



Intro to SurveyHub Training Webinar - June 2025

Prepared by: Peter Haas, BCLS

Introduction

- SurveyHub is an online tool that has been developed for all BC Land Surveyors and their staff to enable a single workflow for assembly, validation and submission of Survey Plans and associated Datasets (if required) within your LTSA online account.

- SurveyHub has now been available for about 6 months to all Land Surveyors and their staff. Prior to general release an initial Pilot group of Surveyors had been using SurveyHub during development to provide feedback.

- From the main myLTSA landing page, find the link to **SurveyHub** under the **Submissions** menu item

- You can bookmark this address so that you can access SurveyHub directly if you like.

- <https://apps.ltsa.ca/survey-hub/>

SurveyHub - Dashboard

* On first login, the dashboard will be empty until you create some sites and plans.

* Some Quick Links have been provided for easy access to various items that may be useful to you.

HINT Column headings are all clickable to sort by that element – Ascending and Descending

SurveyHub Manage and Create Survey Sites + Create Survey Plan

Commission Number: #0875 - Peter Haas, BCLS Show: Sites & Plans | Sites Only | Plans Only Status: Active Search: Search Site and Plan No.

Site name/ Plan number	Status	Description / Notes	Modified	Created	
Brechin Road	ACTIVE	This was a test DWG file upload to create Survey Site	2025/06/03, 4:25 PM	2025/06/03, 4:25 PM	
Webinar 2	ACTIVE	Webinar site for Katie	2025/05/29, 10:11 AM	2025/05/29, 10:11 AM	
EPC9764		partially compiled LA	2025/06/03, 3:47 PM	2025/06/03, 3:47 PM	
Variation A	Initiated		2025/06/03, 3:47 PM	2025/06/03, 3:47 PM	
EPC84956		compiled LA	2025/06/03, 3:46 PM	2025/06/03, 3:46 PM	
EPP849162		test Ita	2025/06/05, 9:32 AM	2025/06/03, 3:41 PM	
W014011080024		test prb	2025/06/03, 3:49 PM	2025/06/03, 3:38 PM	
W083N015F0018A		test wellsite png	2025/06/03, 3:37 PM	2025/06/03, 3:37 PM	

«« 1 »»

- Quick Links**
- [ABCLS Survey and Plan Rules](#)
 - [ABCLS Login for ECR](#)
 - [GATOR](#)
 - [MASCOT](#)
 - [E-Filing User Guides and Publications](#)
 - [Land Title Practice Manual](#)
 - [LTSA Help Site](#)

Survey Sites

- New concept of Survey Sites to keep your work organized in a geospatial file folder
 - Sites are mandatory
 - A Site can have zero, one or many plans within it
 - The location of the site will be used to enable some spatial queries for checking various elements of the plans and data within them.

myLTSA Available Balance: \$ 0 Request Funds Transfer Home | Account Management | My Preferences | Inbox | Logged in as PH_LTSA (A10000002) | Logout

Searches Other Requests ParcelMap BC Submissions Web Filing Service Providers Administration

SurveyHub Manage and Create Survey Sites + Create Survey Plan

Commission Number #0875 - Peter Haas, BCLS

Show Sites & Plans Sites Only Plans Only

Status Active

Search Search Site and Plan No.

Survey Sites – Map view

myLTSA Available Balance: \$ 0 Request Funds Transfer Home Account Management My Preferences Inbox Logged in as PH_LTSA (A1000002) Logout

Searches Other Requests ParcelMap BC Submissions Web Filing Service Providers Administration

Return to Dashboard

Survey Sites

Search survey site by name...

Active Sites #0875 - Peter Haas, BCLS

Filter list by map extent

Site name / Plan number	Status	BCLS #	Map
> My First Survey Site	ACTIVE	0875	
Outside the ALR	ACTIVE	0875	
▼ In ALR	ACTIVE	0875	
EPP963		0875	
EPP9878		0875	
> SH 1.1 release test	ACTIVE	0875	
> Posting plan types	ACTIVE	0875	
☑ Well site demo 2	ACTIVE	0875	
W012016088018		0875	
WA12016088018		0875	

Search for an address or place

Create a Survey Site +

Four Search methods available, click down arrow to access, further details on slide 7

Basemap selector to switch between satellite imagery and topo basemap

Sites are shown clustered until you zoom in and then will be visible individually

Create Survey Site

- Click on **"Create a Survey Site +"** (top right of survey sites map)
 - Fill in a site name
 - Associate to a land surveyor if not yourself
 - Type in a description for your own reference (will be visible and searchable on the dashboard)
 - Click on **"Draw Survey Site"**
 - On map click the vertices to define site extent and then double click to complete
 - Click on **"Create"** or **"Cancel"**

Create Survey Site

Status: Active

Site Name: CN Depot

Commission number: #0875 - Peter Haas, BCLS

Description: Rail yards

Available Characters: 490

Draw a polygon on the map to create a Survey Site. Double-click to place your final vertex and finish drawing.

Drawing is valid

Create Cancel

Create Survey Site

Status: Active

Site Name:

Commission number: -- Select an Option --

Description:

Available Characters: 500

Draw a polygon on the map to create a Survey Site. Double-click to place your final vertex and finish drawing.

Draw Survey Site

OR upload a file of the site. (dwg)

UTM Zone for Site

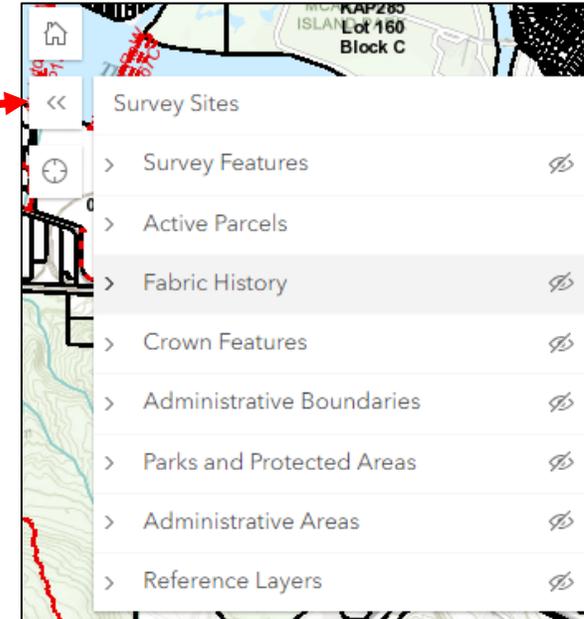
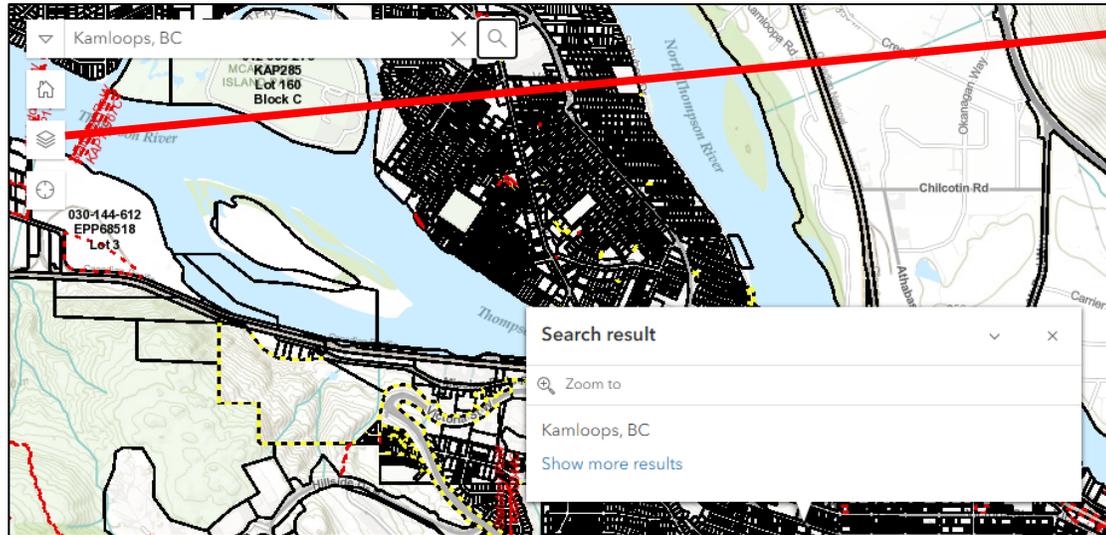
Select zone

Upload File

Create Cancel

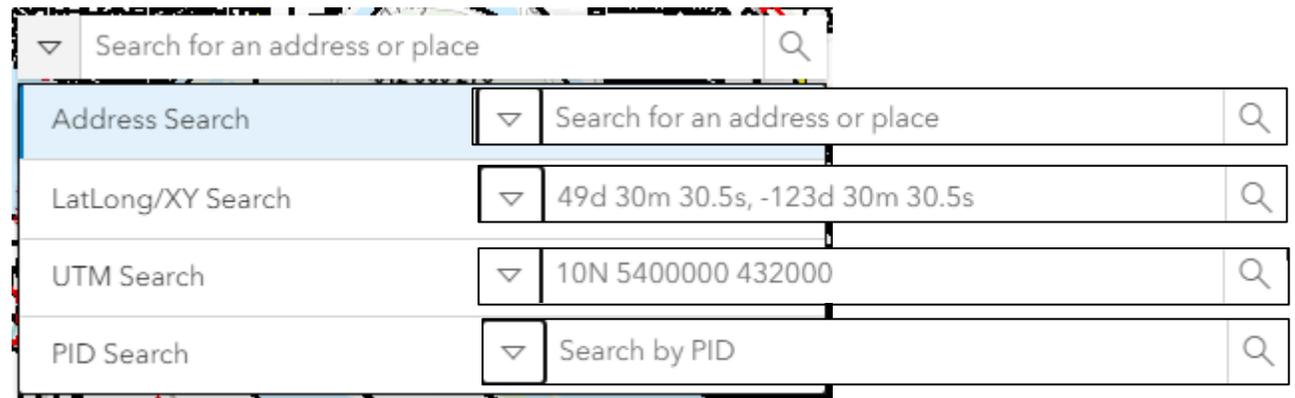
HINT You can upload a Survey Plan Dataset DWG with the **PMBC_SURVEY_LIMITS** layer to define your new Survey Site instead of drawing it manually. You can always then edit the vertices to refine the shape, size and location.

Survey Sites – Search (part 1)



- On map Search box
 - Text input with magnifying glass icon
- Zoom extent of Province (house icon)
- Layer selector (3 layers icon)
- Zoom to extent of all sites (target icon)

Four Search methods



Survey Sites – Search (part 2)

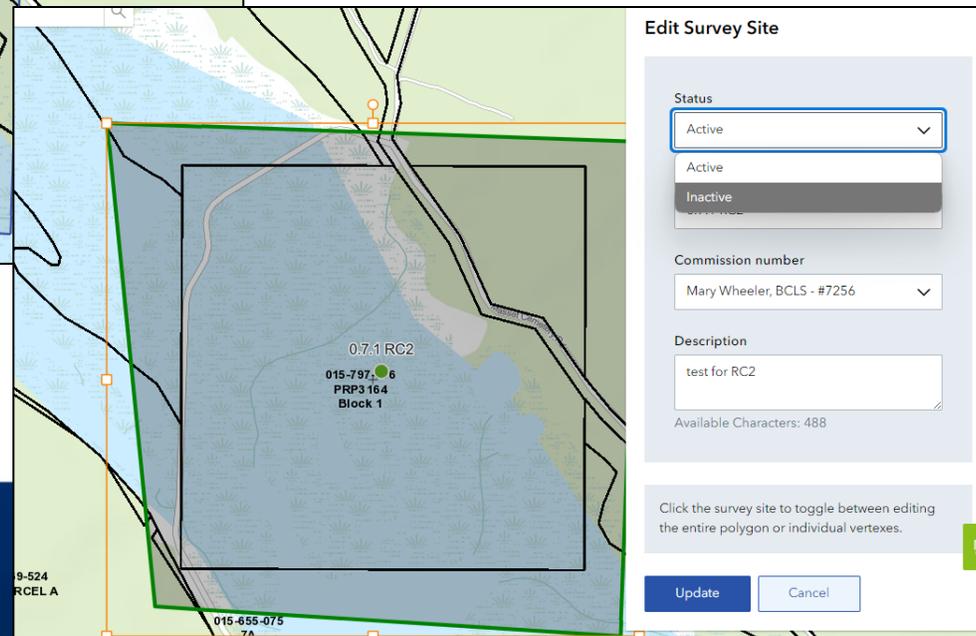
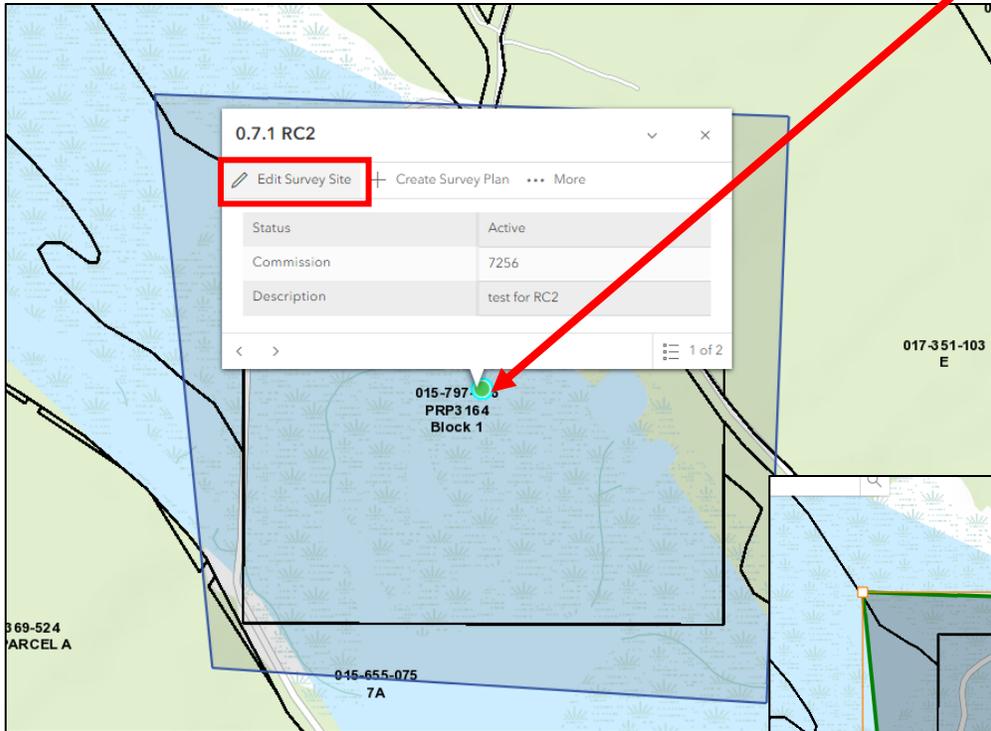
The screenshot shows the 'Survey Sites' interface. At the top left is a link 'Return to Dashboard'. Below it is the title 'Survey Sites'. A search box contains the placeholder text 'Search survey site by name...'. Below the search box are two dropdown menus: 'Active Sites' and 'Mary Wheeler, BCLS - #7256'. There is a checkbox labeled 'Filter list by map extent'. Below these elements is a table with the following columns: 'Site name / Plan number', 'Status', 'BCLS #', and 'Map'. The table contains several rows of data, including site names like '0.7.1 RC2', 'elk bay2', 'elk bay', '0.7.1 testing', 'kamloops-seymour', 'TPP2409171', 'Elk Bay', 'TPP846345', and 'TPP84641'. Each row has icons for a blue placemark, a pencil, and a trash can.

Site name / Plan number	Status	BCLS #	Map
> 0.7.1 RC2	ACTIVE	7256	
elk bay2	ACTIVE	7256	
elk bay	ACTIVE	7256	
> 0.7.1 testing	ACTIVE	7256	
▼ kamloops-seymour	ACTIVE	7256	
TPP2409171		7256	
▼ Elk Bay	ACTIVE	7256	
TPP846345		7256	
TPP84641		7256	

- Site list Search box, click on gray text "Search survey site by name..." to enable a text search of all site names
- Filters available also
 - Active and Inactive Sites (Status can be set in the edit screen on the map)
 - All BCLS in my organization or select a specific BCLS by name and commission #
- Filter list by map extent checkbox
 - only shows results that are visible on the map in the list
- Blue Placemark Icon
 - zooms you to the site
- Pencil Icon
 - Quick access to editing
- Trashcan Icon
 - Red if you can delete and grey if you cannot delete because a plan is enabled for submission

Edit Survey Site

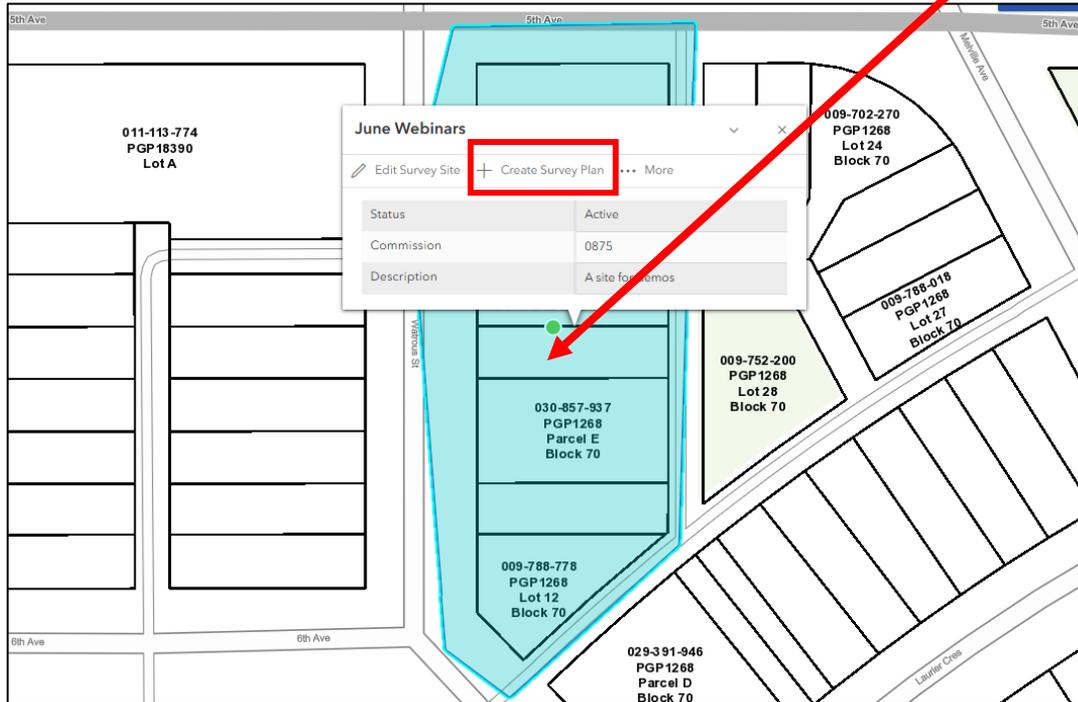
- Click on the green dot at the centre or anywhere inside the site polygon
- Choose **"Edit Survey Site"**
- You can edit
 - Status – Active/Inactive
 - Site Name
 - Commission number
 - Description
 - The shape, size and location of the site on the map



- On map click the grips to change the size, single click the parcel to get to vertices editing then single click off the shape to complete. Right click a vertex to delete, click a white dot to add a new vertex
- Click on **"Update"** or **"Cancel"**

Create Survey Plan

- Click on the green dot at the centre or anywhere inside the site polygon
- Choose “+ Create Survey Plan”
- You will be put into the “**Survey Plan Information**” page with the Survey Site pre-populated already and you can proceed through the steps of creating a plan as outlined on page 15



[Return to Dashboard](#)

Survey Plan Information

[Survey Plan Information](#)

Information for SurveyHub

Survey Site
June Webinars

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)

Available Characters: 500

Plan Information

File Reference

Commission Number

Delete Survey Sites

- Two locations that you can delete a site from on the map
 - Site list on the left side
 - Clicking on the parcel, on the pop-up
- Confirm required (or cancel to step out of delete) and all plans and variations within the site, if any, will be deleted also

Active Sites | Mary Wheeler, BCLS - #7256

Filter list by map extent

Site name / Plan number	Status	BCLS #	Map
> 0.7.1 RC2	ACTIVE	7256	
elk bay2	ACTIVE	7256	
elk bay	ACTIVE	7256	
> 0.7.1 testing	ACTIVE	7256	
▼ kamloops-seymour	ACTIVE	7256	
TPP2409171		7256	
▼ Elk Bay	ACTIVE	7256	

Delete Site

Warning

Deleting a Survey Site will also delete all plans and variations assigned to this site. You won't be able to recover any data. Are you sure you want to proceed and delete the items listed?

elk bay

Cancel | Delete Site

elk bay

Edit Survey Site | Create Survey Plan | More

Delete Survey Site | Zoom to

Dashboard – Different views

Can also show Active, Inactive or All sites by toggling this pulldown selector

SurveyHub

Commission Number: #0875 - Peter Haas, BCLS

Show: **Sites & Plans** Sites Only Plans Only

Status: Active

Site name/ Plan number	Status	Description / Notes	Modified	Created
June Webinars	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM
CN Depot	ACTIVE	Rail yards	2025/05/26, 3:48 PM	2025/05/26, 3:48 PM
My First Survey Site	ACTIVE	This is a demo for Webinars	2025/05/23, 10:58 AM	2025/05/23, 10:58 AM
Outside the ALR	ACTIVE	Out of the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
In ALR	ACTIVE	in the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
EPP9878	ACTIVE	test alc	2025/05/21, 11:02 AM	2025/04/01, 3:03 PM
EPP963	ACTIVE	test OCR	2025/04/01, 2:54 PM	2025/04/01, 2:54 PM
SH 1.1 release test	ACTIVE	testing	2025/03/23, 11:09 AM	2025/03/23, 11:09 AM

SurveyHub

Commission Number: #0875 - Peter Haas, BCLS

Show: Sites & Plans **Sites Only** Plans Only

Status: Active

Site name	Status	Description / Notes	Modified	Created
June Webinars	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM
CN Depot	ACTIVE	Rail yards	2025/05/26, 3:48 PM	2025/05/26, 3:48 PM
My First Survey Site	ACTIVE	This is a demo for Webinars	2025/05/23, 10:58 AM	2025/05/23, 10:58 AM
Outside the ALR	ACTIVE	Out of the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
In ALR	ACTIVE	in the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
SH 1.1 release test	ACTIVE	testing	2025/03/23, 11:09 AM	2025/03/23, 11:09 AM
Posting plan types	ACTIVE	test	2025/02/27, 9:12 AM	2025/02/27, 9:12 AM

3 different methods to display your dashboard contents:

- Sites and Plans (nested file structure)
- Sites Only
- Plans Only

SurveyHub

Commission Number: #0875 - Peter Haas, BCLS

Show: Sites & Plans Sites Only **Plans Only**

Status: Active

Plan number	Status	Description / Notes	Modified	Created
EPP985632	ACTIVE	test edit	2025/05/28, 10:35 AM	2025/05/26, 4:10 PM
WB06016084022	ACTIVE	well site test	2025/05/27, 11:42 AM	2025/05/27, 11:42 AM
EPP15652	ACTIVE	test	2025/05/26, 1:57 PM	2024/10/16, 11:37 AM
WA06016084022	ACTIVE	well site test	2025/05/23, 3:01 PM	2025/05/23, 1:38 PM
W006016084022	ACTIVE	well site test	2025/05/23, 1:37 PM	2025/05/23, 1:35 PM
EPP123456	ACTIVE	My first Survey Plan in SurveyHub	2025/05/23, 10:59 AM	2025/05/23, 10:59 AM
EPP9878	ACTIVE	test alc	2025/05/21, 11:02 AM	2025/04/01, 3:03 PM
EPC123	ACTIVE	test LA plan	2025/05/20, 10:47 AM	2024/11/18, 12:58 PM

Dashboard – Filter by Commission

Commission Number: All BCLS in my organization

Show: Sites & Plans | Sites Only | Plans Only

Status: Active

Search: Search Site and Plan No.

Site name/ Plan number	Status	Description / Notes	Modified	Created
Webinar 2	ACTIVE	Webinar site for Katie	2025/05/29, 10:11 AM	2025/05/29, 10:11 AM
June Webinars	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM
✓ CN Depot	ACTIVE	Rail yards	2025/05/26, 3:48 PM	2025/05/26, 3:48 PM
> EPP985632		test edit	2025/05/28, 10:35 AM	2025/05/26, 4:10 PM
> My First Survey Site	ACTIVE	This is a demo for Webinars	2025/05/23, 10:58 AM	2025/05/23, 10:58 AM

Commission Number

- #0875 - Peter Haas, BCLS
- All BCLS in my organization
- #0875 - Peter Haas, BCLS
- #0943 - Katie Hannah

Land Surveyors will default to their own commission number and delegates will default to "All BCLS in my organization"

HINT On the dashboard, right-click or Control-left-click on a Plan number or Variation to open it in a new browser tab.

Commission Number: #0875 - Peter Haas, BCLS

Show: Sites & Plans | Sites Only | Plans Only

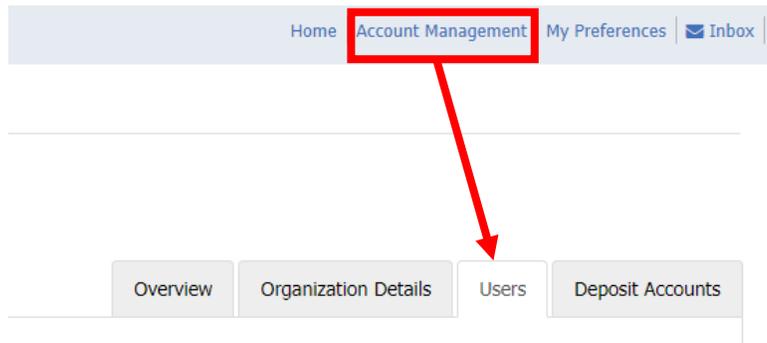
Site name/ Plan number	Status	Description / Notes
June Webinars	ACTIVE	A site for demos
✓ CN Depot	ACTIVE	Rail yards
> EPP985632		test edit
> My First Survey Site	ACTIVE	This is a demo for Webinars
Outside the ALR	ACTIVE	Out of the ALR

Commission Number: #0943 - Katie Hannah

Show: Sites & Plans | Sites Only | Plans Only

Site name/ Plan number	Status	Description / Notes
Webinar 2	ACTIVE	Webinar site for Katie
> Well site demo 2	ACTIVE	demo
Driftwood Beach - North	ACTIVE	A second demo site for Webinar - assigned to Katie

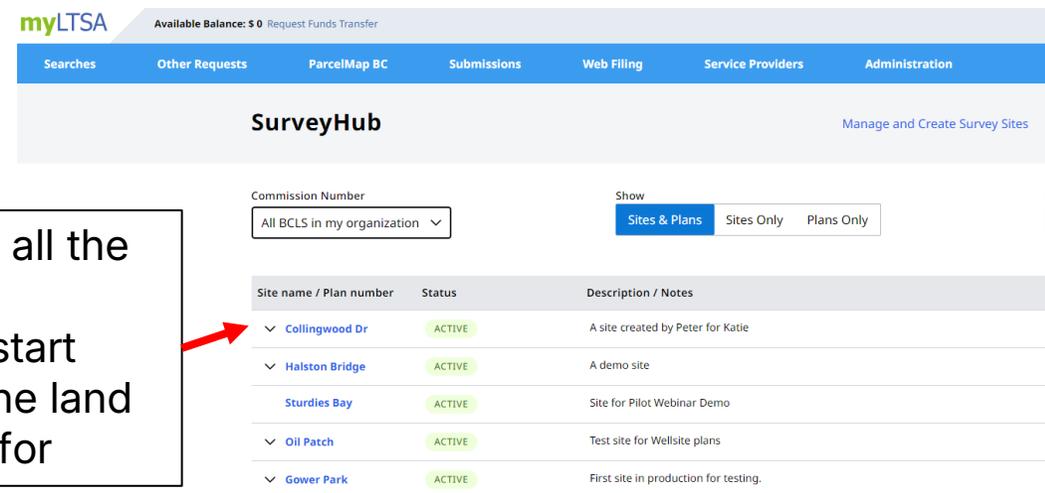
Dashboard – Delegate access for Survey Techs/non-BCLS Users



A user who is not a Land Surveyor or a delegate will be considered a non-authorized user and will get an error and not see any SurveyHub information if they try to access it using the direct URL. They will not have the SurveyHub menu item when logged into myLTSA.

Select All Permissions That Apply

- Search and Filing User:** Will be able to search land records, and if applicable, electronically file applications.
Transactions will be billed to this deposit account:
- View deposit account balance, and if low, request that the Financial Administrator initiate a funds transfer.
- Access survey plan dataset submissions and other ParcelMap BC services on behalf of a registered ABCLS land surveyor.



Note: A BCLS user who is registered correctly should never check the delegate checkbox above for themselves.

An authorized user will see all the SurveyHub data within the myLTSA account and can start new records on behalf of the land surveyor they are working for

Create Survey Plan Land Title Act (part 1)

SurveyHub

Manage and Create Survey Sites

+ Create Survey Plan

- Click on "**+ Create Survey Plan**"
- Select a Survey Site or use the "+Create New Site" button
- Notes about the plan number, these will be visible and searchable on the dashboard, recommend to use the **Plan Heading**
- Enter file reference, for your own records
- "Associate" plan with a BCLS in the account
- Select Plan Statute
- Select Plan Type
 - See full list at right of this slide
- Enter plan number or Request a new one (new tab)
 - Original commission # plan number was requested for only needed if it will be signed by a different land surveyor than who requested the number

Create Survey Plan Land Title Act (part 2)

Return to Dashboard

Survey Plan Information

- Survey Plan Information
- Assemble Plan
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Information for SurveyHub

Survey Site
June Webinars

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)
Plan Heading should go here!

Available Characters: 472

Plan Information

File Reference
123456

Commission Number
#0875 - Peter Haas, BCLS

Plan Statute

-- Select an Option --

-- Select an Option --

Land Title Act

Strata Property Act

Land Act

Energy Resource Activities - Well site survey

Mineral Tenure Survey

Coal Act

Former Indian Reserve

Plan Type

-- Select an Option --

Subdivision (Section 67)

Posting Plan (Section 68)

Block Outline Posting Plan (Section 69)

Reference Plan (Section 99 - Charge Plan)

Reference Plan (Section 99 - Fee Simple)

Reference Plan of Volumetric Space (Section 99)

Reference Plan (Section 100)

Reference Plan (Section 107)

Statutory Right of Way (Section 113)

Statutory Right of Way (Section 118)

Reference Plan (Section 120)

Air Space Plan

Explanatory Plan (Section 70 - E&N)

Explanatory Plan (Section 99 - Charge Plan)

Explanatory Plan (Section 99 - Fee Simple)

Explanatory Plan of Volumetric Space (Section 99)

Explanatory Plan (Section 100)

Explanatory Plan (Section 107)

Explanatory Plan (Section 117)

Explanatory Plan (Section 120)

Public Official Plan

Other

Plan Statute

Land Title Act

Plan Type

Subdivision (Section 67) Block Outline Survey

Plan Number [Request Plan Number](#)

EPP951753

This original plan number assignment was done under Commission number: (Optional)

Assemble Plan – Land Title Act plans

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act BCLS #0875 - Peter Haas, BCLS [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version ---
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#)

- Survey Plan Information
- Assemble Plan**
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Assemble Plan

Notes about this variation (optional)

notes to self about variation, show up on the dashboard

Available Characters: 445

Plan Image

Upload Plan Image (.pdf)

Subdivision Plan Image.pdf [Replace](#) [Remove](#)

Last updated: May 29, 2025, 10:21:58 AM

Field Survey Date

2025-05-20

Plan Dataset

Upload Survey Data CAD File (.dwg)

SurveyData_EPP111521_57140.dwg [Replace](#) [Remove](#)

Last updated: May 29, 2025, 10:22:19 AM

Upload Survey Control Point File (.csv)

SurveyDataControlPoints_EPP111521_57140.csv [Replace](#) [Remove](#)

Last updated: May 29, 2025, 10:22:26 AM

Comments (Optional)

Available Characters: 1000

I want to request a dataset exemption

HINT The system now generates a thumbnail of your survey plan automatically

Georeferencing Properties

UTM Zone

UTM Zone 10N

Georeference Method

Ties to passive control points

Dimension Annotation In

None

Average Combined Factor

0.999656

[+ Add Additional Combined Factor](#)

Relative Survey Accuracy

Level 3 - 0.020m / 60" / 50 PPM

Datum and Version

NAD83(CSR) 4.0.0.BC.1

Dataset Validation

Last Validated: Jun 13, 2024, 9:48:58 AM

Validate your dataset file(s) before proceeding to confirm the dataset. This is a summary of any errors or warnings that appeared in your plan dataset. You cannot submit a plan with **Errors**, but you can still submit with **Warnings**

[Start Validation](#) Validation Status: **All Valid** Errors: **0** | Warnings: **0**

- Plan Duplicate Check:** Plan and control number are not duplicated.
- Plan Number Check:** Warnings verified and overridden
- Structure Check:** All required layers are included in your CAD file.
- Survey Limits Check:** Survey Limits are valid.
- Distances Check:** Not Applicable
- Bearing Check:** Not Applicable
- Control Point Check:** The Control Point CSV file is correct and all points lie within the CAD file extent. [View Detail](#)
- Average Combined Factor Check:** Average Combined Factor is valid.

Review any Warnings and Errors. Warnings can be overridden if appropriate and Errors must be corrected before completing the dataset.

Map Check

Use this web map to verify that your dataset is positioned within the ParcelMap BC fabric as expected. This check helps identify gross positional discrepancies prior to submission.

[Perform Check](#)

- Map check is completed

Plan Dataset Confirmation

By checking this box I am confirming that the data complies with the [General Practice Bulletin No.3](#) and the [Specifications for Land Title Act Plans](#).

[Cancel](#) [Confirm Dataset](#)

Dataset Sections Will Become Read-Only

Once you confirm the dataset, the dataset file uploads, georeferencing property form fields, and mapcheck will become **read-only for this variation**. To change them, you will need to create a new variation and select the option to change dataset information.

Assemble Plan – Land Title Act plans – Map Check

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) / [Variation A](#)

EPP951753 Subdivision (Section 67) - Land Title Act [BCLS #0875 - Peter Haas, BCLS](#) [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version ---
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#)

[Return to Plan](#)

- Control Points
- CAD Dataset Geometry
- CAD Dataset Labels
- Survey Features
- Active Parcels
- Fabric History
- Crown Features
- Administrative Boundaries
- Parks and Protected Areas
- Administrative Areas
- Reference Layers

Map Check
 Use this web map to verify that your dataset is positioned within the ParcelMap BC fabric as expected. This check helps identify gross positional discrepancies prior to submission for integration into the fabric.

[Perform Check](#)

Map check is completed

After reviewing the placement of your CAD data with respect to the ParcelMap BC fabric click Complete Map Check

Perform Map Check

Please verify that your dataset is positioned within the ParcelMap BC fabric as expected. This check helps identify gross positional discrepancies prior to submission for integration into the fabric.

[Complete Map Check](#)

[Return to Plan](#)

- Control Points
- CAD Dataset Geometry
- CAD Dataset Labels
- Survey Features
- Active Parcels
- Fabric History
- Crown Features
- Administrative Boundaries
- Parks and Protected Areas
- Administrative Areas
- Reference Layers

Map Check
 Please verify that your dataset is positioned within the ParcelMap BC fabric as expected. This check helps identify gross positional discrepancies prior to submission for integration into the fabric.

[Complete Map Check](#)



Prepare Application Information Land Title Act plans

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act BCLS #0875 - Peter Haas, BCLS [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version --1
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#)

See next page for a detailed description of this function

At least 1 Parcel affected by this plan must be entered, usually by PID – Legal Description will be automatically filled in for you. For certain special circumstances you may need to use the **Don't have PIDs?** tab.

The screenshot shows the 'Prepare Application Information' form. A sidebar on the left lists steps: Survey Plan Information, Assemble Plan, Prepare Application Information (highlighted), Certify Plan, Sign Application to Deposit (Optional), and Prepare Submission. The main form has sections for 'Affected Parcels - Legal Description of Land' with 'Add PID' and 'Don't have PIDs?' tabs, a table for 'Legal Description of Land (1)', and 'Owner(s) Information'. A callout box points to the 'Add Owner' button with the text: 'Add Owner button, see page 23 for details on how to use this feature'. Another callout box points to the 'Don't have PIDs?' tab with the text: 'At least 1 Parcel affected by this plan must be entered, usually by PID – Legal Description will be automatically filled in for you. For certain special circumstances you may need to use the Don't have PIDs? tab.'

The 'Signature Blocks' section contains informational text and buttons. A callout box points to the 'Add from Plan Statements' button with the text: 'See next page for a detailed description of this function'. The buttons show '1 found' and '2 warning(s) found'. Below are sections for 'Owner/Charge Owner Signature Blocks', 'Approving Officer Signature Blocks', and 'Surveyor General Signature Blocks', each with an 'Add Signature Block' button.

The 'Additional Information' section has a text input field with 'Available Characters: 1000'. The 'Informational and Supporting Documents (optional)' section has a 'Drag and drop your files' area, an 'Upload files' button, and 'Supported formats: PDF with max size 50MB'.

Application to Deposit (DSPL) information should be entered here. For applications that you are submitting yourself this must be completed and for those being shared with a legal professional are optional but highly recommended to complete the entries to your best ability. You can provide partial entries for the lawyer to start from.

+ Add from Plan Statements Button

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) / [Variation A](#)

EPP951753 Subdivision (Section 67) - Land Title Act [BCLS #0875 - Peter Haas, BCLS](#) [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version --1
Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#) ▾

Warnings may come up if you have non-matching Municipality and/or Regional District information drafted on the plan versus where the Survey Site has been drawn. This is again an attempt to assist you to ensure the correct values are included on the plan image that correlate with the location of the survey site.

+ Add from Plan Statements **1 found** **2 warning(s) found**

When you click this button the system will use Optical Character Recognition(OCR) to "read" your plan and suggest signature blocks that would likely be required on the DSPL based on the found plan statements. It is up to you to select which ones you would like to add, this is an attempted assist to make it easier and try to ensure required approvals are not left off the DSPL. Give it a try!

Add from Plan Statements

SurveyHub suggests signatory blocks based on plan statements on the uploaded plan image pdf file. Please edit them and add other blocks as needed, and review to ensure the correctness and completeness of the signatory blocks.

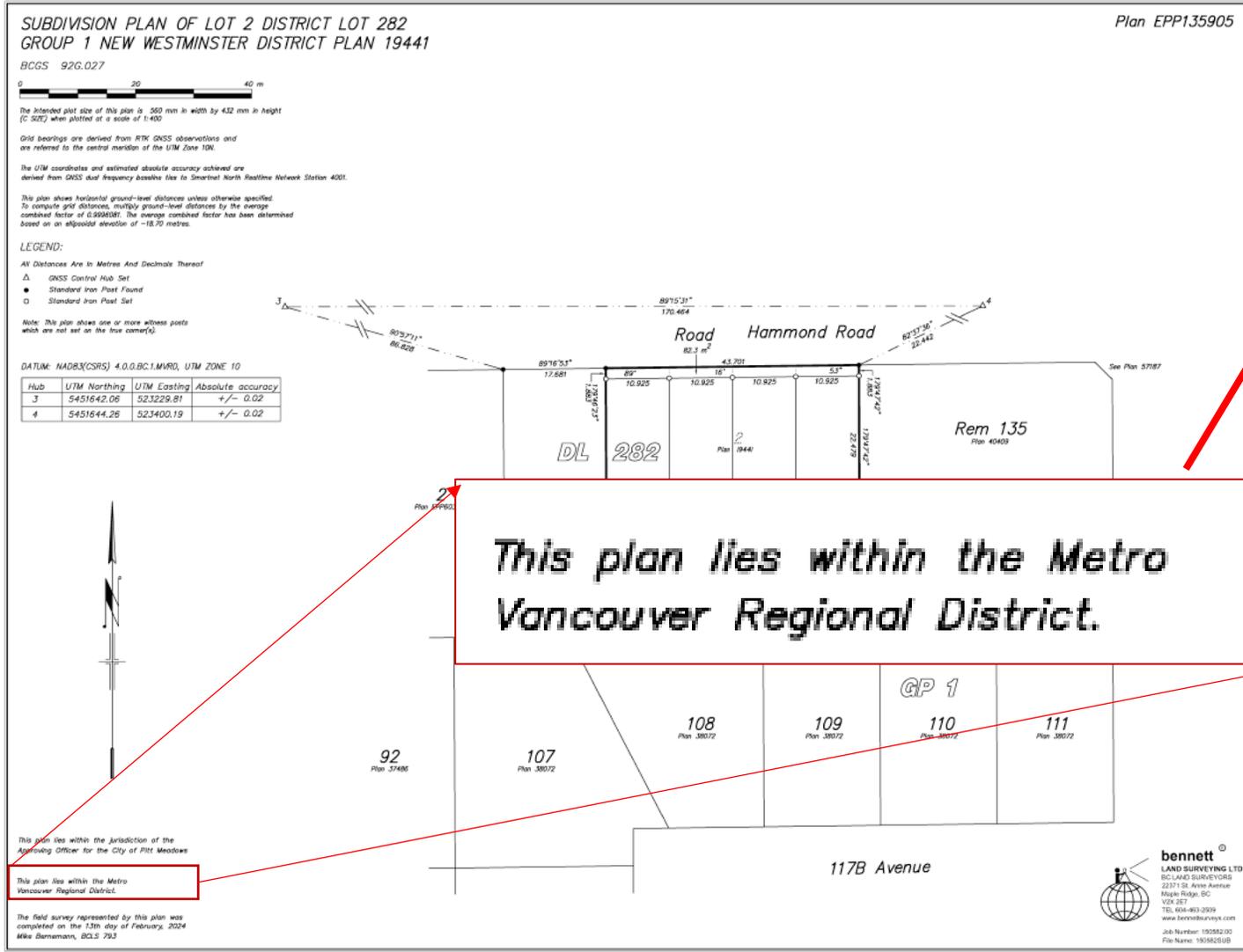
- Plan statement(s) does not match Survey Site's municipality.** No municipality is found on the plan image file, but the Survey Site "June Webinars" of this plan is in the following municipality: "City of Prince George" . Please ensure you have the right municipality for this plan.
- Plan statement(s) does not match Survey Site's Regional District.** "Capital Regional District" is found on the plan image file, but the Survey Site "June Webinars" of this plan is in the following Regional District: "Regional District of Fraser-Fort George". Please ensure you have the right Regional District for this plan.

Select from the following to add to your application to deposit. After the signatory block is added, you can edit the block and complete it based on your filing needs.

<input type="checkbox"/>	Suggested signatory block	Text (Editable once added)	Key phrases found on plan image
<input type="checkbox"/>	Modified Posting	The monumentation on survey Plan EPP951753 is approved by the Surveyor General. [Signature] Surveyor General (Fill in name) [Date]	Modified monumentation has been approved for this survey

[Cancel](#) [Add Selected](#)

Official Regional District name formats



Regional District Name	Abbreviation
Regional District of Bulkley-Nechako	RDBN
Cariboo Regional District	CRD
Regional District of Fraser-Fort George	RDFFG
Regional District of Kitimat-Stikine	RDKS
Peace River Regional District	PRRD
North Coast Regional District	NCRD
Regional District of Central Okanagan	RDCO
Fraser Valley Regional District	FVRD
Metro Vancouver Regional District	MVRD
Regional District of Okanagan-Similkameen	RDOS
Squamish-Lillooet Regional District	SLRD
Thompson-Nicola Regional District	TNRD
Regional District of Central Kootenay	RDCK
Columbia Shuswap Regional District	CSRD
Regional District of East Kootenay	RDEK
Regional District of Kootenay Boundary	RDKB
Regional District of North Okanagan	RDNO
Regional District of Alberni-Clayoquot	RDAC
Capital Regional District	CAPRD
Central Coast Regional District	CCRD
Comox Valley Regional District	CMXRD
Cowichan Valley Regional District	CVRD
Regional District of Mount Waddington	RDMW
Regional District of Nanaimo	RDN
qathet Regional District	qRD
Sunshine Coast Regional District	SCRD
Strathcona Regional District	STRD
Stikine Region (Unincorporated)	Stikine Region

Ensure that the statements drafted on your plan that reference the Regional District use the exact wording shown in this list.

Municipality name format

Muni Name	Abbreviation
District of Houston	Houston
Town of Smithers	Smithers
The Corporation of the Village of Telkwa	Telkwa
District of Vanderhoof	Vanderhoof
District of 100 Mile House	100 Mile House
City of Quesnel	Quesnel
District of Wells	Wells
City of Williams Lake	Williams Lake
District of Mackenzie	Mackenzie
The Corporation of the Village of McBride	McBride
City of Prince George	Prince George
Village of Valemount	Valemont
District of Kitimat	Kitimat
The Corporation of the Village of Hazelton	Hazelton
District of New Hazelton	New Hazelton
District of Stewart	Stewart
City of Terrace	Terrace
Northern Rockies Regional Municipality	NRRM
District of Tumbler Ridge	Tumbler Ridge
District of Chetwynd	Chetwynd
The Corporation of the City of Dawson Creek	Dawson Creek
City of Fort St John	Fort St John
District of Hudson's Hope	Hudson's Hope
The Corporation of the Village of Pouce Coupe	Pouce Coupe
District of Taylor	Taylor
Village of Daajing Giids	Daajing Giids
Village of Masset	Masset
Village of Port Clements	Port Clements
District of Port Edward	Port Edward
City of Prince Rupert	Prince Rupert
City of Kelowna	Kelowna
The Corporation of the Village of Burns Lake	Burns Lake
District of Fort St James	Fort St James
Village of Fraser Lake	Fraser Lake
Village of Granisle	Granisle
Village of Lions Bay	Lions Bay
The Corporation of the Township of Langley	Langley - District
The Corporation of the District of North Vancouver	North Vancouver - District
Village of Keremeos	Keremeos
Town of Osoyoos	Osoyoos
The Corporation of the City of Penticton	Penticton
Town of Princeton	Princeton
Town of Oliver	Oliver
The Corporation of the District of Summerland	Summerland
District of Lillooet	Lillooet
District of Squamish	Squamish
Resort Municipality of Whistler	Whistler
Village of Pemberton	Pemberton
The Corporation of the Village of Ashcroft	Ashcroft
Village of Chase	Chase
Village of Clinton	Clinton
City of Kamloops	Kamloops
District of Logan Lake	Logan Lake
District of Barriere	Barriere
Village of Cache Creek	Cache Creek
District of Clearwater	Clearwater
Village of Lytton	Lytton
City of Merritt	Merritt
District of Lake Country	Lake Country
The Corporation of the District of Peachland	Peachland

City of West Kelowna	West Kelowna
City of Abbotsford	Abbotsford
City of Chilliwack	Chilliwack
Village of Harrison Hot Springs	Harrison Hot Springs
District of Hope	Hope
District of Kent	Kent
City of Mission	Mission
Village of Anmore	Anmore
Village of Belcarra	Belcarra
Bowen Island Municipality	Bowen Island
City of Burnaby	Burnaby
City of Coquitlam	Coquitlam
City of Delta	Delta
City of Langley	Langley - City
City of Maple Ridge	Maple Ridge
City of New Westminister	New Westminister
City of North Vancouver	North Vancouver - City
City of Pitt Meadows	Pitt Meadows
City of Port Coquitlam	Port Coquitlam
City of Port Moody	Port Moody
City of Richmond	Richmond
City of Surrey	Surrey
City of Vancouver	Vancouver
District Municipality of West Vancouver	West Vancouver
City of White Rock	White Rock
District of Elkford	Elkford
The Corporation of the City of Fernie	Fernie
District of Invermere	Invermere
City of Kimberley	Kimberley
Village of Radium Hot Springs	Radium Hot Springs
District of Sparwood	Sparwood
City of Grand Forks	Grand Forks
City of Greenwood	Greenwood
The Corporation of the Village of Fruitvale	Fruitvale

City of Armstrong	Armstrong
The Corporation of the District of Coldstream	Coldstream
The Corporation of the City of Enderby	Enderby
The Corporation of the Village of Lumby	Lumby
The Corporation of the Township of Spallumcheen	Spallumcheen
The Corporation of the City of Vernon	Vernon
City of Port Alberni	Port Alberni
Corporation of the Village of Tofino	Tofino
District of Ucluelet	Ucluelet
The Corporation of the District of Central Saanich	Central Saanich
City of Colwood	Colwood
The Corporation of the Township of Esquimalt	Esquimalt
District of Highlands	Highlands
City of Langford	Langford
District of Metchosin	Metchosin
District of North Saanich	North Saanich
The Corporation of the District of Oak Bay	Oak Bay
The Corporation of the District of Saanich	Saanich
Town of Sidney	Sidney
Village of Midway	Midway
Village of Montrose	Montrose
City of Rossland	Rossland
City of Trail	Trail
Village of Warfield	Warfield
Sun Peaks Mountain Resort Municipality	Sun Peaks
The Corporation of the City of Nelson	Nelson
Village of Slocan	Slocan
The Corporation of the Village of Salmo	Salmo
The Corporation of the Village of Silverton	Silverton
Town of Creston	Creston
Village of Kaslo	Kaslo
Village of New Denver	New Denver
Village of Nakusp	Nakusp

City of Castlegar	Castlegar
Town of Golden	Golden
City of Revelstoke	Revelstoke
City of Salmon Arm	Salmon Arm
The Corporation of the District of Sicamous	Sicamous
Village of Canal Flats	Canal Flats
The Corporation of the City of Cranbrook	Cranbrook
District of Sooke	Sooke
The Corporation of the City of Victoria	Victoria
Town of View Royal	View Royal
Village of Cumberland	Cumberland
Town of Comox	Comox
The Corporation of the City of Courtenay	Courtenay
The Corporation of the City of Duncan	Duncan
Town of Ladysmith	Ladysmith
Town of Lake Cowichan	Lake Cowichan
The Corporation of the District of North Cowichan	North Cowichan
The Corporation of the Village of Alert Bay	Alert Bay
Village of Port Alice	Port Alice
District of Port Hardy	Port Hardy
Town of Port McNeill	Port McNeill
City of Parksville	Parksville
District of Lantzville	Lantzville
City of Nanaimo	Nanaimo
Town of Qualicum Beach	Qualicum Beach
City of Powell River	Powell River
Town of Gibsons	Gibsons
District of Sechelt	Sechelt
City of Campbell River	Campbell River
Village of Gold River	Gold River
Village of Sayward	Sayward
Village of Tahsis	Tahsis
The Corporation of the Village of Zeballos	Zeballos

This plan lies within the jurisdiction of the Approving Officer for the City of Pitt Meadows

Ensure that the statements drafted on your plan that reference the Municipality use the exact full wording shown in this list for OCR checking to work correctly.

Prepare Application Information (continued) – Land Title Act plans

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) / [Variation A](#)

EPP951753 Subdivision (Section 67) - Land Title Act [BCLS #0875 - Peter Haas, BCLS](#) [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version --1
Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#)

HINT this feature can be used to quickly input data copied from the official title, avoiding retyping and possible typos

Owner(s) Information

You currently do not have any owner information attached to this application. You can add a new owner by using the button below.

[Add Owner](#)

[Enter Owner Info](#)

[Paste from Title Search](#)

Add Owner

Add this owner to group

New Group

Are the owners joint tenants?

Yes No

Link to enter a capacity

Owner type

Individual Corporation

Given name(s)

Enter exactly as seen on title documents.

Last name

Enter exactly as seen on title documents.

Occupation

Address

Second line of address

City

[Cancel](#) [Done](#)

i This dialog won't be able to:

- Add an owner's capacity
- Add a mix of individual and corporate owners in the same group

Please select "Enter Owner Info" under "Add Owner" for these types of data entry.

Owner type

Individual(s) Corporation(s)

Paste Registered Owner Information from Title Search

Enter each of the following information on a separate line, including comma separation:
Owner Full Name, Occupation
(Include additional owners "Full Name, Occupation" in separate lines)
Address line 1 (no comma)
Address line 2 (no comma; omit line if not applicable)
City, Province/State, Country (omit country if Canada)
As Joint Tenants (omit line if not as joint tenants)
(Include an empty line to separate a different owner group)

[Cancel](#) [Done](#)

There are two ways to enter owner information:

1. Enter Owner Info – fielded data entry
2. Paste from Title Search – Copy the owner block from a previously searched/purchased title and paste it into the window. Ensure the formatting is correct and hit done and the data will be parsed correctly for you into the fielded entry and can be further edited as needed.

Multiple entries can be done in the same data entry block separated by a blank line.

Prepare Application Information (continued) – Land Title Act plans

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act BCLS #0875 - Peter Haas, BCLS [Edit](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version --1
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History [Manage Variation](#)

*All selections from the current DSPL PDF form are replicated here for addition of signature blocks to the form. Based on some plan types you may find that an approval statement has been auto added as it is required by that plan type

Owners and Witnesses Signatures

Add Signature ✕

OwnerSignatureType

Edit the text that will appear as the statement on signature:

Witness to All Signatures [signature] [fill in witness name] [fill in occupation] [fill in address line 1] [fill in address line 2]	Owner/Charge Owner - Individual [signature] [fill in the name of owner] [signature] [fill in the name of owner]
--	---

Surveyor General Approvals

Add Signature ✕

SurveyorGeneralSignatureType

- Please select an Option --
- Accreted Land, LTA s. 94(1)
- Bare Land Strata - Modified Monumentation
- Block Outline Survey - Approval of Monumentation, LTA s. 69(3)
- Block Outline Survey - Approval of Posting, LTA s. 69
- Declaration land is included in the grant, Land Act, s. 58
- First Registration of Title to Treaty Lands, LTA Schedule 1 s. 25(4)
- First Registration of Title to Treaty Lands, LTA Schedule 1 s. 26(1)
- General Right of Way Plans Crossing Crown Land
- Modified Posting
- Natural Boundary Adjustment, LTA s. 94 (1)(d)
- Natural Boundary Certification - SRW, LTA s. 118(1)
- Public Official Plan - True Copy, LTA s. 59
- Public Road Over Crown Land, Land Act s. 80
- Survey Method Approval within E & N, LTA s. 70
- Unregistered Crown Land, Land Act s. 58

Approving Officers and Provincial Approvers

Add Signature ✕

ApproverSignatureType

- Please select an Option --
- Approval - Approving Officer, LTA s. 88
- Approval - Minister of Transportation and Infrastructure, LTA s.80
- Approval - Provincial Agricultural Land Commission
- Access by Air, LTA s. 88
- Access by Common Lot, LTA s. 88
- Access by Easement, LTA s. 88
- Access by Water Only, LTA s. 88
- Approving Officer Agricultural Land Reserve, BC Reg. 57/2020
- Approving Officer Re-Approval
- Bare Land Strata - Approval Approving Officer, BC Reg. 75/78 s. 18
- Bare Land Strata - Public Access to Water, BC Reg. 75/78 s. 8(3)
- Bare Land Strata - Re-Approval Approving Officer, BC Reg. 75/78 s. 19
- Certificate of Amendment to Strata Plan, SPA ss. 259(3)(b)(ii), 262(3)(c)(ii)
- Forest Service Road Access, BC Reg. 334/79 s. 15(2)
- Forest Service Road Establishment, Ministry of Lands, Parks and Housing Act s. 9(1)
- Form Q, SPA Reg. 14.5(1)
- Form R, SPA Reg. 14.5(2)
- Form T, SPA Reg. 14.5(4)
- Public Access to Water - Relief from Compliance, LTA ss. 75(1)(c)(d), 76(5)

Certify Plan– Land Title Act plans

*Validate ECR is an assist which cross references the data entered in **SurveyHub** with the data entered in the **ABCLS Checklist registry**. These are warnings only and will not stop a submission from proceeding but may highlight a data entry error either in SurveyHub or in the ABCLS checklist.

Certify Plan

✓ Application has been successfully saved.

BC Land Surveyor Information

Load/Save Info Clear All Fields

Commission Number
Peter Haas - #0875

BC Land Surveyor Name
Peter Haas

Company (Optional)
LTSA

Address
200-1321 Blanshard St

Second Line of Address

Country
CANADA

City
VICTORIA

Province/State
British Columbia

Postal/ZIP Code
V8W 9J3

Phone Number (Optional)
250-410-0580

Email Address (Optional)
Peter.Haas@ltsa.ca

+ More Information (Optional)

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act BCLS #0875 - Peter Haas, BCLS Edit

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version --1
Status: **Initiated** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

History Manage Variation

Select all certification statements that apply:

Validation Warnings Found. These information fields could affect the correctness or completeness of the form.

- EPP951753 does not match the plan number linked to ECR #56131. [91338]
- The ECR filed date selected does not match the date linked to ECR #56131. [91339]
- Commission number 0875 does not match the commission number linked to ECR #56131. [91340]
- 123456 does not match the file reference linked to ECR #56131. [91341]

Certification statement 1	Field Survey Date	ECR #	ECR Filed Date
<input checked="" type="radio"/> Form 9 <input type="radio"/> Form 9A	2025-05-20	56131	2025-05-28

Validate ECR

Other certification statements

Arterial Highway Remainder Parcel (Airspace)

Survey Plan Certification

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2025-05-20

The checklist was filed under ECR #: 56131 on this date: 2025-05-28

E-Sign Survey Plan

Select your digital certificate

Peter Haas BCLS

Enter your digital certificate password

.....

[Forgot your password?](#)

Agree to the following certification statement

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the Land Title Act, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

E-Sign

[About the E-Sign process](#)

Survey Plan Preview

Once the SPC form is signed, the electronic signature will appear on it.

Back Validate Save Progress Continue →

BC Land Surveyor Information for SPC and Applicant Information for DSPL

BC Land Surveyor Information will be populated here automatically for you based on your myLTSA user account settings. You can switch who is signing the plan and the contact info will be updated. When it is filled out how you would like you can save to use on the Applicant Information for the DSPL.

Use the **Load/Save Info** button the **Save data as Autofill Template** and give it a Nickname

BC Land Surveyor Information

Load/Save Info Clear All Fields

Commission Number

Peter Haas, BCLS - #0875

-- Select an Option --

Peter Haas, BCLS - #0875

Katie Hannah - #0943

Company (Optional)

LTSA Support

Address

200 - 1321 Blanshard Street

2nd line of address

Second Line of Address

Country

CANADA

City

Victoria

Province/State

British Columbia

Postal/ZIP Code

V8W 9J3

Applicant Information

Load/Save Info Clear All Fields

Save data as Autofill Template

Load Autofill Template

Company (Optional)

Address

Save Autofill Template

Save this as an Autofill Template for quick reuse in the future.

Name: Peter Haas, BCLS	Company: LTSA Support
Address: 200 - 1321 Blanshard Street	Address line 2 (optional): 2nd line of address
Country: CANADA	City: Victoria
Province/State: British Columbia	Postal/Zip Code: V8W 9J3
Email Address: Peter.Haas@ltsa.ca	Phone Number: 250-410-0580

More Information (Optional):

Autofill Template Nickname

Peter Haas, BCLS

Cancel Save Autofill Template

Load Autofill Template

Peter Haas, BCLS

Name: Peter Haas, BCLS	Company: LTSA Support
Address: 200 - 1321 Blanshard Street	Address line 2 (optional): 2nd line of address
Country: CANADA	City: Victoria
Province/State: British Columbia	Postal/Zip Code: V8W 9J3
Email Address: Peter.Haas@ltsa.ca	Phone Number: 250-410-0580

More Information (Optional):

Peter Haas, BCLS

Cancel Load Autofill Template

Sign Plan(SPC) and Application to Deposit – Land Title Act plans

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) **Variation A**

EPP951753 Subdivision (Section 67) - Land Title Act  BCLS #0875 - Peter Haas, BCLS

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version 1-1 History Manage Variation

Status: **Certified** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

*Compound versioning numbers (i.e. 1-1) of "Legal Plan – Dataset" is a new concept.

- Each time you digitally sign a plan(SPC) it will be assigned a version (1, 2, 3 etc.) and,
- each time you Confirm the dataset it will be assigned a version (1, 2, 3 etc. or 0 for no dataset).

Together these will form a set of elements. After first confirmation of a dataset and first signing of a plan(SPC) you will have version 1-1.

Subsequent sets may increment one or both of these numbers and will be contained inside a new **Variation A, B, C etc.**

E-Signed

Version Number: **1-1**
Control Number: **174-855-3366**

- ✓ **Survey Plan Certification** has been successfully E-Signed, and is available for download for your reference. You can now proceed to enable the plan for submission.
- ✓ **Application to Deposit Plan** is pre-populated with the **plan number and control number**.

 **Please proceed to "Prepare Submission" step** to turn on the plan for submission, and hand off the plan to carry out the submission. Optionally, you can sign the Application to Deposit Plan yourself if you are undertaking the submission.

Sign Plan(SPC) and Application to Deposit – Land Title Act plans

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) / [Variation A](#)

EPP951753 Subdivision (Section 67) - Land Title Act  BCLS #0875 - Peter Haas, BCLS

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version 1-1
Status: **Certified** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

[History](#) [Manage Variation](#) ▾

- Survey Plan Information
- Assemble Plan
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)**
- Prepare Submission

Sign Application to Deposit (Optional)

! You can skip this step if you want to share the plan with a different myLTSA user (e.g. legal professional) to complete the plan submission. The myLTSA user will get a pre-filled Application to Deposit Plan with the plan information, control number, and signature blocks, as seen in the document preview below.

Applicant Information

[Load/Save Info](#) [Clear All Fields](#)

Name of Applicant

Company (Optional)

Address

Country

City

Province/State

Postal/ZIP Code

Phone Number (optional)

Email Address (optional)

[+ More Information \(Optional\)](#)

This is a fee exempt BC government application

Application to Deposit Preview

Once the Application to Deposit Plan form is signed, the electronic signature will appear on it. You can proceed to the next step without signing it.



E-Sign Application to Deposit Plan

Select your digital certificate
 Peter Haas BCLS

Enter your digital certificate password

[Forgot your password?](#)

Agree to the following certification statement

Your electronic signature is a representation that

(a) you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250 (the "Act"), and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the Act, and

(b) if this application requires an execution copy, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.42(4) of the Act, and that an execution copy or a true copy of that execution copy is in your possession, and

(c) if this application requires a supporting document, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.43(3) of the Act, and that a supporting document or a true copy of that supporting document, if a true copy is allowed under an e-filing direction, is in your possession.

[About the E-Sign process](#)

E-Signed

Application to Deposit Plan has been successfully E-signed, and is available for download for your reference. You can now proceed to enable the plan for submission.

[Back](#)

[Continue](#) →

Signing the DSPL does not generate a new version number and if you need to change the DSPL after signing you can use the **Edit** button when the Submission is "Turned Off" to remove the signature, make an edit and then re-sign



Prepare Submission – Land Title Act plans

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act BCLS #0875 - Peter Haas, BCLS

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version 1-1
 Status: **Certified** | Created by: PH_LTSA | Date Created: May 29, 2025
 10:21 AM

[History](#) [Manage Variation](#)

- Survey Plan Information
- Assemble Plan
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Prepare Submission

Version 1-1 (Control Number: 174-855-3366)

✓ **Plan Dataset is confirmed.**
Survey Plan Certification is e-signed.
Application to Deposit Plan is e-signed. You can submit everything yourself.

When you turn on submission, [Electronic Filing System \(EFS\)](#) will only accept this version's plan applications.

[Turn On Submission](#)

Click on the links below to view each document

If this plan requires no other applications for submission, download the e-signed PDFs and upload them to [Electronic Filing System \(EFS\)](#).

[Survey Plan Certification PDF](#)

[Application to Deposit Plan PDF](#)

****IMPORTANT****

Remember as a last step to **“Turn On Submission”** prior to downloading and submitting through EFS, this submits the dataset to the PMBC team and sets this as the version that EFS will accept as correct.

Recent download history

- DSPL-EPP951753.1748553366.pdf
1,391 KB • 2 minutes ago
- EPP951753.1748553366.pdf
1,064 KB • 2 minutes ago



Send PDF files to recipients – Land Title Act plans

[Return to Dashboard](#) / [June Webinars](#) / [EPP951753](#) / [Variation A](#)

EPP951753 Subdivision (Section 67) - Land Title Act

[BCLS #0875 - Peter Haas, BCLS](#)

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version 1-1
Status: **Certified** | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

[History](#) [Manage Variation](#)

- Survey Plan Information
- Assemble Plan
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Click on the links below to view each document

If this plan requires no other applications for submission, download the e-signed PDFs and upload them to [Electronic Filing System \(EFS\)](#).

- [Survey Plan Certification PDF](#)
- [Application to Deposit Plan PDF](#)

Send PDF files to recipients

✓ SurveyHub has sent the PDF forms and your message to Peter.Haas@ltsa.ca, tester@email.com.

You can also send the above PDFs as attachments in an email to any email address you enter below. Please make sure to spell the email address correctly, to avoid unintended recipients.

Enter the email addresses (separated by comma) for the recipients:

Peter.Haas@ltsa.ca, tester@email.com

Here is the message the recipient will see:

Message from Peter Haas, BCLS:

{additional_message}

Peter Haas, BCLS has shared a certified plan with you: EPP951753 version 1

Electronic Filing System will only accept plan applications with this control number: 174-855-3366

To submit the forms, please complete the applications and upload the e-signed PDFs to EFS. (Electronic Filing System).

If you are not the intended recipient of this email, please disregard.

Add additional customized message: (optional)

Here is the plan we talked about

Available Characters: 218

[Send PDF Files](#)

[Back](#) [Return to dashboard](#)

*When you fill in one or multiple email addresses separated by commas and hit **"Send PDF Files"** myLTSA will attach the PDFs to an email and send it for you.

HINT you may want to enter your own email address also to have a record of the email sent

Peter Haas, BCLS shared Survey Plan EPP951753 with you. - Message (HTML)

File Message Help Acrobat

Delete Respond Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Analysis

Peter Haas, BCLS shared Survey Plan EPP951753 with you.

myLTSA SurveyHub <donotreply@ltsa.ca>
To: Haas, Peter
Thu 2025-05-29 2:34 PM

EPP951753.1748553366.pdf 1 MB
DSPL-EPP951753.1748553366.pdf 1 MB

myLTSA

Message from Peter Haas, BCLS:

"Here is the plan we talked about"

Peter Haas, BCLS has shared a certified plan with you: **EPP951753 version 1**

Electronic Filing System will only accept plan applications with this control number: 174-855-3366

To submit the forms, please complete the applications and upload the e-signed PDFs to EFS. (Electronic Filing System).

If you are not the intended recipient of this email, please disregard.

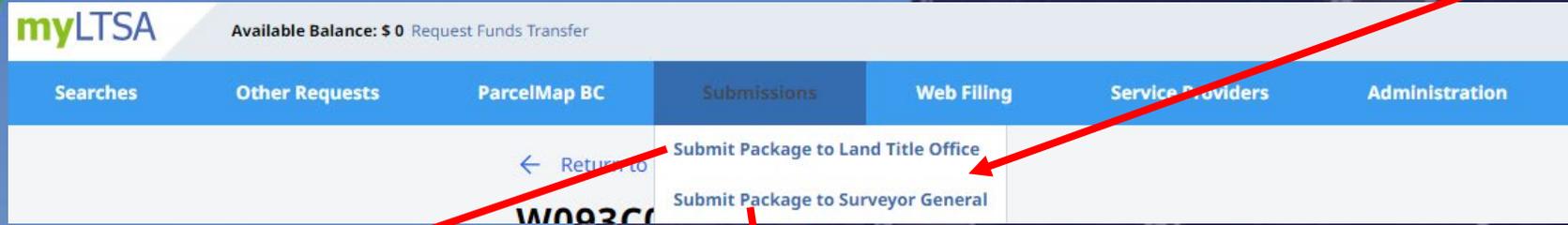
If you do not have a myLTSA Enterprise account, please forward the PDFs in this email to a legal professional to submit the plan for registration.

Please do not reply to this message. Replies to this email address are not monitored by LTSA.

Add DoNotReply@ltsa.ca to your address book or safelist to ensure our emails reach your inbox.
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[Terms of Use](#) [Privacy Statement](#) [Contact Us](#)

Submission through EFS

If submitting yourself, after creating the forms in SurveyHub you will download to your computer and then upload to the **Electronic Filing System (EFS)** much like you do today with the forms you generate and sign in Acrobat. In the future this will be better integrated for a submission directly from **SurveyHub**.



myLTSA Available Balance: \$0.00 Request Funds Transfer

Home | Account Management | My Preferences | Inbox | Logged In as PH_LTSA (A10000002) | Logout

Searches Other Requests ParcelMap BC Submissions Web Filing Service Providers Administration

Submit Package to Land Title Office View Notifications View History Title Search LOTR Reference

File Reference: DEMO LT Change Status: Unsubmitted Package ID: FBPU000

Description: Posting plan submission

Invite Someone to Meet

Info: EFS now supports Web Filing Forms. You may create or edit Web Filing Forms via View Web Filing Packages and submit them via EFS.

Add Files

Sequence	File Name	Type	Status	Status Date	Contributor
1.0	DSPL_EPP123456.169636655...	LTO Application to ...	Uploaded	Oct 03 2023	Peter Haas (Internal Sup...
2.0	EPP123456.1696366556.pdf	LTO Survey Plan Cer...	Uploaded	Oct 03 2023	Peter Haas (Internal Sup...

Refresh Sequence Validate Package Remove Selected Files

Receive notice of registration?

Submit immediately

Defer until Calendar

Submit

Land Owner Transparency Registry (LOTR) Reference

If the Land Owner Transparency Act (LOTA) is applicable to your application(s), please enter the Transparency Declaration ID # for each filing on the LOTR Reference tab. The referenced LOTR filing will be submitted concurrently to the Registrar of Land Titles and filed with the LOTR Administrator. If the filing is excluded from a LOTA disclosure, please indicate it is Excluded and select the Type of Exclusion on the LOTR Reference Tab.

Add / Edit LOTR Reference

Delete Package

myLTSA Available Balance: \$0.00 Request Funds Transfer

Home | Account Management | My Preferences | Inbox | Logged In as PH_LTSA

Searches Other Requests ParcelMap BC Submissions Web Filing Service Providers Administration

Submit Package to Surveyor General View Notifications View History

File Reference: DEMO WS Change Status: Unsubmitted Package ID: JPPUC000

Description: Wellsite submission

Help

Info: EFS now supports Web Filing Forms. You may create or edit Web Filing Forms via View Web Filing Packages and submit them via EFS.

Add Files

Sequence	File Name	Type	Status	Status Date	Contributor
1.0	W093C003DC003b.169637094...	CLR Submission to S...	Uploaded	Oct 03 2023	Peter Haas (Internal Sup...

Refresh Sequence Validate Package Remove Selected Files

Delete Package

Submit

How do I submit a package to the land title office?

Read tips for completing land title forms.

How do I put my submission on hold?

What does Validate Package do?

How do I start a Meet?

How do I submit a corrective declaration or plan alteration to the land title office?

How do I change the sequence of my files?

Search Help

How do I submit a package to the Surveyor General?

Where can I find application checklists?

What is needed to submit a plan for filing in the Crown land registry?

What is needed to submit an application or Land Title Act plan to the Surveyor General?

Where can I download form templates?

How can I request the guidance of the Surveyor General?

How do I submit additional information or a plan alteration to the Surveyor General?

Search Help

Dashboard Statuses and Dataset Defect resolution

Site name / Plan number	Status	Description / Notes
Nov 28	ACTIVE	test
TPP92182		
Variation A	Ready for Submission	Dataset Submitted

Nov 28	ACTIVE	test
TPP92182		
Variation A	Plan Registered	Dataset Pending

Nov 28	ACTIVE	test
TPP92182		
Variation A	Plan Registered	Dataset Defected

*Currently Plan status for CLRS based plans submitted to the SG will not update in SurveyHub and will remain at "Ready for Submission" even after they are submitted and confirmed. You will need to check the status manually in the EFS package. This will be in a future enhancement.

Go into the Variation with the defected dataset, you are then able to re-upload a new DWG and/or CSV as required to satisfy the defect, or edit the georeferencing properties and then rerun the Validation, Map Check and then Re-Submit. This will set the Dataset status in SurveyHub back to "Dataset Submitted" as in the above screenshots when the initial submission was made.

Return to Dashboard

TPP92182 Variation A BCLS #7256 - Mary Wheeler, BCLS Version 1-1 (173-332-9748)

Status: **Dataset Defected**

Created by: maryw

Date Created: December 4, 2024 8:24 AM

Posting Plan (Section 68) - Land Title Act File Reference: 9875

dataset defect demo

History + New Variation Delete Variation

- Survey Plan Information
- Assemble Plan**
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Dataset Defect: Updates Required

Please refer to the dataset defect message from our staff to review the issue in the dataset. Go to "Assemble Plan" in this variation to directly update the DWG file and/or CSV file, then re-submit the dataset. Fields that have already been certified are read-only and do not require re-submission.

Notes about this variation (optional)

This is a posting plan that will be defected for demo.

Available Characters: 500

Plan Dataset Confirmation

By checking this box I am confirming that the dataset was prepared in accordance with the requirements of [Surveyor General Practice Bulletin No.3](#) and the [Specifications for Survey Plan Datasets](#).

Re-Submit Dataset

New Variations and History

*In creating a new variation you can decide if you need to update the Legal plan, the Dataset or both. Based on your selection previous confirmation/certifications will either be reset or carried into the new variation unchanged and read-only.

Return to Dashboard / June Webinars / EPP951753 / Variation A

EPP951753 Subdivision (Section 67) - Land Title Act

File Reference: 123456 | Description: Plan Heading should go here!

Variation A | Version 1-1
Status: Ready for Submission | Created by: PH_LTSA | Date Created: May 29, 2025, 10:21:58 AM

Survey Plan Information

Assemble Plan

Prepare Application Information

Certify Plan

Sign Application to Deposit (Optional)

Prepare Submission

Notes and Attachments

Available Certifications

Plan Images

Upload Plan Image

Create New Variation

Select how the variation will be created

New Variation without existing information copied

Copy all information from existing variation

What information will be changed?

Change Plan Information
You will need to re-certify the plan image; a new control number will be generated upon re-certification.

Change Dataset Information
You will need to re-validate and re-confirm the dataset.

Is this an alteration?

Yes No

Cancel Create

History shows important events such as Signing and email hand off.

History

Plan Variation: All Variations

Plan Variation	Event By	Event	Date and Time
Variation A	Peter Haas, BCLS	PDF files of EPP951753 Version 1 (control number: 174-855-3366) sent to: tester@email.com	May 29, 2025, 2:33:35 PM
Variation A	Peter Haas, BCLS	PDF files of EPP951753 Version 1 (control number: 174-855-3366) sent to: Peter.Haas@ltsa.ca	May 29, 2025, 2:33:34 PM
Variation A	Peter Haas, BCLS	E-signed DSPL of EPP951753 Version 1 (control number: 174-855-3366)	May 29, 2025, 2:19:34 PM
Variation A	Peter Haas, BCLS	E-signed SPC of EPP951753 Version 1 (control number: 174-855-3366)	May 29, 2025, 2:16:07 PM

Alteration: in response to a defect select Yes and on the next step you will be asked to enter the document number of the DSPL that has been submitted already, the control number will be carried over automatically.

Return to Dashboard / June Webinars / EPP951753 / Variation B

EPP951753 Subdivision (Section 67) - Land Title Act

File Reference: 123456 | Description: Plan Heading should go here!

Variation B | Version 1-1
Status: Ready for Submission | Created by: PH_LTSA | Date Created: May 29, 2025 10:21 AM

Block Outline Surveys

- Block Outline Plan checkbox
- Block Outline Posting plan

Return to Dashboard / June Webinars / EPP929487 / Variation A

EPP929487 Subdivision (Section 67) (Block Outline Survey) - Land Title Act 👤 BCLS #0875 - Peter Haas, BCLS ✎ Edit

File Reference: 1234 | Description: Subdivision plan of Lot 10, DL 100, New Westminster District

Variation A | Version ---
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 9:32 AM

History Manage Variation

- Survey Plan Information
- Assemble Plan
- Prepare Application Information
- Certify Plan
- Sign Application to Deposit (Optional)
- Prepare Submission

Assemble Plan

Notes about this variation (optional)

Available Characters: 500

Survey Plan Information

- Survey Plan Information
- Assemble Plan
- Prepare Application Information

Information for SurveyHub

Survey Site
 June Webinars ✕ + Create New Site

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)
 Subdivision plan of Lot 10, DL 100, New Westminster District

Available Characters: 440

Plan Information

File Reference
 1234

Commission Number
 #0875 - Peter Haas, BCLS

Plan Statute
 Land Title Act

Plan Type
 Subdivision (Section 67) Block Outline Survey

Surveyor General Approvals

Block Outline Survey - Approval of Monumentation, LTA s. 69(3) ✎ Edit 🗑️

Pursuant to my Notice of Conditions of Block Outline Survey dated _____ (date), the monumentation on this block c

[Signature]

Surveyor General [Fill in name]

[Date]

+ Add Signature

Surveyor General Approvals

Block Outline Survey - Approval of Posting, LTA s. 69 ✎ Edit 🗑️

Posting of Block Outline Survey Plan EPP _____ is hereby approved.

[Signature]

Surveyor General [Fill in name]

[Date]

+ Add Signature

Block outline Posting plan will follow a Block Outline Plan – this selection will correctly fill in the DSPL plan type and SurveyHub will not require a dataset for this plan type

Block outline plan and Block outline posting plan will automatically select the correct SG approval block for the DSPL based on the plan type

Plan Statute
 Land Title Act

Plan Type
 Block Outline Posting Plan (Section 69) ✕ This is a strata plan

Plan Number Request Plan Number

Commission Number
 #0875 - Peter Haas, BCLS

Show
Sites & Plans Sites Only Plans Only

Status
 Active

Site name/ Plan number	Status	Description / Notes	Modified	Created	
June Webinars	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM	🗑️
EPP929487 (Block Outline Posting)		Posting plan of Subdivision plan of ...	2025/05/30, 9:36 AM	2025/05/30, 9:35 AM	🗑️
EPP929487 (Block Outline Survey)		Subdivision plan of Lot 10, DL 100, New Westminster District	2025/05/30, 9:32 AM	2025/05/30, 9:32 AM	🗑️

Plan Variation Summary page

Click on Plan Number to get to the Summary of Variations page, ***HINT*** right click to open in a new tab.

Variations are a new concept. Consider a Variation a bucket to contain a set of un-versioned Legal plan information and Survey Plan dataset information. Once confirmed and signed the elements are versioned individually and a Variation is now un-editable. If changes are required, you can then create a copy of the original in a new Variation, see next page for options.

SurveyHub Manage and Create Survey Sites [+ Create Survey Plan](#)

Commission Number: #0875 - Peter Haas, BCLS Show: **Sites & Plans** Sites Only Plans Only Status: Active Search: Search Site and Plan No.

Site name / Plan number	Status	Description / Notes	Modified	Created
June Webinars > EPP951753	ACTIVE	A site for demos Plan Heading should go here!	2025/05/29, 2:44 PM	2025/05/29, 9:59 AM
CN Depot > EPP985632	ACTIVE	Rail yards test edit	2025/05/26, 3:48 PM	2025/05/26, 4:10 PM
My First Survey Site >	ACTIVE	This is a demo for Webinars	2025/05/23, 10:58 AM	2025/05/23, 10:58 AM
Outside the ALR >	ACTIVE	Out of the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
In ALR >	ACTIVE	in the ALR	2025/04/01, 2:50 PM	2025/04/01, 2:50 PM
SH 1.1 release test >	ACTIVE	testing	2025/03/23, 11:09 AM	2025/03/23, 11:09 AM

Navigation: << 1 >>

Return to Dashboard / June Webinars / EPP951753

EPP951753

BCLS #0875 - Peter Haas, BCLS [Edit](#)

Subdivision (Section 67) - Land Title Act File Reference: 123456

Plan Heading should go here!

[+ New Variation](#)

Variation A Ready for Submission Dataset Submitted Actions

Notes about variation: notes to self about variation, show up on the dashboard

Last Updated: May 29, 2025

Version: 1-1	Control Number: 174-855-3366	Plan Dataset: N/A - Dataset Not Required	Dataset comments: N/A - Dataset Not Required
Survey Plan Signed: May 29, 2025	Plan Image: Subdivision Plan Image.pdf	Control Point File: N/A - Dataset Not Required	

Variation B Initiated Actions

Notes about variation: notes to self about variation, show up on the dashboard

Last Updated: May 29, 2025

Version: ---	Control Number: ---	Plan Dataset: N/A - Dataset Not Required	Dataset comments: N/A - Dataset Not Required
Survey Plan Signed: ---	Plan Image: Subdivision Plan Image.pdf	Control Point File: N/A - Dataset Not Required	<ul style="list-style-type: none"> View Sign SPC Sign DSPL Delete Variation 

Actions available depend on the Variation status and provide quick links to complete available actions.

Strata Plans

- Building and Bare Land
 - Regular
 - Phased
 - Amendments

Return to Dashboard

Survey Plan Information

Survey Plan Information

Prepare Application Information

Sign Application to Deposit (Optional)

Information for SurveyHub

Survey Site

June Webinars

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)

Strata plan of ... (Fill in plan heading here)

Available Characters: 454

Plan Information

File Reference

56132

Commission Number

#0875 - Peter Haas, BCLS

Plan Statute

Strata Property Act

Plan Type

Select an Option --

- Bare Land Strata Plan
- Bare Land Strata Plan (Phased)
- Bare Land Strata Plan (Amendment)
- Building Strata Plan
- Building Strata Plan (Phased)
- Building Strata Plan (Amendment)
- Other

Help News

Return to Dashboard / June Webinars / EPS54321 / Variation A

EPS54321 Bare Land Strata Plan - Strata Property Act

File Reference: 56132 | Description: Strata plan of ... (Fill in plan heading here)

Variation A | Version ---

Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 9:41 AM

History

Phased Stratatas

[Return to Dashboard](#) / [June Webinars](#) / [EPS965](#) / [Variation A](#)

EPS965 Phase 1,2 Bare Land Strata Plan (Phased) - *Strata Property Act*  BCLS #0875 - Peter Haas, BCLS  Edit

File Reference: 13516 | Description: STRATA PLAN OF LOT 1, SECTION 98, ESQUIMALT DISTRICT, PLAN VIP89125

Variation A | Version ---
Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 9:45 AM

History

[Manage Variation](#) ▾

Notes about this plan number (optional)

STRATA PLAN OF LOT 1, SECTION 98, ESQUIMALT DISTRICT, PLAN VIP89125

Available Characters: 433

Plan Information

File Reference

13516

Commission Number ⓘ

#0875 - Peter Haas, BCLS ▾

Plan Statute

Strata Property Act ▾

Plan Type

Bare Land Strata Plan (Phased) ✕

Enter all phase numbers applicable to this plan, using a comma to separate each phase number (e.g. 2,3,4)

Plan Number [Request Plan Number](#) ⓘ

EPS965

Phase Number(s) ⓘ

1,2

This original plan number assignment was done under Commission number: (Optional) ⓘ

Cancel

Save

SurveyHub

[Manage and Create Survey Sites](#)

[+ Create Survey Plan](#)

Commission Number

#0875 - Peter Haas, BCLS ▾

Show

Sites & Plans

Sites Only

Plans Only

Status

Active ▾

Search

Site name/ Plan number	Status	Description / Notes	Modified ▾	Created	
▾ June Webinars 	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM	
▾ EPS965 Phase 1,2		STRATA PLAN OF LOT 1, SECTION 98, ESQUIMALT DISTRICT, PLAN VIP89125	2025/05/30, 9:45 AM	2025/05/30, 9:45 AM	
Variation A	Initiated		2025/05/30, 9:45 AM	2025/05/30, 9:45 AM	
> EPS54321		Strata plan of ... (Fill in plan heading here)	2025/05/30, 9:41 AM	2025/05/30, 9:41 AM	

Strata Amendments

Amendment numbers are simply within your account to keep things organized. Each subsequent amendment type plan that you create with a plan number that already exists in your dashboard will increment the amendment number by 1.

Information for SurveyHub ⓘ

Survey Site

June Webinars

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)

EXPLANATORY PLAN AMENDING STRATA PLAN EPS965 TO DESIGNATE LIMITED COMMON PROPERTY FOR THE BENEFIT OF STRATA LOTS 5, 15, 28, 34, 38, 39 AND 47, ALL WITHIN SECTION 98, ESQUIMALT DISTRICT

Available Characters: 316

Plan Information

File Reference

6513

Commission Number ⓘ

#0875 - Peter Haas, BCLS

Plan Statute

Strata Property Act

Plan Type

Bare Land Strata Plan (Amendment)

Plan Number

EPS965

This original plan number assignment was done under Commission number: (Optional) ⓘ

[Return to Dashboard](#) / [June Webinars](#) / [EPS965](#) / [Variation A](#)

EPS965 Amendment 2 Bare Land Strata Plan (Amendment) Strata Property Act ⓘ BCLS #0875 - Peter Haas, BCLS

File Reference: 6513 | Description: EXPLANATORY PLAN AMENDING STRATA PLAN EPS965 TO DESIGNATE LIMITED COMMON PROPERTY FOR THE BENEFIT OF STRATA LOTS 5, 15, 28, 34, 38, 39 AND 47, ALL WITHIN SECTION 98, ESQUIMALT DISTRICT

Variation A | Version ---

Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 9:49 AM

History

SurveyHub [Manage and Create Survey Sites](#)

Commission Number: #0875 - Peter Haas, BCLS

Show:

Status: Active

Search:

Site name/ Plan number	Status	Description / Notes	Modified	Created	
June Webinars ⓘ	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM	<input type="button" value="X"/>
> EPS965 Phase 1,2		STRATA PLAN OF LOT 1, SECTION 98, ESQUIMALT DISTRICT, PLAN VIP89125	2025/05/30, 9:45 AM	2025/05/30, 9:45 AM	<input type="button" value="X"/>
> EPS965 Amendment 2		EXPLANATORY PLAN AMENDING STRATA PLAN EPS965 TO DESIGNATE LIMITED COMMON PROPERTY FOR THE BENEFIT OF STRATA LOTS 5, 15, 28, 34, 38, 39 AND 47, ALL WITHIN SECTION 98, ESQUIMALT DISTRICT	2025/05/30, 9:49 AM	2025/05/30, 9:49 AM	<input type="button" value="X"/>
> EPS54321		Strata plan of ... (Fill in plan heading here)	2025/05/30, 9:41 AM	2025/05/30, 9:41 AM	<input type="button" value="X"/>

Land Act and other CLRS based plan types

Plan Information

File Reference

Commission Number

Plan Statute

- Land Title Act
- Strata Property Act
- Land Act
- Energy Resource Activities - Well site survey
- Mineral Tenure Survey
- Coal Act
- Former Indian Reserve

Plan Type

- Survey Plan
- Survey Plan of Road
- Posting Plan
- Compiled Plan
- Partially Compiled Plan
- Control Survey Plan
- Partial Park Boundary Plan

Plan Type

- Cell claim to lease survey requested by Chief Gold Commissioner (Section 42 MTA)
- Cell claim to lease survey requested by client (Land Act)
- Placer claim to lease (Section 45 MTA)
- Control/Site Survey (Infrastructure Survey, Land Act)
- Mining Lease Reduction Survey (Section 44 MTA)

Plan Statute

Plan Type

Plan Type

- Survey Plan
- Compiled Plan
- Partially Compiled Plan

Return to Dashboard / June Webinars / EPC123456 / Variation A

EPC123456 Survey Plan - Land Act BCLS #0875 - Peter Haas, BCLS

File Reference: 123 | Description: Survey Plan of DL 1000, Nelson District

Variation A | Version ---
 Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 10:50 AM

History Manage Variation

- Survey Plan Information
- Assemble Plan**
- Certify Plan
- Prepare Submission

Assemble Plan

Notes about this variation (optional)

Available Characters: 500

Plan Image

Upload Plan Image (.pdf)

Or drag file here

Field Survey Date

Parcel Identification

Is this plan a re-survey?
 Yes No

Enter PIN Legal Description

Legal Description (1)

PIN	Legal Description	Actions
123456	District Lot 1000, Nelson District	Edit Remove



Land Act and other CLRS plan types (cont.)

Plan Data

Agency Name: Ministry of Water, Land and Resource Ste | Agency File Number: 123344

Survey Method: Field Survey | Survey Scale: 1: 2500

Surveyor's Reference: file number reference

Explanatory Notes (optional)

Plan Dataset

Upload Survey Data CAD File (.dwg): SurveyData_EPC2345_82249.dwg

Upload Survey Control Point File (.csv): SurveyDataControlPoints_EPC2345_82249.csv

Comments (Optional)

I want to request a dataset exemption

Georeferencing Properties

UTM Zone: UTM Zone 10N

Georeference Method: Ties to passive control points

Dimension Annotation In: None

Average Combined Factor: 0.9996567

Relative Survey Accuracy: Level 3 - 0.020m / 60" / 50 PPM

Datum and Version: NAD83(CSRS) 3.0.0.BC.1.NVI

Dataset Validation | Last Validated: May 30, 2025, 3:53:14 PM

Start Validation | Validation Status: **In Progress** | Errors: 0 | Warnings: 1

- ✔ **Plan Duplicate Check:** Plan and control number are not duplicated.
- ⚠ **Plan Number Check:** Plan number EPC123456 is already in use or not assigned. [8012]
- ✔ **Structure Check:** All required layers are included in your CAD file.
- 🔄 **Parcel Topology Check:** Not Started
- 🔄 **Survey Limits Check:** Not Started
- 🔄 **Distances Check:** Not Started
- 🔄 **Bearing Check:** Not Started
- 🔄 **Control Point Check:** Not Started
- 🔄 **Average Combined Factor Check:** Not Started

Map Check

Perform Check

📄 Map check is not completed

Plan Dataset Confirmation

By checking this box I am confirming that the dataset was prepared in accordance with the requirements of Surveyor General Practice Bulletin No.3 and the Specifications for Survey Plan Datasets.

Land Act and other CLRS plan types (cont.)

Certify Plan

✓ Application has been successfully saved. ✕

BC Land Surveyor Information

Load/Save Info Clear All Fields

Commission Number
Peter Haas, BCLS - #0875

BC Land Surveyor Name
Peter Haas, BCLS

Company (Optional)
LTSA Support

Address
200 - 1321 Blanshard Street

Second Line of Address

Country
CANADA

City
Victoria

Province/State
British Columbia

Postal/ZIP Code
V8W 9J3

Phone Number (Optional)
250-410-0580

Email Address (Optional)
Peter.Haas@ltsa.ca

+ More Information (Optional)

This is a fee exempt BC government application

Select all certification statements that apply:

Certification statement 1 Field Survey Date ECR # ECR Filed Date

Form 9 2025-05-14 156321 2025-05-16 [Validate ECR](#)

Survey Plan Certification

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2025-05-14

The checklist was filed under ECR #: 156321 on this date: 2025-05-16

Survey Plan Preview

Once the CLRS form is signed, the electronic signature will appear on it.

LTSA SURVEY PLAN SUBMISSION TO SURVEYOR GENERAL LAND TITLE AND SURVEY AUTHORITY OF BC PAGE 1 OF 3 PAGES

By incorporating your electronic signature into this document, you are incorporating your signature into the attached plan under section 93.93(3) of the Land Act, RSBC 1996, c.245 and you (a) represent that you are a subscriber under section 93.9 of the act; and (b) certify the matters set out in section 93.93(4) of the act.

1. BC LAND SURVEYOR IDENTIFICATION: (Name, address, phone number)
Peter Haas, BCLS, LTSA Support
200 - 1321 Blanshard Street
Victoria BC V8W 9J3 Phone: 250-410-0580 Email: Peter.Haas@ltsa.ca

2. PLAN IDENTIFICATION:
Plan Type: Land Act
Plan Number: EPC123456
This original plan number assignment was done under Commission #: []
Survey Type: Survey Plan

3. PARCEL IDENTIFICATION AND LEGAL DESCRIPTION OF PARCEL(S) AS DESIGNATED BY THE SURVEYOR GENERAL:
[PIN] [LEGAL DESCRIPTION]

4. CERTIFICATION:
I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.
The field survey was completed on: 2025 May 14 (YYYY/Month/DD)

[Download CLRS PDF](#)

E-Sign Survey Plan

Select your digital certificate

Peter Haas BCLS

Enter your digital certificate password

.....

[Forgot your password?](#)

Agree to the following certification statement

By incorporating your electronic signature into this document, you are incorporating your signature into the attached plan under section 93.93(3) of the Land Act, RSBC 1996, c.245 and you (a) represent that you are a subscriber under section 93.9 of the act; and (b) certify the matters set out in section 93.93(4) of the act.

[E-Sign](#)

[About the E-Sign process](#)

[Back](#) [Validate](#) [Save Progress](#)

E-Signed

Version Number: 1-1
Control Number: 174-864-6096

Survey Plan Submission to SG (CLRS) PDF has been successfully E-Signed.

[Download Survey Plan Submission to SG \(CLRS\) PDF](#)

[Please proceed to "Prepare Submission" step](#)

Turn On Submission

Prepare Submission

Version 1-1 (Control Number: 174-864-6096)

Version 1-1 is turned on to be accepted for submission.

Plan dataset will be submitted and pending once the plan is registered.
For applications regarding EPC123456, Electronic Filing System will only accept forms that have the following control number: 174-864-6096

[Turn Off Submission](#)

Submit the application

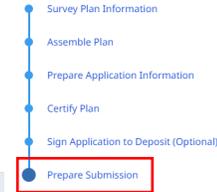
Click on the link below to download the signed Survey Plan Submission to the Electronic Filing System (EFS) to complete the submission.

[Survey Plan Submission to Surveyor General PDF](#)

EPC123456.1748646096.pdf 3.3 MB • Done

*Exemptions should only be requested when you believe the information is not required, such as for Strata Building amendment plans that have no affect on the mapped parcel fabric.

Dataset Exemption workflow



Prepare Submission

Version 2-3 (Control Number: 171-830-1703)

Please download the Dataset Exemption Request Form and send it to Surveyor General. The PDF form is auto-completed with information you provided.

Download Dataset Exemption Request Form

Plan Dataset is confirmed.
Survey Plan Certification is e-signed.

When you turn on submission, EFS (Electronic Filing System) will only accept this version's plan applications.

Application to Deposit Plan is drafted. Sign the application and submit all artifacts yourself.

Turn On Submission

Plan Image

Upload Plan Image (.pdf)

Subdivision Plan Image.pdf

Replace Remove

Last updated: Feb 29, 2024, 12:40:44 PM

Field Survey Date

2024-02-21

Plan Dataset

Upload Survey Data CAD File (.dwg)

Choose File Or drag file here

Upload Survey Control Point File (.csv)

Choose File Or drag file here

Comments

Available Characters: 5000

I want to request a dataset exemption

Plan Dataset

I want to request a dataset exemption

Reason for Exemption Request

Please provide a brief explanation of why an exemption from submitting a Survey Plan Dataset should be considered.

The registration of this plan does not affect the parcel fabric and so I don't think I need to submit a dataset.

Available Characters: 338

Georeferencing Properties

UTM Zone

UTM Zone 10N

Approximate UTM N

5974661

Approximate UTM E

515548

Scale Factor (Optional)

0.999656

*The UTM Zone and coordinates autofill based on the centre of your site. Scale Factor is optional.

Georeferencing Properties

UTM Zone

UTM Zone 10N

Georeference Method

Ties to passive control points

You will be unable to upload a dataset

Confirm Dataset Exemption Request

I am requesting a dataset exemption for this plan variation, and will not upload a dataset to Surveyor General.

Once you confirm the dataset exemption request, you will be **unable to upload a dataset for this variation**. To change this and upload a dataset, you will need to create a new variation and select the option to change dataset information.

Cancel

Confirm Dataset

LTSA SurveyHub Plan Submission Dataset Exemption Request Form

Please submit this completed form to the Surveyor General's Office to request an exemption from the requirement to provide a survey plan dataset for this plan. Please note that Practice Bulletin No. 3 outlines the requirements for dataset submission and for cases where an exemption approval is required or not.

1. Contact Details

Applicant Name: Peter Haas, BCLS
 Commission Number: 875
 Company Name: LTSA Support
 Contact Details: 250-410-0580, Peter.Haas@ltsa.ca
 Exemption Request Date: 30-May-2025
 File Reference: 123456

2. Reason for Exemption

Why do you require an exemption from submitting a dataset?
 The registration of this plan does not affect the parcel fabric to submit a dataset.

3. Plan Information

Plan Number: EPP951753
 Control Number: 174-864-6568
 Plan Type: TRA - Section 67 - Subdivision

Survey/Plan Completion Date: 20-May-2025
 Electronic Checklist Date: 28-May-2025

4. Location

UTM Zone: 10
 Approx. UTM N: 5974661
 Approx. UTM E: 515548
 Scale Factor: 0.999656

E-mail this completed form to Surveyor.General@ltsa.ca

Print Reset Form

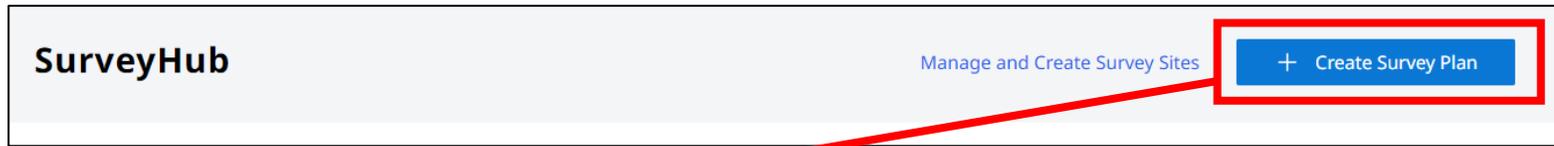
*Once you have signed the plan SurveyHub provides an exemption request form with Signed plan attached for download, that must be emailed to the SG for review and approval.



Innovation | Integrity | Trust

Create Survey Plan Energy Resource Activities - Well Site

- Click on "+ Create Survey Plan"
- Select a Survey Site
- Notes about this plan
 - will be visible and searchable on the dashboard, recommend using the plan heading here
- Enter file reference, for your own records
- "Associate" plan with a BCLS in the account, default is logged in surveyor
- Select Plan Statute
 - Energy Resource Activities – Well site survey (formerly Oil & Gas)
- Select Plan Type
 - Select PRB or PNG
- Enter Location Data
- Click Save to move to next screen



Assemble Plan – Well sites

[Return to Dashboard](#) / [June Webinars](#) / [W094H016A0074A](#) / [Variation A](#)

W094H016A0074A Petroleum & Natural Gas - Energy Resource Activities - Well site survey  BCLS #0875 - Peter Haas, BCLS [Edit](#)

File Reference: 5613 | Description: SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Variation A | Version ---

Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 4:15 PM

History

Manage Variation 

- Survey Plan Information
- Assemble Plan**
- Certify Plan
- Prepare Submission

Assemble Plan

Notes about this variation (optional)

Available Characters: 500

Plan Image

Upload Plan Image (.pdf)

Or drag file here

Field Survey Date

yyyy-mm-dd 

Plan Data

Well Authority Number

Well Site Name

Agency Name

BC Energy Regulator 

Agency File Number

[+ Add Another Agency](#)

Survey Method

Field Survey 

Survey Scale

1:

Surveyor's Reference

Available Characters: 100

Explanatory Notes (optional)

Available Characters: 700

[Back](#)

[Save Progress](#)

[Continue](#) 

Complete all required entries which simply replicate the data you currently enter on the CLRS PDF form

Certify Plan – Well sites

BC Land Surveyor Information

Load/Save Info Clear All Fields

Commission Number
Peter Haas, BCLS - #0875

BC Land Surveyor Name
Peter Haas, BCLS

Company (Optional)
LTSA Support

Address
200 - 1321 Blanshard Street

Second Line of Address

Country
CANADA

City
Victoria

Province/State
British Columbia

Postal/ZIP Code
V8W 9J3

Phone Number (Optional)
250-410-0580

Email Address (Optional)
Peter.Haas@ltsa.ca

+ More Information (Optional)

Select all certification statements that apply:

Certification statement 1 Field Survey Date ECR # ECR Filed Date

Land Act 2025-05-14 23535 2025-05-21

Validate ECR

Survey Plan Certification

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2025-05-14

The checklist was filed under ECR #: 23535 on this date: 2025-05-21

Survey Plan Preview

Once the CLRS form is signed, the electronic signature will appear on it.

REPRODUCED SURVEY PLAN SUBMISSION TO SURVEYOR GENERAL LAND TITLE AND SURVEY AUTHORITY OF BC PAGE 1 OF 3 PAGES

By incorporating your electronic signature into this document, you are incorporating your signature into the attached plan under section 93.93(3) of the Land Act, RSBC 1996, c.245 and you (a) represent that you are a subscriber under section 93.9 of the act; and (b) certify the matters set out in section 93.93(4) of the act.

1. BC LAND SURVEYOR IDENTIFICATION: (Name, address, phone number)
Peter Haas, BCLS, LTSA Support
200 - 1321 Blanshard Street
Victoria BC V8W 9J3 Phone: 250-410-0580 Email: Peter.Haas@ltsa.ca Deduct LTSA Fees? Yes X

2. PLAN IDENTIFICATION:
Plan Type: Well Site Survey Grid: Petroleum & Natural Gas

LOCATION:
Quarter Unit: Exception: Unit: 074 PBNG Block: A PBNG Group: 004 - H - 16
Land District: PEACE RIVER DISTRICT

3. PARCEL IDENTIFICATION AND LEGAL DESCRIPTION OF PARCEL(S) AS DESIGNATED BY THE SURVEYOR GENERAL:
NOT APPLICABLE

4. CERTIFICATION:
I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.
The field survey was completed on: 2025 May 14 (YYYY/Month/DD)
The checklist was filed under ECR#: 23535 on this date: 2025 May 21 (YYYY/Month/DD)

5. ALTERATION:

[Return to Dashboard](#) / [June Webinars](#) / [W094H016A0074A](#) / Variation A

W094H016A0074A Petroleum & Natural Gas - Energy Resource Activities - Well site survey [BCLS #0875 - Peter Haas, BCLS](#) [Edit](#)

File Reference: 513 | Description: SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Variation A | Version ---
Status: Initiated Created by: PH_LTSA | Date Created: May 30, 2025 4:15 PM

History [Manage Variation](#)

*Click Validate ECR after filling in ECR# and ECR Filed Date and the data entry on SurveyHub will be compared to the ABCLS Checklist registry to catch any blunder/mismatches – requires the plan number entered on the ECR system to exactly match the plan number in the header above.

E-Sign Survey Plan

Select your digital certificate

Peter Haas BCLS

Enter your digital certificate password

.....

[Forgot your password?](#)

Agree to the following certification statement

By incorporating your electronic signature into this document, you are incorporating your signature into the attached plan under section 93.93(3) of the Land Act, RSBC 1996, c.245 and you (a) represent that you are a subscriber under section 93.9 of the act; and (b) certify the matters set out in section 93.93(4) of the act.

E-Sign

[About the E-Sign process](#)

Back

Validate

Download CLRS PDF

If desired, you can download a copy of the unsigned form with plan attached to review in your desktop PDF viewer software instead of the preview widget prior to signing

E-Signed

Version Number: 1-0
Control Number: 174-864-7454

Survey Plan Submission to SG (CLRS) PDF has been successfully E-Signed.

[Download Survey Plan Submission to SG \(CLRS\) PDF](#)

Please proceed to "Prepare Submission" step

Prepare Submission- Well sites

[Return to Dashboard](#) / [June Webinars](#) / [W094H016A0074A](#) / Variation A

W094H016A0074A Petroleum & Natural Gas - Energy Resource Activities - Well site survey BCLS #0875 - Peter Haas, BCLS

File Reference: 5613 | Description: SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Variation A | Version 1-0
 Status: **Certified** | Created by: PH_LTSA | Date Created: May 30, 2025 4:15 PM

[History](#) [Manage Variation](#)

- Survey Plan Information
- Assemble Plan
- Certify Plan
- Prepare Submission

Prepare Submission

Version 1-0 (Control Number: 174-864-7454)

✓ Survey Plan Submission to Surveyor General is e-signed.

When you turn on submission, [Electronic Filing System \(EFS\)](#) will only accept this version's plan applications.

[Turn On Submission](#)

[Click on the link below to view the plan](#)

If this plan is ready to be submitted to the Surveyor General please "Turn On Submission" above, download the e-signed PDF and upload it to [Electronic Filing System \(EFS\)](#).

[Survey Plan Submission to Surveyor General](#)

*Remember as a last step to "Turn On Submission" prior to downloading and submitting through EFS

Downloads

W094B016HE074A.1718051012.pdf

[Open file](#)

[See more](#)

PDF Form Content:

1. PLAN IDENTIFICATION:
 Plan Type: Well Site Survey
 Title: Petroleum & Natural Gas
 Control Number: 174-864-7454

2. LOCATION:
 Quarter/Unit: a 074
 Exception: FRING Block: A
 FRING Group: 004 - H - 16
 Land District: PEACE RIVER DISTRICT

3. PARCEL IDENTIFICATION AND LEGAL DESCRIPTION OF PARCELS AS DESIGNATED BY THE SURVEYOR GENERAL:
 NOT APPLICABLE

4. CERTIFICATION:
 I am a British Columbia land surveyor and certify that I was present at and personally supervised this survey and that the survey and plan are correct.
 The field survey was completed on: 2025 May 14 (YYYY/Month/DD)
 The checker was filed under EFS#: 23535 on this date: 2025 May 21 (YYYY/Month/DD)

5. ALTERATION:

6. PLAN DATA:
 This plan is a survey? Yes No
 Agency Name: BC Energy Regulator
 Agency File Number: 14564
 Agency File Number: [blank]
 Agency File Number: [blank]
 Survey Method: Field survey
 Scale: 1" = 2500
 Well Authority Number: 23532
 Well Site Name: WELL NAME DEMO TEST

7. EXPLANATORY NOTES:

Copy and Create Plan Button

[Return to Dashboard](#) / [June Webinars](#) / [W094H016A0074A](#) / Variation A

W094H016A0074A Petroleum & Natural Gas - Energy Resource Activities - Well site survey

BCLS #0875 - Peter Haas, BCLS

File Reference: 5613 | Description: SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Variation A | Version 1-0

Status: **Certified** | Created by: PH_LTSA | Date Created: May 30, 2025 4:15 PM

History

Manage Variation

Copy and Create Plan

+ New Variation

Delete Variation

- Copy and Create Plan allows you to copy all the information from the first plan to a new Plan Number.
- Typically, just change the Exception for the next well head, but you can change any part of the plan number as needed.
- Then proceed with assembly of the next plan, upload a new plan image and edit any required values before signing.

Copy and Create Plan

Information for SurveyHub

Survey Site

June Webinars

[+ Create New Site](#)

If you can't find a survey site in this list, please create one using the "Create New Site" function

Notes about this plan number (optional)

SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Available Characters: 452

Plan Information

File Reference

5613

Commission Number

#0875 - Peter Haas, BCLS

Plan Statute

Energy Resource Activities - Well s

Plan Type

Petroleum & Natural Gas

Location

Quarter Unit

a

Exception

A

Unit

074

P&NG Block

A

P&NG Group

094

H

16

Land District

PEACE RIVER DISTRICT

Cancel

Create New Plan

[Return to Dashboard](#) / [June Webinars](#) / [W094H016AA074A](#) / Variation A

W094H016AA074A Petroleum & Natural Gas - Energy Resource Activities - Well site survey

BCLS #0875 - Peter Haas, BCLS

File Reference: 5613 | Description: SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H

Variation A | Version --

Status: **Initiated** | Created by: PH_LTSA | Date Created: May 30, 2025 4:33 PM

History

Manage Variation

Survey Plan Information

Assemble Plan

Certify Plan

Prepare Submission

Assemble Plan

Notes about this variation (optional)

WELLSITE DEMO

Available Characters: 500

Plan Image

Site name/ Plan number	Status	Description / Notes	Modified	Created
June Webinars	ACTIVE	A site for demos	2025/05/29, 9:59 AM	2025/05/29, 9:59 AM
> W094H016AA074A		SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H	2025/05/30, 4:33 PM	2025/05/30, 4:33 PM
> W094H016A0074A		SURVEY PLAN OF WELLSITE PETRONAS HZ TOWN A-E74-H	2025/05/30, 4:24 PM	2025/05/30, 4:15 PM



Questions...?

- **For Technical Support please call myLTSA team at [tel:+1 877 577 5872](tel:+18775775872)**
- **Or online at <https://ltsa.ca/contact-us/online-request/>**
- **My Contact information:**
- Peter.Haas@ltsa.ca
- 250-410-0580

