>or in the case of a statutory right of way:</p> <p>(ii) Certificate under the <i>Land Title Act</i>, section 118(1)(b)</p> <p>The unregistered land included within plan EPP_____ and adjoining Lot _____ [complete legal description] is deemed to be lawfully accreted land adjoining Crown land.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Adjustment of Natural Boundary	LTA s.94(1) (d) or LTA s.118(1)(a)	S.10-15 (2) (g)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(g) if an application to adjust a natural boundary has been consented to:</p> <p>(i) <i>Land Title Act</i>, section 94 (1) (d)</p> <p>The water boundary shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p> <p>or in the case of a statutory right of way plan:</p> <p>(ii) <i>Land Title Act</i>, section 118 (1) (a)</p> <p>The water boundary of Lot. [complete legal description] shown hereon is the natural boundary as defined in the <i>Land Act</i>.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If an application to adjust a natural boundary has been consented to for</p> <p>(i) Certificate under the <i>Land Title Act</i>, section 94(1)(d):</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The water boundary shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p> <p><i>or in the case of a statutory right of way plan:</i></p> <p>(ii) Certificate under the <i>Land Title Act</i>, section 118(1)(a)</p> <p>The water boundary of Lot_____ [complete legal description] shown on Plan EPP_____ is deemed to be the natural boundary as defined in the <i>Land Act</i>.</p> <p>_____ Surveyor General [signature]</p> <p>_____ [fill in name]</p> <p>_____ [date]</p>

Signatures, Approvals and Notations	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
<p>Certificate pursuant to Section 25(4) of Schedule 1 of the Land Title Act</p>	<p>LTA s.25(4) of Schedule 1</p>		<p><i>No current specific Survey Rule for electronic plans</i></p>	<p><i>Directors requirement</i></p> <p>For an electronic plan that has the Section 25(4) certificate signed by the Surveyor General the following notation must be shown on a plan image:</p> <p><i>Section 25(4) of Schedule 1, Land Title Act:</i> This plan complies with the Surveyor General's Instructions for the survey.</p> <p>The signature to be included in an electronic plan application must be: CERTIFICATE PURSUANT TO SECTION 25(4) OF SCHEDULE 1 OF THE LAND TITLE ACT</p> <p>I hereby certify that: (a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and (b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____ [Signature] _____[Date]</p> <p>_____ Surveyor General [Fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certificate pursuant to Section 26(1)(a) of Schedule 1 of the Land Title Act	LTA s.26(1)(a) of Schedule 1		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Directors requirement –</i></p> <p>For an electronic plan that has the Section 26(1)(a) certificate signed by the Surveyor General the following notation must be shown on a plan image:</p> <p><i>Section 26(1)(a) of Schedule 1, Land Title Act:</i> This plan complies with the Surveyor General's Instructions for the survey.</p> <p>the signature to be included in an electronic plan application must be: CERTIFICATE PURSUANT TO SECTION 26(1)(a) OF SCHEDULE 1 OF THE LAND TITLE ACT</p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and (b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____ [Signature] _____[Date]</p> <p>_____ Surveyor General [Fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certificate pursuant to Section 26(1)(a) of Schedule 1 of the Land Title Act	LTA s.26(1)(a) of Schedule 1		<i>No current specific Survey Rule for electronic plans</i>	<p><i>Directors requirement</i> - the signature to be included in an electronic plan application must be: CERTIFICATE PURSUANT TO SECTION 26(1)(a) OF SCHEDULE 1 OF THE LAND TITLE ACT</p> <p>I hereby certify that:</p> <p>(a) the land shown on Plan EPP____ forms part of the treaty lands of [First Nation] and (b) no part of the land described in Plan EPP____ is below the natural boundary, as defined in the Land Act, other than the part that is, by appropriate labels and boundary outlines, designated as such.</p> <p>_____</p> <p>[Signature] _____[Date]</p> <p>_____</p> <p>Surveyor General [Fill in name]</p>
Easement Notation	LTA s.223 LTPM paragraph 14.264	S.10-15 (2) (t)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>where a dominant tenement is subdivided in whole or in part: <i>Pursuant to Section 223 of the Land Title Act, Lot __ of this plan is hereby designated as a parcel to which the benefit of Easement _____ does not attach</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>

Signatures, Approvals and Notations	<i>Land Title Act</i> and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Block Outline		S.10-16 (2)	<p>(2) If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i>, show the following notation on the subdivision or reference plan:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If approval has been obtained for a block outline survey under section 69 (3) and (4) of the <i>Land Title Act</i>, <i>Director's requirement</i> The signature to be included in an electronic plan application shall be:</p> <p>Pursuant to my Order dated_____, the monumentation on block outline survey of Plan EPP_____ is hereby approved.</p> <p>_____ [Date]</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p><i>And following the Surveyor General's signature in the plan application add the following notation with the owners signature:</i></p> <p>The conditions of the above mentioned Order are accepted:</p> <p>_____ [Owner(s) signature]</p> <p>_____ [fill in owner name]</p> <p><i>Additional Director's requirement</i></p> <p>Add the following note in the electronic plan application and</p>

				<p>submit an image of the signed order attached to an electronic declaration following the plan application:</p> <p>The Order of the Surveyor General dated _____ attached to an electronic declaration is in support of this plan application.</p>
Signatures, Approvals and Notations	Land Title Act and Regulations and Practice	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Block Outline Posting Plan		S.10-16 (3)	<p>On posting plans of block outline surveys, the following notation must be shown on:</p> <p><i>This is the posting plan required under order number _____ [number].</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i></p> <p>Posting of Block Outline Survey Plan EPP _____ is hereby approved _____ [date]. _____ [signature] _____ Surveyor General [fill in name]</p>
Control Traverse		S.10-16 (4) (a)(iii)	<p>For a block outline survey of highways as defined in the <i>Transportation Act</i> or a forest service road as defined in the <i>Forest Act</i>, if it is necessary to deal with individual parcels using separate block outline plans instead of a single block outline plan, then:</p> <p>a plan image of a control traverse must be prepared and filed in the Office of the Surveyor General and must contain the following information:</p> <p>(i) show the relation of type 4 (or better) posts set as control monuments; (ii) sufficient cadastral detail to locate the traverse on the ground;</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Modified Posting		S.3-5 (2)	<p>(2) If an application for modified posting is approved by the association, the following note must be shown on the plan image:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> the signature to be included in an electronic plan application must be:</p> <p>The monumentation on survey Plan EPP_____ is approved by the Surveyor General _____ [date]</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Include unregistered Crown Land <i>Land Act</i> Section 58		S.10-15 (2) (h)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(h) if an application to include unregistered land within a subdivision plan has been consented to:</p> <p><i>Land Act</i>, section 58</p> <p>This plan includes unregistered land which was not included in the grant from the Crown.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>The unregistered land included within plan EPP_____, which was not included in a grant from the Crown, need not be retained by the Crown.</p> <p>_____ [signature]</p> <p>_____ [fill in name] for the Minister of Agriculture and Lands _____[date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Public Road over Crown Land Section 80		S.10-15 (2) (i)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(i) if a public road allowance is being established over Crown land, as access to a subdivision:</p> <p><i>Land Act</i>, section 80</p> <p>This plan includes road through Crown land.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements For a Certificate under the Land Act</i>, section 80:</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be: The public road through Crown land shown on Plan EPP_____ is authorized under the <i>Land Act</i>, section 80.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p> <p>_____ [date]</p>
Exemption Section 108	LTA s.108	S.10-15 (2) (k)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>(k) if exemption under section 108 (3) of the <i>Land Title Act</i> has been granted by minister's order:</p> <p>Section 108 (3) of the Land Title Act</p> <p>Subject to an exemption to be granted by minister's order to the action of section 108 (2) of the <i>Land Title Act</i>, land dealt with hereon, shown covered by water and not designated "Returned to Crown in right of the Province", is not to be transferred to the Crown</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - if an exemption under section 108(3) of the <i>Land Title Act</i> has been granted by minister's order:</p> <p><i>add the following notation in the electronic plan application and submit an image of the signed order attached to an electronic declaration following the plan application:</i> The Minister's order pursuant to section 108(3) <i>Land Title Act</i> dated _____is attached to an electronic declaration in support of this plan application.</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Alternative Access Notations	BC Regulation 334/79 s.8 to 12 LTPM paragraph 7.154	10-15 (2) (u)	<p>The following note, with modification as necessary, must be shown on the <i>plan image</i> if applicable:</p> <p>u) where alternate access pursuant to <i>BC Regulation 334/79</i> is required for one or more of the lots on the plan, the following applicable notation must be shown on the plan image in close proximity to the notation under GSI Rule 10-15(2)(c)</p> <p><i>ACCESS BY AIR ONLY</i> <i>ACCESS BY WATER ONLY</i> <i>ACCESS TO LOT __ BY EASEMENT ONLY</i> <i>ACCESS BY COMMON LOT</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> – in an electronic plan application which must include the signature required pursuant to s.88 <i>Land Title Act</i>, the Approving Officer includes in the written approval the following statement:</p> <p><i>For Access by Water Only or Access by Air only</i> <i>Access by Water or Air only</i> <i>For Access to Highway by Easement</i> Approved under <i>Land Title Act</i>, See B.C. Reg. 334/79, s.9 Access by Easement only. <i>For Access by Common Lot</i> Approved under the <i>Land Title Act</i>, See B.C. Reg. 334/79, s.11</p>
Section 70 LTA Survey Method Approval within E & N		S.8-18 (1)	<p>(1) If an electronic plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (1) and (2) of the Act, the following notation must be shown on the plan image:</p> <p>This plan has been prepared in accordance with Part 8 of the General Survey Instruction Rules</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If a plan is prepared of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(1) and (2) of the Act: <i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>Plan EPP_____ has been prepared in accordance with Part 8 of the General Survey Instruction Rules Approved on _____(date) _____ [signature] _____ Surveyor General [fill in name]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Survey Monumentation Approval within E & N (Block Outline)		S.8-18 (2)	<p>(2) If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70 (2) of the Act, it must contain the following notation</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If a block outline survey has been consented to of an unsurveyed area designated as a block in an original grant from the Esquimalt and Nanaimo Railway Company under section 70(2) of the Act, it must contain the following notation: <i>Director's requirement</i> - the signature to be included in an electronic plan application must be: Modified monumentation has been used for Plan EPP_____. Approved on_____ (date)</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name]</p>
Certification of Statutory Right of Way Plans over Crown Land		S.6-20 (2)	<p>(2) The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.</p>	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image</p> <p>This plan is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the right of way shown outlined thereon.</p> <p>_____ [signature]</p> <p>_____ Surveyor General [fill in name] _____ [date]</p>

Signatures, Approvals and Notations	<i>Land Title Act and Regulations and Practice</i>	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Certification over Highway and Railway Plans		S.7-28 (i)	The notation required under hardcopy submission is moved to the submission form under electronic submission and is not required to be shown on the plan image.	<p><i>Director's requirement for an electronic plan</i> - add the following notation to the plan image</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Official Plan EPP_____ is Confirmed under Section 72 <i>Land Act</i></p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name] _____[date]</p> <p>(ii) the following notation is also required for railway plans:</p> <p>Plan EPP _____ is prepared as the Official Plan of the lands shown hereon for the Surveyor General.</p> <p><i>Director's instruction</i> - the signature to be included in an electronic plan application must be:</p> <p>I hereby certify that Plan EPP_____ is the Official Plan of the railway shown outlined thereon.</p> <p>_____</p> <p>[signature]</p> <p>_____</p> <p>Surveyor General [fill in name] _____[date]</p>

Strata Property Act General Information	<i>Land Title Act, Strata Property Act or Regulation</i>	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
General Information required on strata plan sheets	SPA regulation s.14.4 as amended by BC reg 295/2006 LTA s.168.712 (3) SPA Section 244(1)(e) Land Surveyors Act s.75	S.13-2 (1)(b)	b) the Statement By Surveyor as prescribed by the Director of Land Titles for subdivision and reference plans;	<p>Director's Electronic Strata plan requirements</p> <p>Every electronic strata plan tendered for deposit in a land title office must consist of a series of consecutively numbered sheets on the first of which is set out the matters required by section 244(1)(a) and (b) of the Act followed by further sheets on which are shown the matters required by section 244(1)(c), (d) and (j) of the Act and must comply with the following requirements:</p> <p>(a) each sheet of a strata plan (i) must be endorsed, if it is the first sheet referred to in the preceding paragraph, in the top right corner "Sheet 1 of _____ sheets, Strata Plan EPS_____ ", and be endorsed in a like manner for the remaining sheets, and if a strata plan is to be deposited in phases, in addition to "Strata Plan EPS_____ " there must be added "Phase _____ ", and (ii) must be dated and contain the name of the surveyor preparing the strata plan;</p> <p>(b) if the strata plan includes a building, the perimeter of the building must be outlined on the first sheet and the first sheet must show (i) the dimensions of such perimeter, (ii) the location of the building relative to the boundaries of the land included within the strata plan, and (iii) distances from the building to the boundaries, unless this requirement is dispensed with by the registrar; (f) if a strata plan includes a building, any line shown as a boundary of the strata lot represents a wall built from floor to ceiling, unless the strata plan indicates that the line</p>

				does not represent a wall built from floor to ceiling, and in that case the area of the space must be dimensioned with reference to a wall or walls;
Strata Property Act General Information	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
Lettering	Strata Property Act Regulation s.14.3 (2)	S.3-3 (1) and (10)	(1) All features in an electronic plan must be depicted in black on a white background and all words and numbers must be printed (stylized or ornate fonts are not acceptable). (10) Lettering on plan images must be in a black font and must not be less than 2.00 mm in height when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Draughting	SPA Regulation s.14.3(3)	S. 3-3 (2)	(2) Except in the case of a posting plan, other than a block outline posting plan, the exterior boundaries of the land being dealt with by the plan must be shown as a solid black line, between 1 and 1.5 mm in width when the plan image is reproduced at the intended plot size.	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>
Strata Sheet Sizes	Strata Property Act Regulation s.14.3 (1) LTA s.168.712 (1-4)	S.3-1 (4)	Strata plans shall be subject to Rule 3-1 (2). The <i>plan image</i> must be created as a <i>PDF</i> file compatible with Adobe Acrobat 8.0, or higher, with a resolution of not less than 600 dots per inch and having an <i>intended plot size</i> of: A size – 216 mm by 280 mm B size – 280 mm by 432 mm C size – 432 mm by 560 mm D size – 560 mm by 864 mm E size – 864 mm by 1120 mm When a multi-sheet plan is permitted all sheets shall use the same sheet size and have the same sheet orientation (all landscape or all portrait).	<i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i>

Bar Scale	SPA Regulation s.14.4	S.3-4 (1) (a)	<p>The plan, and any enlargements, must contain the following information and the information required under <i>GS/ Rule 3-4 (2)</i>, as applicable:</p> <p>(a) a bar scale and the following notation:</p> <p>The intended plot size of this plan is ___mm in width by ___mm in height (insert sheet size e.g. D size) when plotted at a scale of 1:___.</p> <p>(i) enlargements shall contain a bar scale and the following notation: <i>Scale of enlargement is 1:_____at intended plot size of plan</i></p> <p>(ii) enlargements that are exaggerated for clarity and not plotted to scale shall not require a bar scale and shall include the following notation: <i>Not to scale</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Note this rule applies to every sheet in an electronic strata plan.</i></p>
Strata Property Act General Information	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
North Point	SPA Regulation s.14.4(1)(o)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s. 14.4(1)(o).</i>
Abbreviations	SPA Regulation s.14.4(1)(p)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s. 14.4(1)(p).</i>
Street Address	SPA Regulation s.14.4(1)(q)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s. 14.4(1)(q).</i>
Municipality or Assessment District	SPA Regulation s.14.4(1)(r)		<i>no current specific Survey Rule for electronic plans</i>	<i>Director's requirement for an electronic strata plan must be the same as Strata Property Act Regulation s. 14.4(1)(r).</i>

Signatures General	Strata Property Act , Land Title Act or Regulation	Survey Rules	Existing Statute for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
<p>LTA 68.712(1) Provisions in this Act and any other enactment that apply in relation to plans apply to electronic plans except as provided in this Division.</p>	<p>SPA s.244(1) (g) SPA Regulation 295/2006 s.14.9</p>		<p>LTA s.168.731(2) An electronic plan application is signed for the purposes of this section when the person signs a true copy of the electronic plan application in accordance with the requirements established by the director.</p> <p>LTA s.168.732(3) A subscriber must not incorporate his or her electronic signature into an electronic plan application unless (a) a true copy of the electronic plan application (i) has been signed by the persons specified on the application, and (ii) if this Act requires the signature to be witnessed, the required information respecting the witness is stated on the application, (b) any annotations, approvals, certificates, endorsements or statements required by this Act or any other enactment are set out on the electronic plan application above the signature of the required person, and (c) the true copy referred to in paragraph (a), or a copy of that true copy, is in the possession of the subscriber.</p>	<p><i>Director's requirement for signatures on electronic strata plan - General</i></p> <p>The signatures of the owners and holders of registered charges and plan approvals are now located on the prescribed electronic Application to Deposit Plan at Land Title.</p> <p>Note: some text in existing survey rules, Strata Property Act or regulation or other acts or regulations have been amended in the following for signatures and approvals on the electronic plan application where they refer to "shown on plan hereon" or similar language and replaced with a reference to plan EPP____ or EPS____ as the case may be.</p>

Surveyor Statements	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
Form 9		<p>S.10-15 (2) (n) S.3-4 (2)(f) S. 13-2(b)</p>	<p>3-4 (2) (f) the following notation must be shown on the plan image:</p> <p>(i) For plans based on field survey: The field survey represented by this plan was completed by [full name of BCLS], BCLS on the [dd] day of [month], [yyyy].</p> <p>(ii) For plans based on existing records: This plan is based on the following Land Title and Survey Authority of BC records: (list plans and documents used to compile the plan) [full name of BCLS], BCLS [dd] day of [month], [yyyy]</p> <p>(n) for explanatory plans: See GSI Rule 3-4 (2)(f).</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the surveyor's certificate in the form prescribed under the Land Title Act Regulation; Form 9 or the certification required by Survey Rule 3-4(2)(f) for an explanatory plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</i></p> <p>I am a British Columbia land surveyor and certify that I was present and personally superintended this survey and that the survey and plan are correct.</p> <p>This field survey was completed on: [Year/Month/Day]</p> <p>The plan was completed and checked on: [Year/Month/Day]</p> <p>The checklist was filed under ECR#: _____</p> <p><i>or for an explanatory plan:</i></p> <p>I am a British Columbia land surveyor and certify that this plan was completed and checked on: [Year/Month/Day]</p> <p>that the checklist was filed under ECR#: _____</p> <p>and that the plan is correct in accordance with Land Title Office records.</p>

Surveyor Statements	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Strata Plans November 17, 2013	Directors Requirements for Electronic Strata plans and applications November 17, 2013
Surveyors Certification Certificate of Nonoccupancy Form S	SPA s.241(1) SPA Regulation s.14.5 (3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement for an electronic strata plan - add the following notation to the plan image</i> The buildings included in this strata plan have not been previously occupied.</p> <p><i>Director's requirement for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> s.241 (1), Regulation s.14.5(3) Form S for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature.</p> <p>I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of [Year/Month/Day]</p> <p>Certification Date: [Year/Month/Day]</p>
Surveyors Certification - Form U Buildings within the boundaries	SPA s.244 (1)(f) SPA Regulation s.14.5(5)	13-2 (1) (c)	<p>(1) The first sheet must contain the following information in addition to the requirements of <i>GSI Rules Part 3</i>:</p> <p>(c) where buildings are shown:</p> <p>(iii) <i>The buildings shown hereon are within the external boundaries of the land that is the subject of the strata plan.</i> or <i>Certain parts of the buildings shown hereon are not within the external boundaries of the land that is the subject of the strata plan and appropriate and necessary easements or other interests are required to provide for these</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Additional Director's requirement for electronic strata plan:</i> The endorsement by the surveyor required in <i>Strata Property Act</i> s.244 (1)(f), Regulation s.14.5(3) Form U for an electronic strata plan shall be contained in the electronic Survey Plan Certification form with an attached image of the plan to which the land surveyor shall apply their electronic signature</p>

			<p><i>encroachments.</i></p>	<p>I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan: [Year/Month/Day]</p> <p>or</p> <p>I am a British Columbia land surveyor and certify:</p> <ol style="list-style-type: none"> 1. I am a British Columbia land surveyor and certify that the buildings shown on this plan are within the external boundaries of the land that is the subject of this strata plan subject to clause 2 of this endorsement 2. That certain parts of the building are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the <i>Strata Property Act</i>. <p>Registered Charge Number(s):</p> <p>_____</p>
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Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Phased	SPA s.224 SPA reg's 14.5 (1) LTA s.168.731 (3)	S.13-10	<p>Phased strata plans shall include the following notation on sheet 1:</p> <p><i>This Plan is Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the Strata Property Act lying within the jurisdiction of the Approving Officer for [insert jurisdictions]</i></p>	<p><i>The Director's requirement replicates the existing survey rule.</i></p> <p><i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i> EPS_____ is approved as Phase _____ [number of phase] of a _____ [total number of phases] phase strata plan under section 224 of the <i>Strata Property Act.</i></p> <p>[date]_____</p> <p>_____ (signature) Approving Officer</p> <p>_____ [full name of Approving Officer]</p> <p>_____ [jurisdiction]</p> <p>_____ [fill in file reference if desired]</p>
Form R Endorsement for Common Facilities in Phased Strata Plan	SPA Regulation s.14.5(2) SPA s.225	S.13-11	<p>If a common facility is to be constructed in conjunction with a phase other than phase 1 of a strata plan, include the following notation on sheet 1:</p> <p><i>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i> I certify that the _____</p> <p>[specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with phase ____ [identify phase #], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act.</i></p> <p>[date]_____</p>

				<p>_____</p> <p>(signature)</p> <p>_____</p> <p>Approving Officer [fill in name]</p> <p>_____</p> <p>[fill in Name of Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>
Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Form R Endorsement for Common Facilities in Phased Strata Plan	SPA Regulation s.14.5(2) SPA s.225	S.13-11	<p>If a common facility is to be constructed in conjunction with a phase other than phase 1 of a strata plan, include the following notation on sheet 1:</p> <p><i>The common facility [name the common facility] in this phase is subject to the conditions set out in the Form P filed for this strata plan.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i></p> <p>I certify that the</p> <p>_____</p> <p>[specify common facility], which according to the Phased Strata Plan Declaration in Form P filed for strata plan EPS_____ was to have been constructed in conjunction with phase ____ [identify phase #], has been provided for in accordance with section 225 (2) of the <i>Strata Property Act</i>.</p> <p>[date]_____</p> <p>_____</p> <p>(signature)</p> <p>_____</p> <p>Approving Officer [fill in name]</p> <p>_____</p> <p>[fill in Name of Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Conversion Approval	SPA s.242 SPA Regulation s.14.5(4)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement for an electronic strata plan - add the following notation to the plan image:</i></p> <p>The buildings included in this strata plan have been previously occupied.</p> <p><i>Director's requirement - the signature of the approving officer to be included in an electronic plan application must be:</i></p> <p>I certify that the conversion of the buildings included in strata plan EPS_____ have been approved under section 242 of the <i>Strata Property Act</i>. [date] _____</p> <p>_____ Signature of Authorized Signatory of Approving Authority</p> <p>_____ [fill in name of Approving Authority]</p> <p>_____ [fill in name of municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Bareland Strata Plan Modified Posting		S.13-8 (1)(e)	<p>if the Association permitted modified posting with type 1, 2 or 4 under section 13-7, then the plan must bear the following certification:</p> <p>Modified monumentation has been approved for this survey.</p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p>If the association permitted modified posting with type 1, 2 or 4 under section 208, then the plan must bear the following certification: <i>Director's requirement</i> - the signature to be included in an electronic plan application must be: Modified monumentation has been used for Strata Plan EPS_____ _____ Signature] _____ Surveyor General [fill in name] _____ [date].</p>
Bareland Strata Plan Public Access to Water	B.C. Reg 75/78 s.8(3)	S.13-8 (1)(f)	<p>Where relief is granted from all or part of Section 8 of the Bareland Strata Regulations 75/78, the following notation shall be shown on sheet 1of the plan:</p> <p><i>This plan need not comply with Section 8 of the Bareland Strata Regulations 75/78.</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement</i> - the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ need not comply with <i>Bareland Strata Regulations 75/78</i> section 8 of the Strata Property Act.</p> _____ [Signature] _____ Minister of Transportation and Infrastructure or Approving Officer for Ministry of Transportation and Infrastructure [fill in name and state signing authority] _____ [fill in file reference if desired]

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Bareland Strata Plan Form of Approval	B.C. Reg 75/78 s.18	S.13-8 (1)(g)	<p>(g) in a blank space on sheet 1 of the plan:</p> <p><i>This bare land strata plan lies within the jurisdiction of the Approving Officer for [insert jurisdictions].</i></p>	<p><i>The Director's requirement replicates the existing survey rule as of the date of issuance of these Director's Requirements.</i></p> <p><i>Director's requirement - the signature to be included in an electronic plan application must be:</i></p> <p>Strata Plan EPS _____ is approved as a bareland strata plan under the <i>Strata Property Act</i>.</p> <p>_____ [signature]</p> <p>_____ Approving Officer [fill in name] _____. [fill in date]</p> <p>_____ [Fill in Municipality, or as the case may be] _____. [fill in file reference if desired]</p>
Bareland Strata Plan Form of Re-Inspection	B.C. Reg 75/78 s.19(3)	S.13-8 (1)(h)	<p>where a re-inspection is required for Section 19 (3) of the Bareland Strata Regulations 75/78, the following notation shall be shown on sheet 1 of the plan:</p> <p><i>Inspected under the Strata Property Act on the _____ day of _____, _____.</i></p>	<p><i>The Director's requirement replicates the existing survey rule. as of the date of issuance of these Director's Requirements</i></p>

Strata Plan Signatures and Bareland Strata Plan Approvals	Strata Property Act or Regulation	Survey Rules	Existing Survey Rules for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Bareland Strata Plan Form of Re-Approval	B.C. Reg 75/78 s.19(3)		<i>no current specific Survey Rule for electronic plans</i>	<p><i>Director's requirement</i> – where applicable the signature to be included in an electronic plan application must be:</p> <p>Strata Plan EPS_____ re-Approved as a bareland strata plan under the <i>Strata Property Act</i> _____.[date]</p> <p>_____ . [signature]</p> <p>_____ [fill in name and Approving Officer's title]</p> <p>_____ [Fill in Municipality, or as the case may be]</p> <p>_____ [fill in file reference if desired]</p>
Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans November 17, 2013		Directors Requirements for Electronic plans and applications November 17, 2013
	SPA s.245	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>An electronic strata plan tendered for deposit in a land title office must be accompanied by the forms required in the following manner</p>
Unit Entitlement	SPA s.245 (a), s.246, s.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form V approved by the Director is to attach an image of the originally signed form V as a supporting document to the electronic Strata Plan Filing Form.</p>
Voting Rights	SPA s.245(b), s.247, s.248, s.264 B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>		<p><i>Director's requirement</i></p> <p>The method of electronically submitting the prescribed <i>Strata Property Act</i> Form W approved by the Director is to attach an image of the originally signed form W as a supporting document to the electronic Strata Plan Filing Form.</p>

Documents to Accompany Strata Plans	<i>Strata Property Act</i> or Regulation	Existing <i>Strata Property Act</i> or Regulation for Electronic Plans November 17, 2013	Directors Requirements for Electronic plans and applications November 17, 2013
Mailing Address	SPA s.245 (c) SPA Regulation s.14.6 (1) B.C. Regulation 203/2003 s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form X approved by the Director is to attach an image of the originally signed form X as a supporting document to the electronic Strata Plan Filing Form.
Developers Change of Bylaws	SPA s.245 (d) SPA Regulation s.14.6 (2) B.C. Regulation 203/2003, s.5	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form Y approved by the Director is to attach an image of the originally signed form Y as a supporting document to the electronic Strata Plan Filing Form.
Phased Strata Plan Declaration	SPA s.221, 222	<i>no specific strata property act regulations apply for electronic strata plans</i>	<i>Director's requirement</i> The method of electronically submitting the prescribed <i>Strata Property Act</i> Form P approved by the Director is to attach an image of the originally signed form P as a supporting document to the electronic Strata Plan Filing Form.