SurveyHub Tips and Tricks
Training Webinar – June 2025

Prepared by: Peter Haas, BCLS

Innovation | Integrity | Trust

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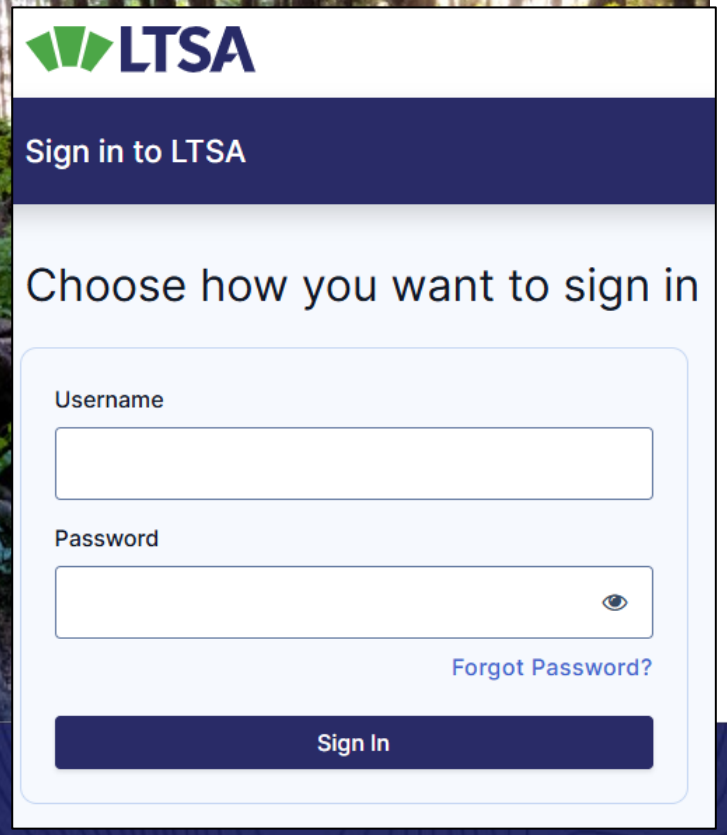
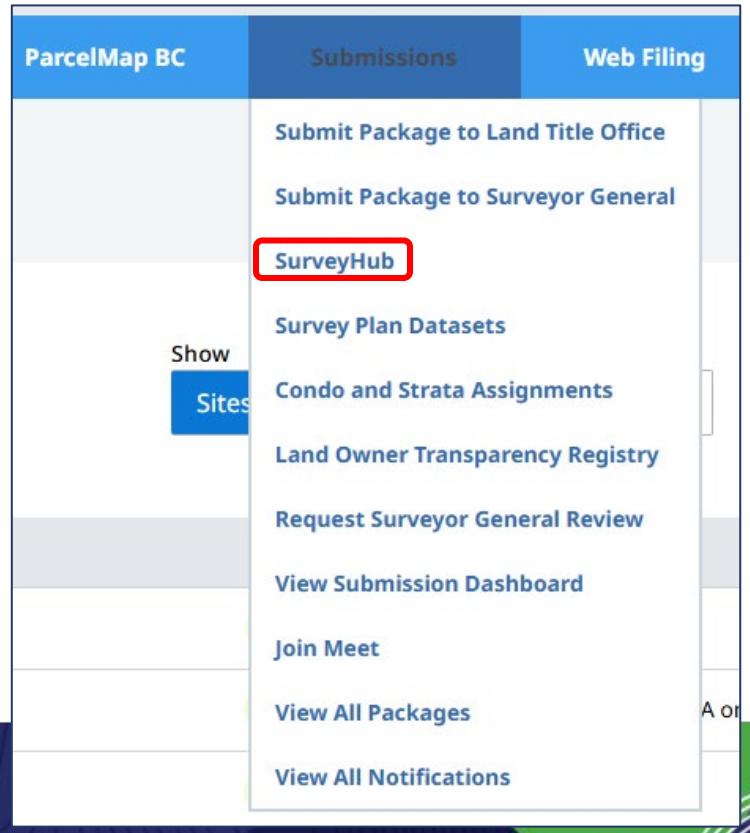
Introduction

- This webinar is primarily intended for users that have already attended the recent Intro to SurveyHub webinar or the training presented in December 2024 and January 2025 or who have watched the recording of the introductory training for SurveyHub available at help.ltsa.ca





- There have now been a few releases of SurveyHub since the initial version 1 release at the end of November 2024. These have fixed bugs and added some enhancements to improve your workflows.
- You can bookmark this address so that you can access SurveyHub directly.
- https://apps.ltsa.ca/survey-hub/

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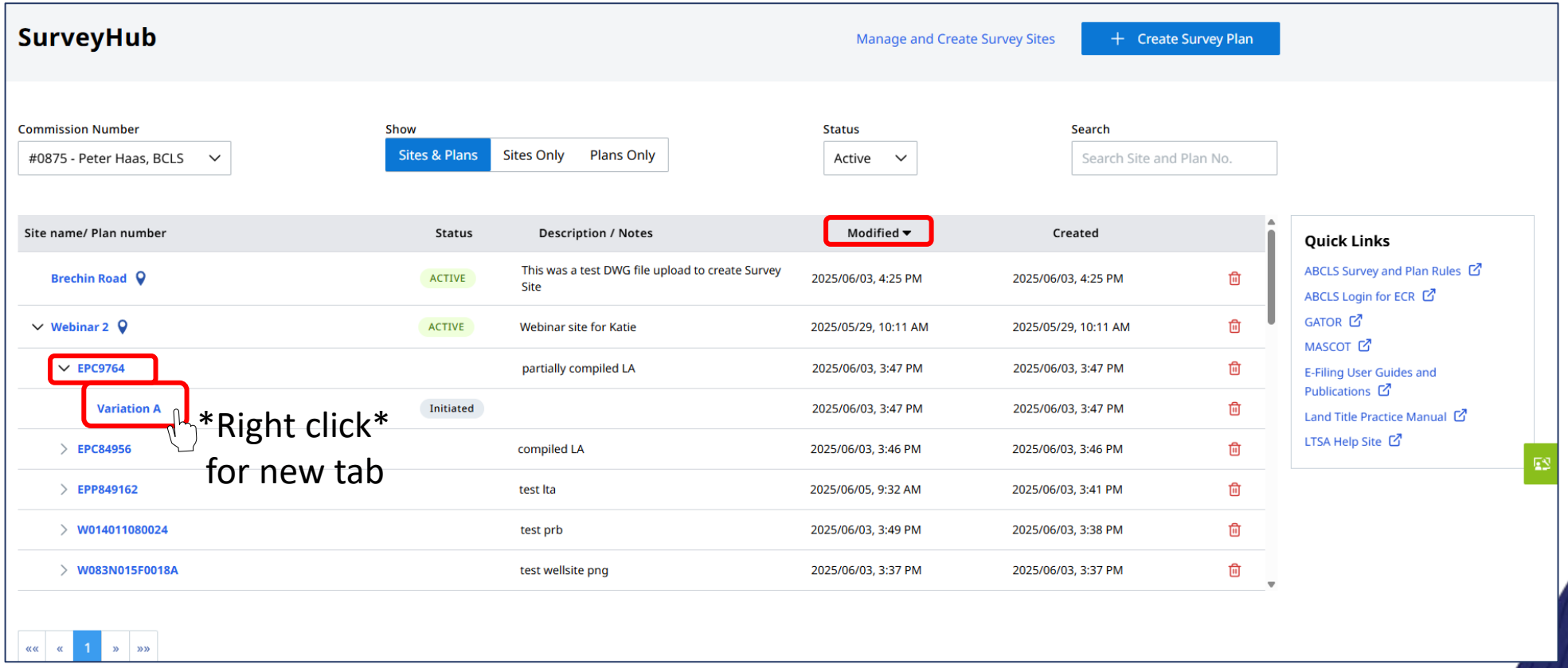
SurveyHub - Dashboard

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

- The column headers on the dashboard are clickable to sort Ascending or Descending based on the column selected, indicated by the little black triangle. Default sort is based on the Modified Date/Time with newest at the top.
- New "Modified" timestamp column added



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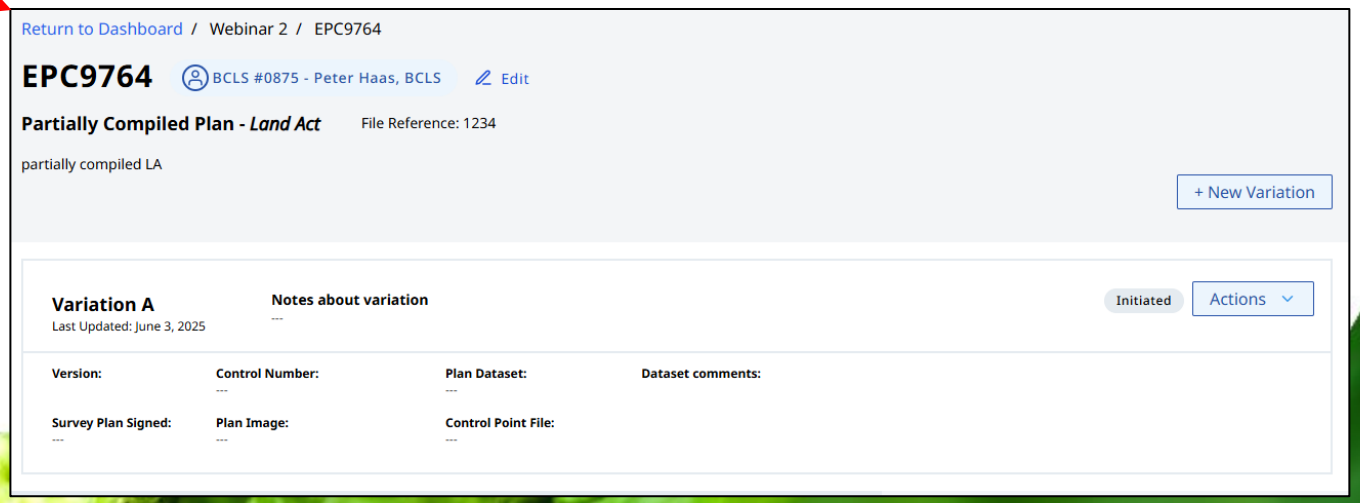
Dashboard – Nested file structure

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

- Click anywhere on the Survey Site name including the arrow and you open the folder/next level
- Click the arrow next to the Plan Number to open nested Variations
- Click the Plan Number itself and you are taken to the Plan Summary page
- Click on the Variation Name and you will be taken to the plan assembly page



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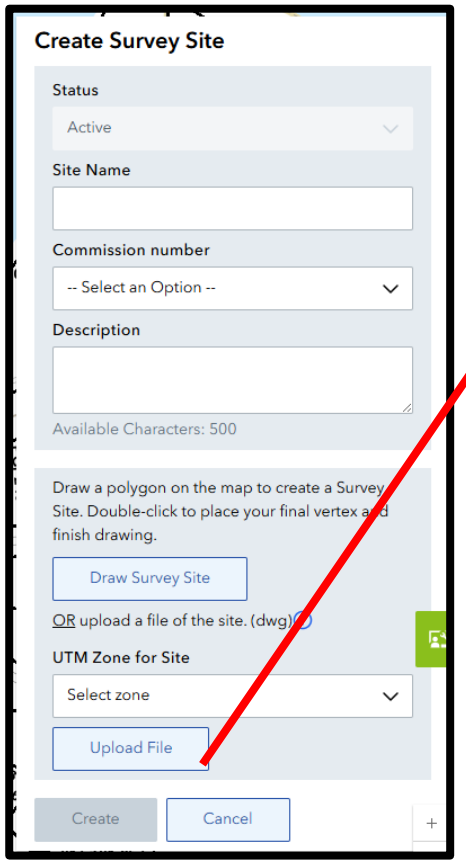
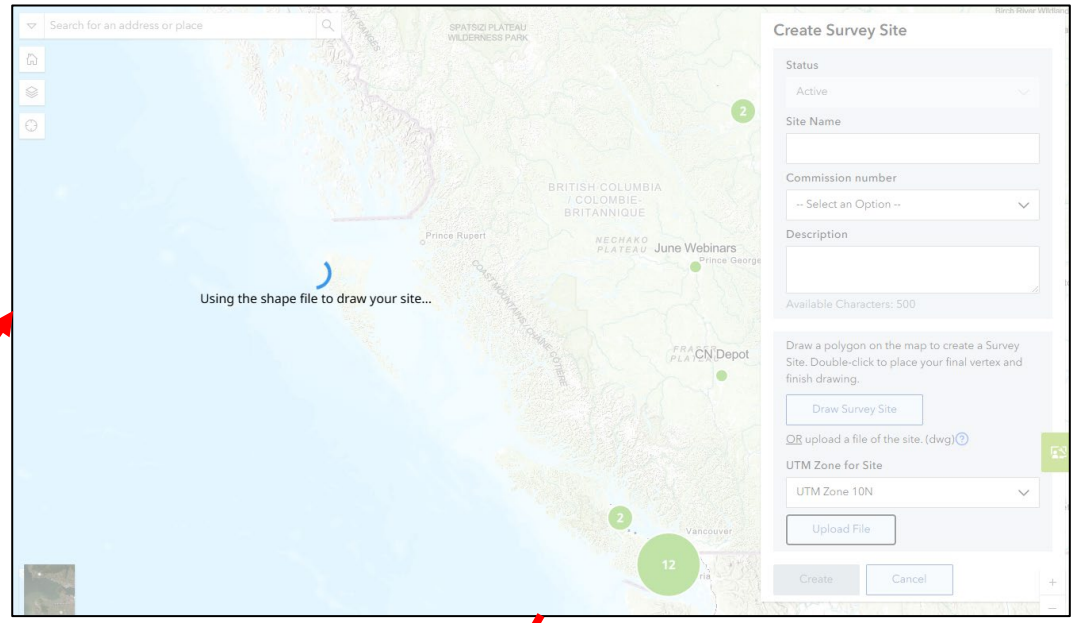
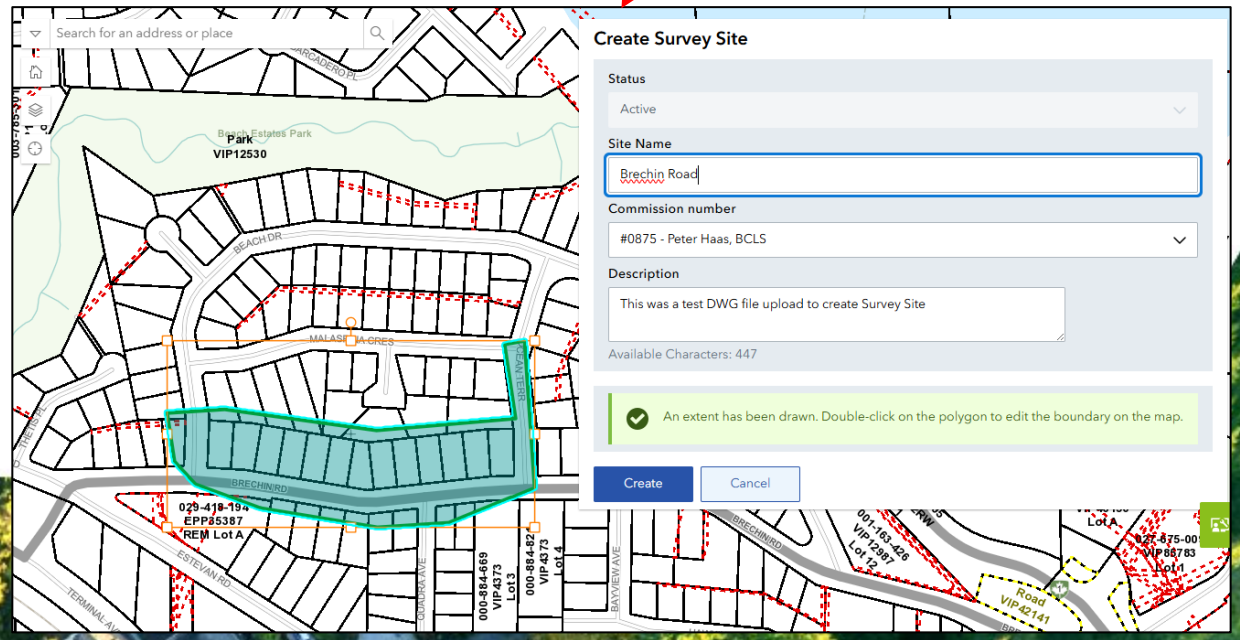
Create Survey Site

- **Create a Survey Site** using a DWG file
- ***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.
- First specify the UTM Zone and then Upload the file
- Add a Site Name and a description
- Click Create
- ***NOTE** – the shape must be tagged in properties as Closed - YES







The DWG file must contain a single polygon/shape on the PMBC_SURVEY_LIMITS layer. All other layers will be ignored allowing you to use the ParcelMap BC dataset DWG instead of manually drawing on the map.

OR upload a file of the site. (dwg)

UTM Zone for Site

Select zone

Upload File

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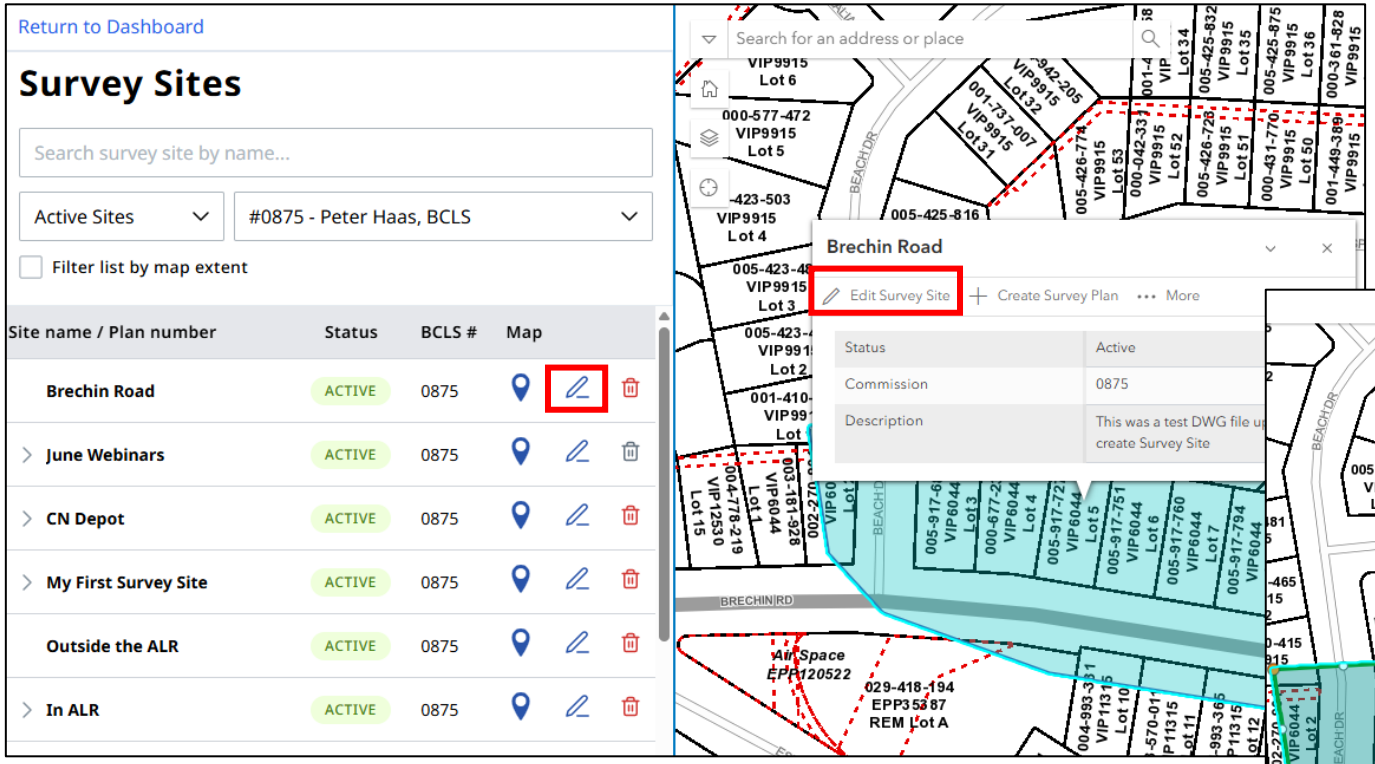
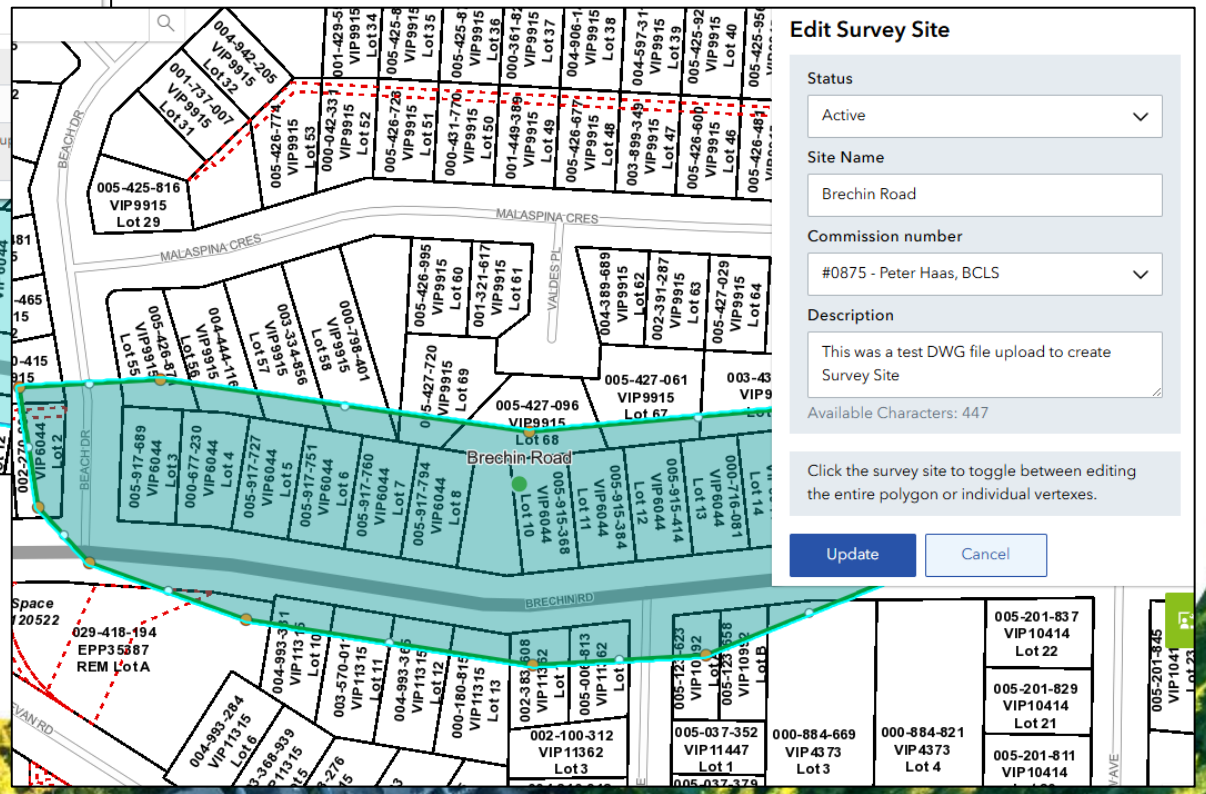
Edit Survey Site

- Click in Site and choose “**Edit Survey Site**” or click Pencil icon on the left list
- 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”

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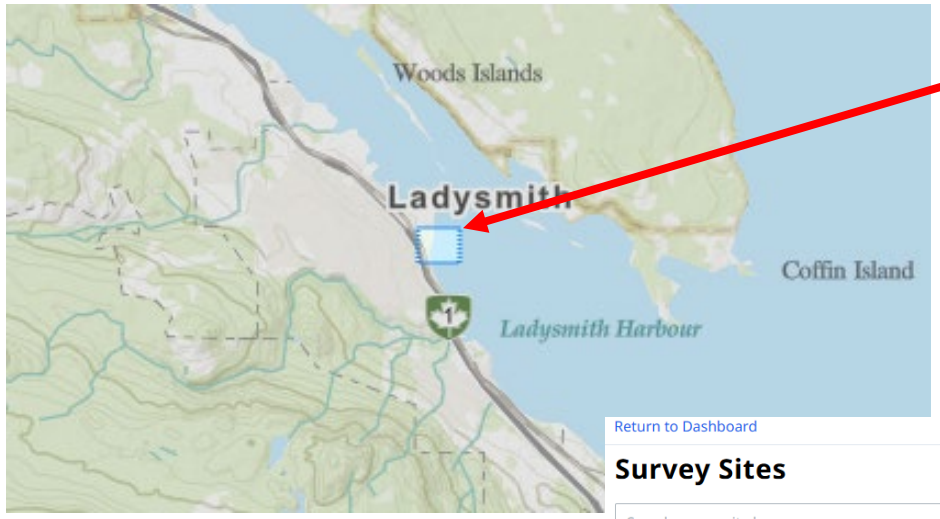
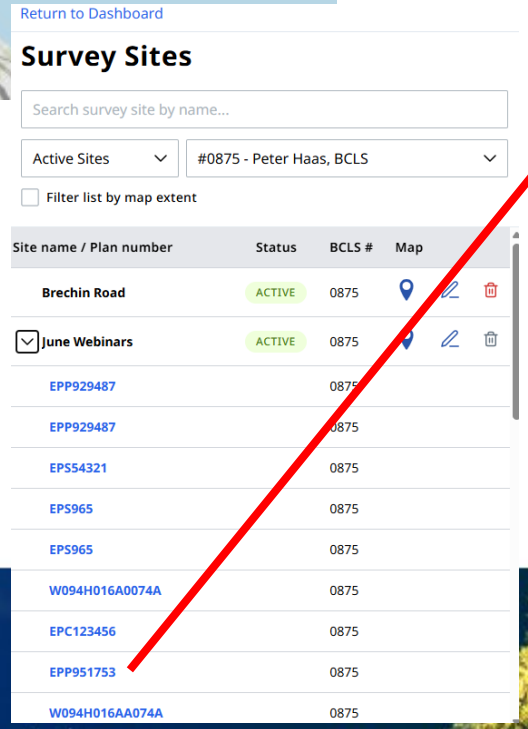
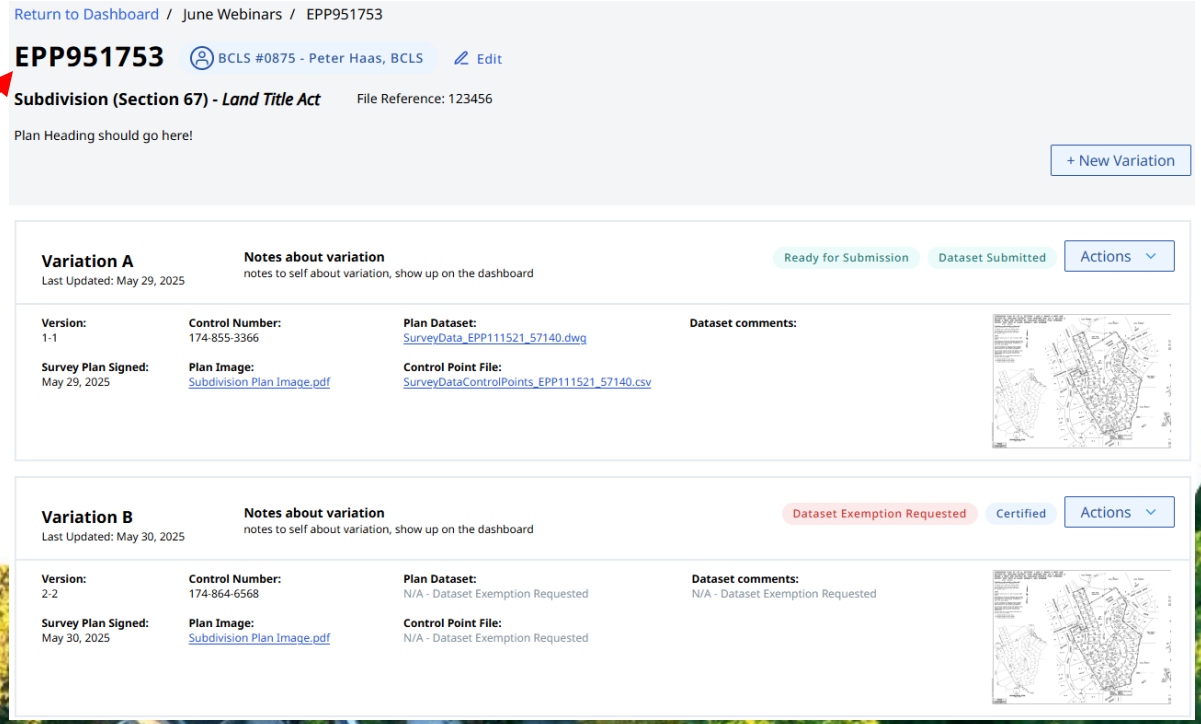
Map navigation and features



- Shift left-click and drag a zoom box for quick zooming in on a specific location instead of just using the scroll wheel
- On Survey Sites list when you click on the Plan Number you are brought to the Variation Summary page where you can then use the Actions pull down menu to do what you want. See next page for details.





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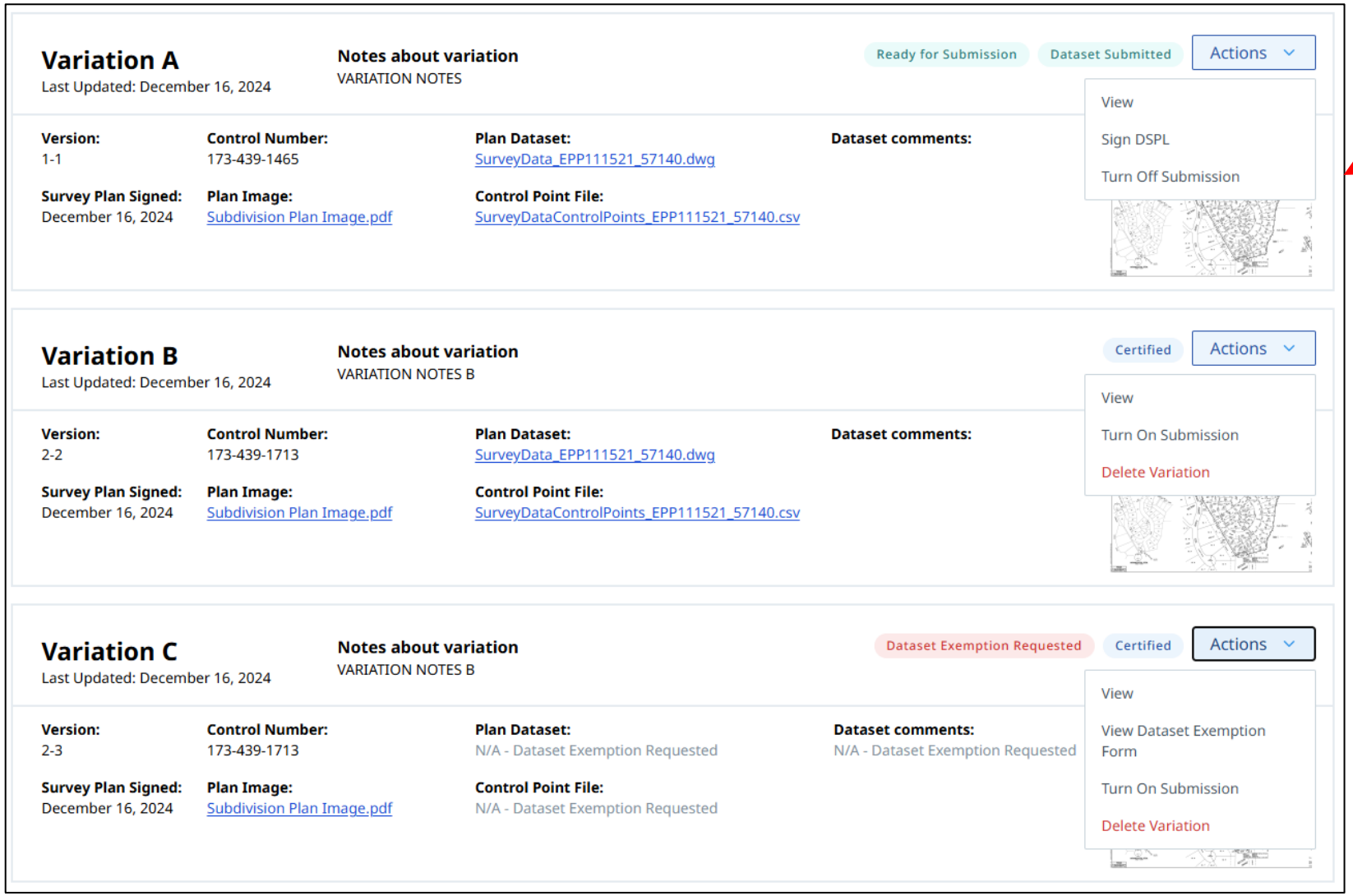
Plan Summary page



HINT The system will now generate a thumbnail of your survey plan automatically when you upload the plan image PDF so you can get a visual indication of which plan this is

Actions pulldown menu depends on the Status of the Variation and only presents Actions that are possible to do based on the status.

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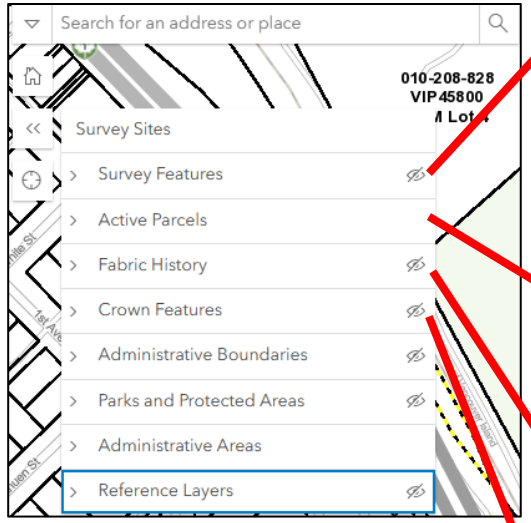
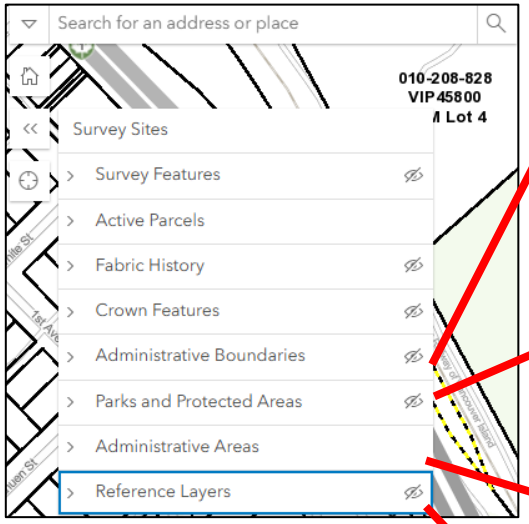
Map Layers



- Survey Sites
- Survey Features
  - Survey Control
  - Parcel Points
    - Parcel Points - Estimated Error @95%
    - Parcel Points - Unknown Error
  - Survey Limits
  - Integrated Survey Areas
- Active Parcels
  - Interest Parcels
  - Parcel Boundaries
  - Parcels By Class
  - Parcels By Owner Type
- Fabric History
  - Interest Parcels
  - Parcel Boundaries
  - Parcels By Class
  - Parcels By Owner Type
- Crown Features
  - Surveyed Parcels
  - Statutory Rights of Way
  - Transportation Parcels



- Administrative Boundaries
  - Municipalities
  - Indian Reserves
  - Federal Harbour and Port Authorities
  - Treaty First Nations Lands
  - Regional Districts
  - Agricultural Land Reserves (ALR)
- Parks and Protected Areas
  - Provincial Parks and Protected Areas
  - Protected Conservancy Areas
  - National Parks
- Administrative Areas
  - Assessment Areas
  - Land Districts
  - Land Title Districts
  - Integrated Survey Areas (ISA)
- Reference Layers
  - UTM Zones of BC
  - Mapsheet Grids
  - Petroleum and Natural Gas Grid
    - Map Sheet
    - Map Group
    - Block
    - Unit

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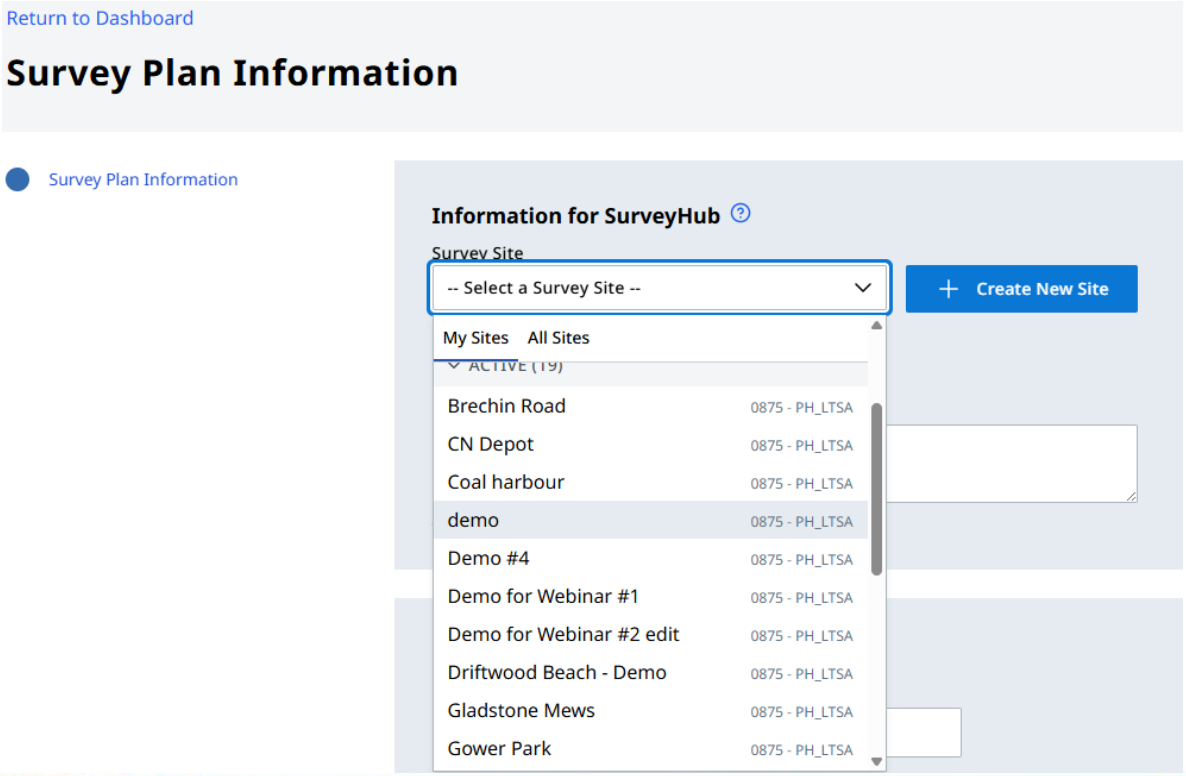
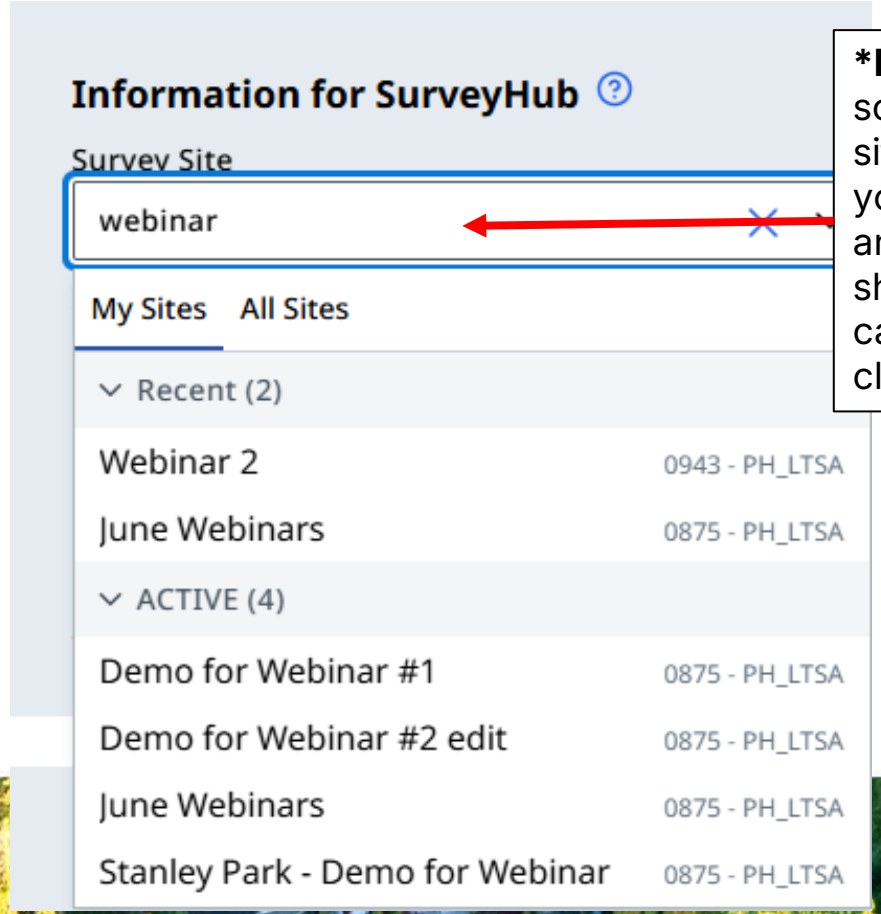
Create Survey Plan Land Title Act





HINT Instead of scrolling through your sites if you have many, you can just start typing and it will filter the sites shown and then you can more easily find and click on the correct one

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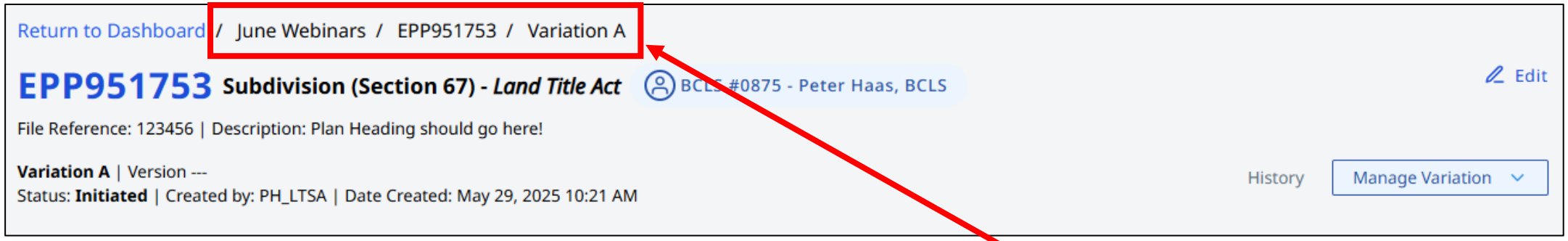
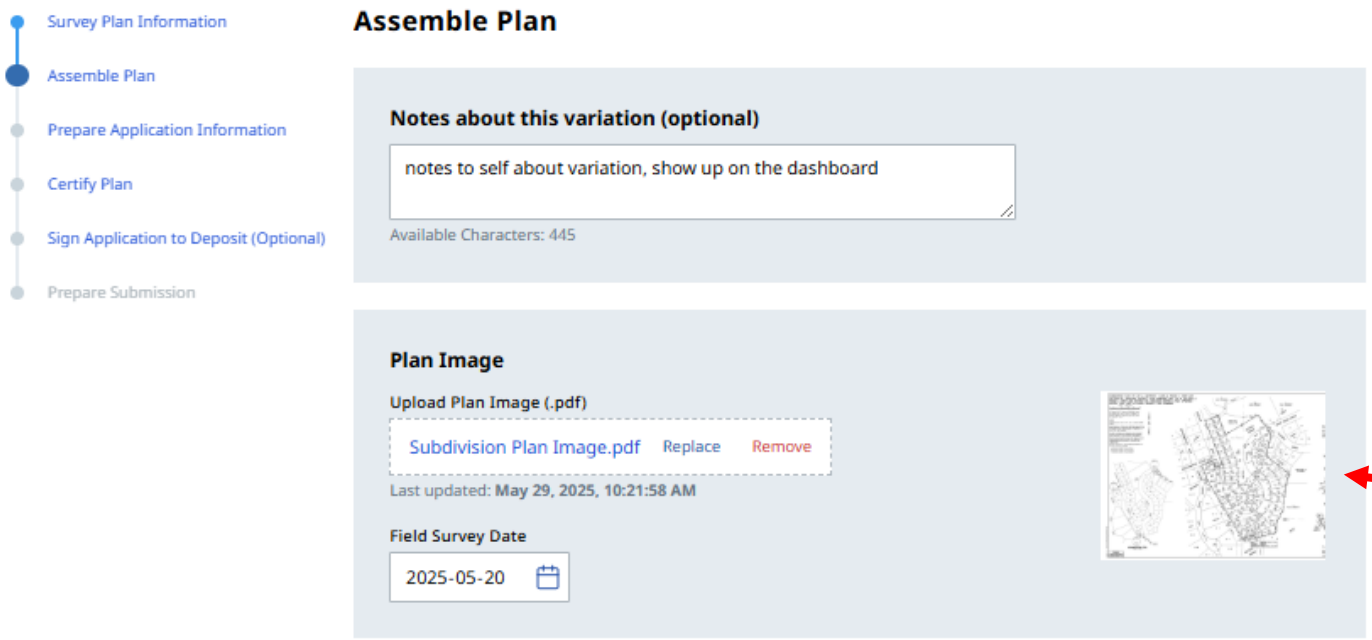
Assemble Plan – Land Title Act plans



New Breadcrumb component shows the nested path containing the Variation with the Plan Number and then Survey Site above that



HINT The system will now generate a thumbnail of your survey plan automatically when you upload the plan image PDF

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"+ 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

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

Signature Blocks

Application to Deposit Plan requires completion of the application along with schedules for signatures from owners and approvers, where applicable. Once the electronic form is completed, a hardcopy (the execution copy defined in Part 10.1 of the *Land Title Act*) must be printed, executed and, for owner signatures, witnessed by a person who is not an owner of a parcel affected by the plan. The electronic form must then be "trued up" to include all of the information included on the execution copy, including the name and particulars of any witness, before the electronic signature is affixed.

Auto-populated signature blocks are meant to assist user in entering information, and may not be exhaustive in every filing situation. Please always review and edit them to ensure their correctness and completeness.

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

Owner/Charge Owner Signature Blocks

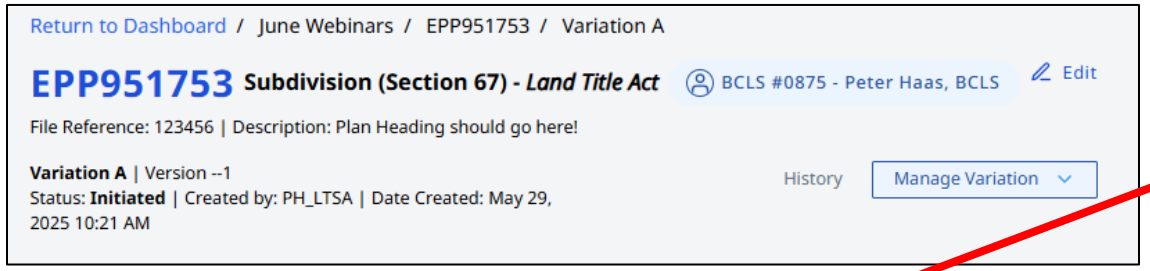
You currently do not have any signature block to this application.

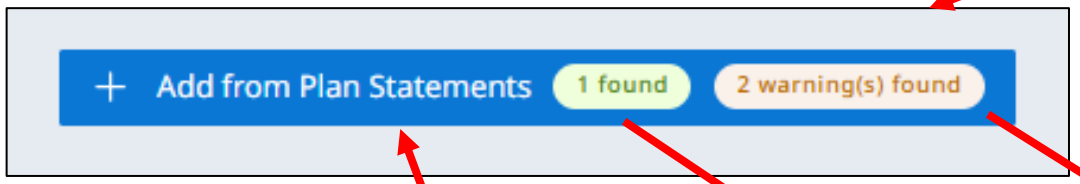
+ Add Signature Block

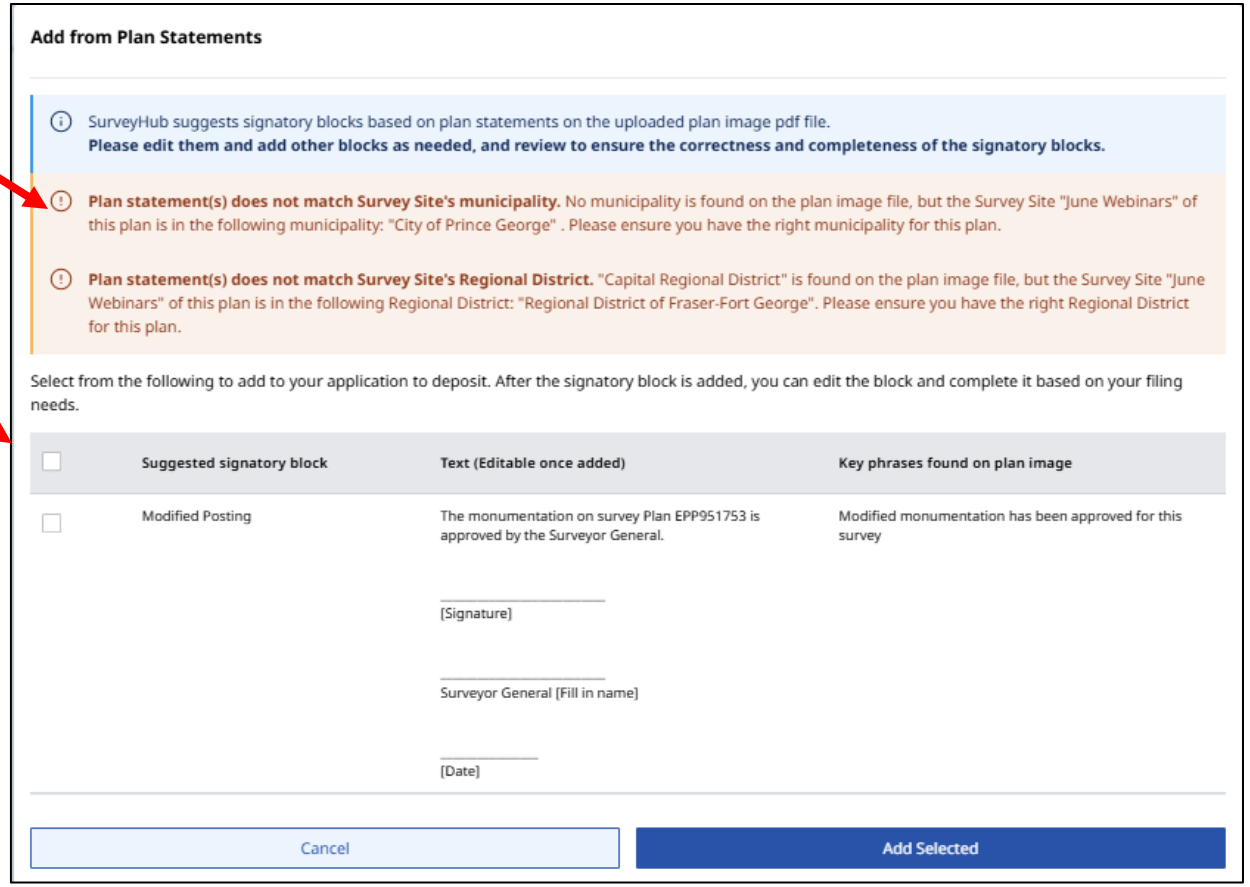
See next page for a detailed description of this function

+ Add from Plan Statements Button

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.
See following pages for official lists of RD and Municipality names.

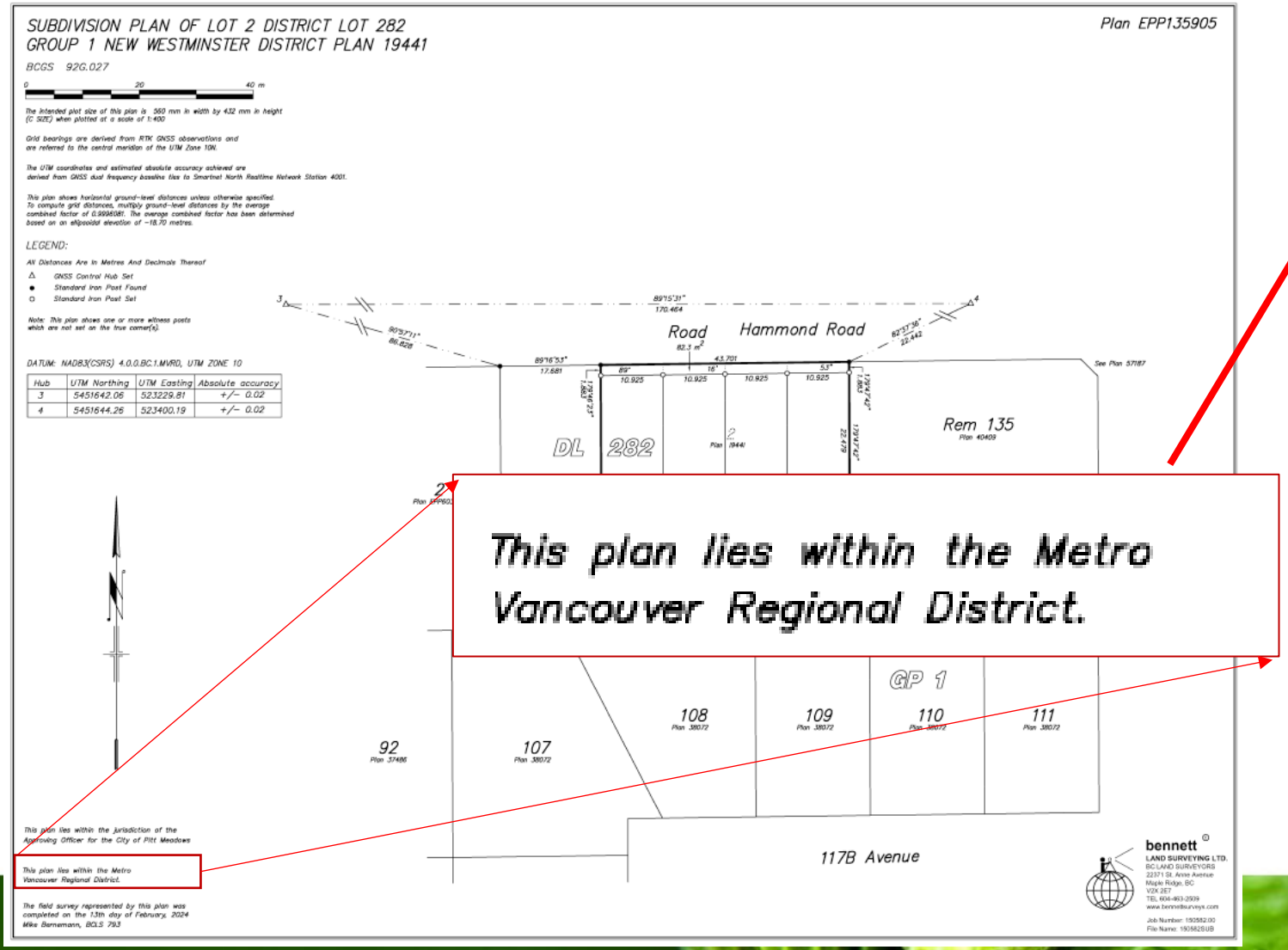






Click this button to reveal what the system has found using Optical Character Recognition(OCR) to “read” your plan and suggest signature blocks that would likely be required on the DSPL based on the found plan statements, as long as they match the exact wording in the SPR and/or Director’s Requirements for electronic plans. 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.

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.

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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 Hudsons 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 Westminster	New Westminster
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.

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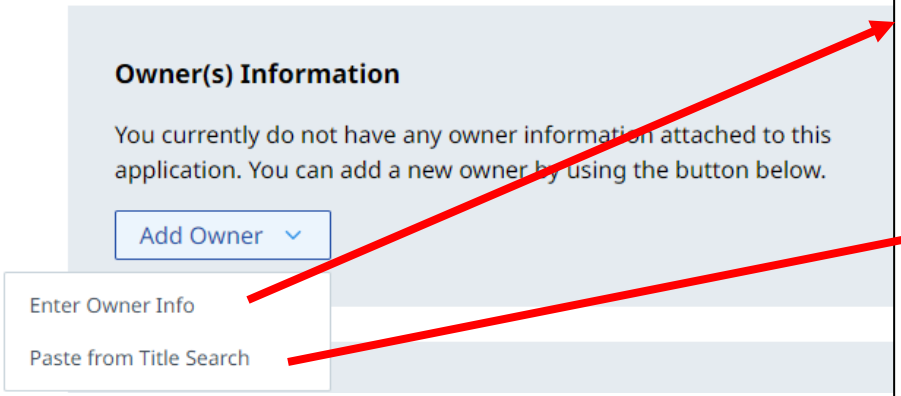
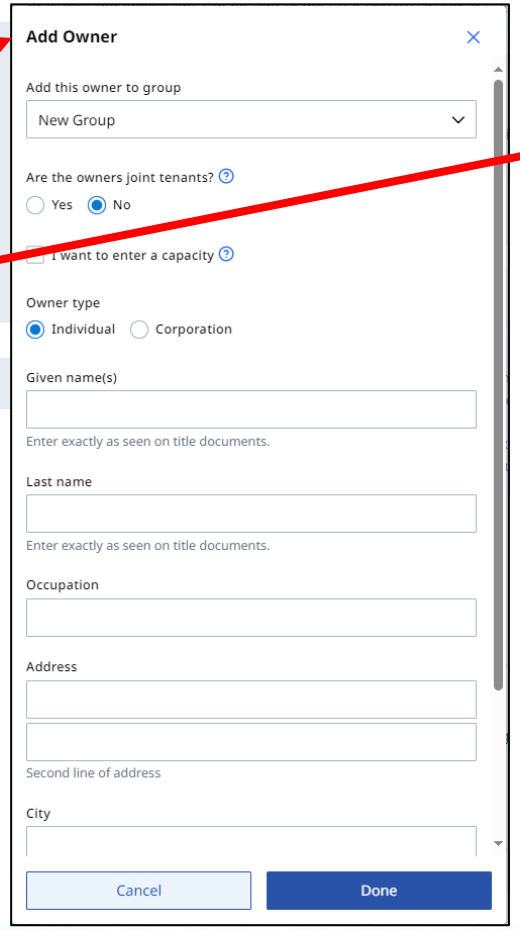
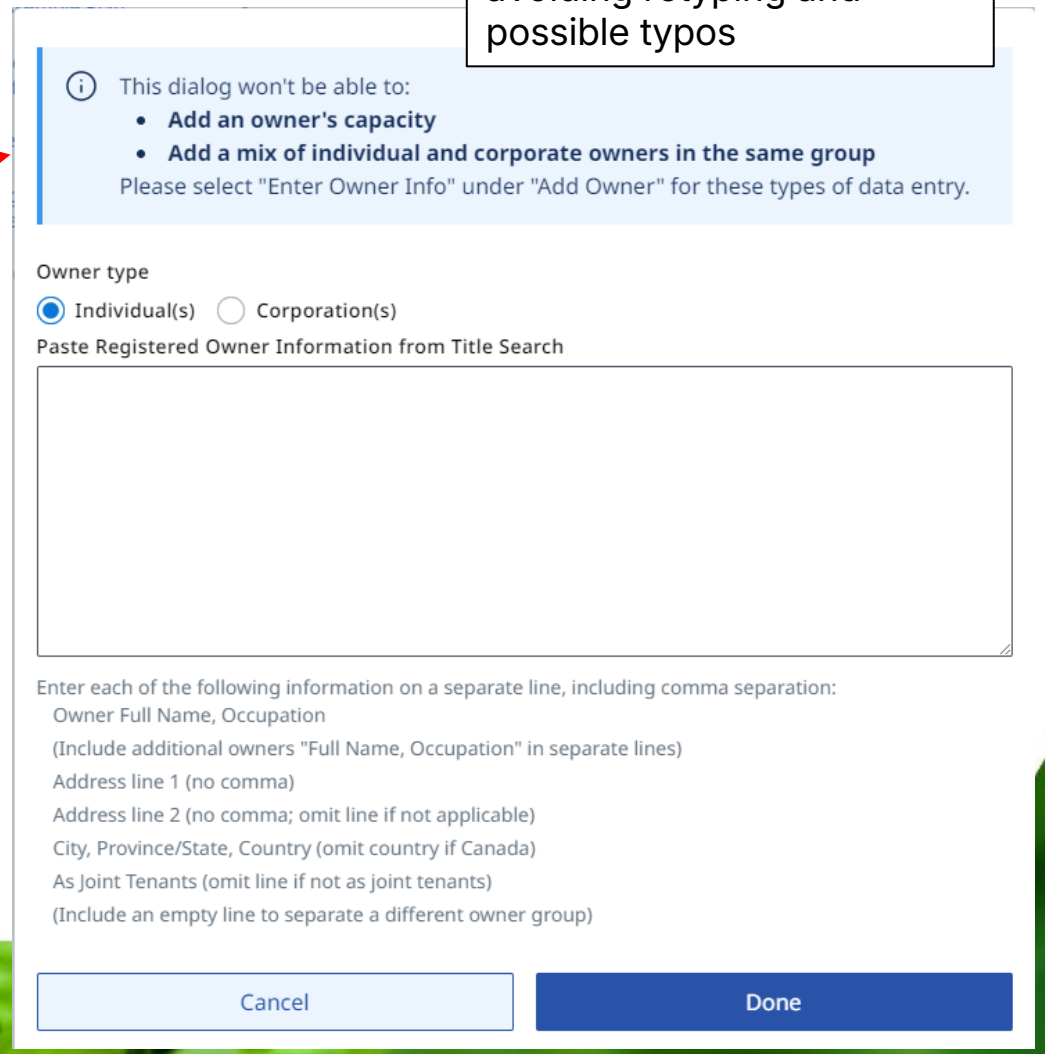
Add Owner – Land Title Act plans

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







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.

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Add Owner – Individual

Add Owner

Add this owner to group
New Group

Are the owners joint tenants?
Yes No

I want 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

TITLE SEARCH PRINT 2024-09-04, 15:01:21
File Reference: Requestor: Peter Haas
Declared Value $907500

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Land Title District	NELSON
Land Title Office	NELSON
Title Number	CA3849723
From Title Number	CA3831147
Application Received	2014-07-19
Application Entered	2014-07-28
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	JOHN HENRY NEEDHAM, RETIRED LAURA DEKIN, TOWN PLANNER 6427 WOODLOT VILLAGE ROAD RR# 6, SITE 2, COMP 24 KASLO, BC V5G 1K0 AS JOINT TENANTS
Taxation Authority	Nelson Trail Assessment Area
Description of Land	
Parcel Identifier:	011-906-529
Legal Description:	LOT A DISTRICT LOT 6283 KOOTENAY DISTRICT PLAN 12685
Legal Notations	NONE

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

JOHN HENRY NEEDHAM, RETIRED
LAURA DEKIN, TOWN PLANNER
6427 WOODLOT VILLAGE ROAD RR# 6, SITE 2, COMP 24
KASLO, BC
V5G 1K0
AS JOINT TENANTS

Incorrectly formated "Address line 1"
Affected line: 6427 WOODLOT VILLAGE ROAD RR# 6, SITE 2, COMP 24

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)
Postal Code
As Joint Tenants (omit line if not as joint tenants)
(Include an empty line to separate a different owner group)

Cancel Done

Owner(s) Information

Owner/Owner Group	Joint Tenants?	Actions
Owner Group 1 + Add Owner to Group	Yes No	
JOHN HENRY NEEDHAM (RETIRED)		View/Edit Remove
LAURA DEKIN (TOWN PLANNER)		View/Edit Remove

Add Owner

HINT sometimes you may need to edit the data slightly, such as in this case to remove the commas in the address line

Add Owner – Corporate

HINT If you need to change anything after import you can still click View/Edit and correct in the form below

Land Title District	VICTORIA
Land Title Office	VICTORIA
Title Number	CA7702729
From Title Number	FB91091
Application Received	2019-08-22
Application Entered	2019-08-29
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	JAWL INVESTMENT CORPORATION, INC.NO. 0687810 200 - 1515 DOUGLAS STREET VICTORIA, BC V8W 2G4
Taxation Authority	Victoria, The Corporation of the City of
Description of Land	
Parcel Identifier:	027-178-951
Legal Description:	LOT A OF LOTS 368, 369, 370, 385, 386 AND 387 VICTORIA CITY PLAN VIP83640

Legal Notations

THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE FA146266

THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE FB188497

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

JAWL INVESTMENT CORPORATION, INC.NO. 0687810
200 - 1515 DOUGLAS STREET
VICTORIA, BC
V8W 2G4

Enter each of the following information on a separate line, including comma separation:
Corporation Name, Incorporation Number (omit Inc No. if not applicable, always include ",")
(Include additional owners "Corporation Name, Inc No." 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)
Postal Code
As Joint Tenants (omit line if not as joint tenants)
(Include an empty line to separate a different owner group)

Cancel | Done

Owner(s) Information

Owner/Owner Group	Actions
Owner Group 1 + Add Owner to Group	
JAWL INVESTMENT CORPORATION	View/Edit Remove

Add Owner

Edit Owner

Owner Group 1

Are the owners joint tenants?

Yes No

I want to enter a capacity

Owner type

Individual Corporation

Name of corporation

JAWL INVESTMENT CORPORATION

Enter exactly as seen on title documents.

Incorporation number

0687810

No incorporation number

Address

200 - 1515 DOUGLAS STREET

Second line of address

Cancel | Done

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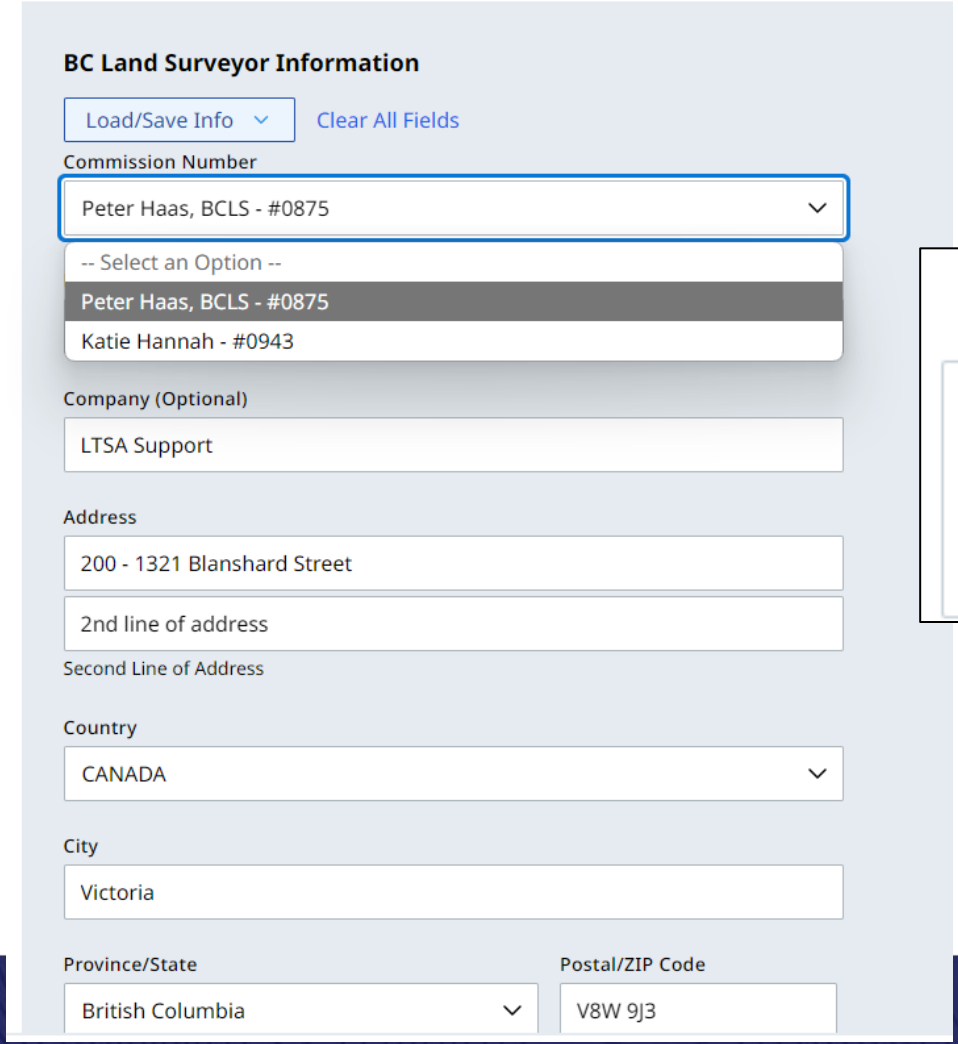
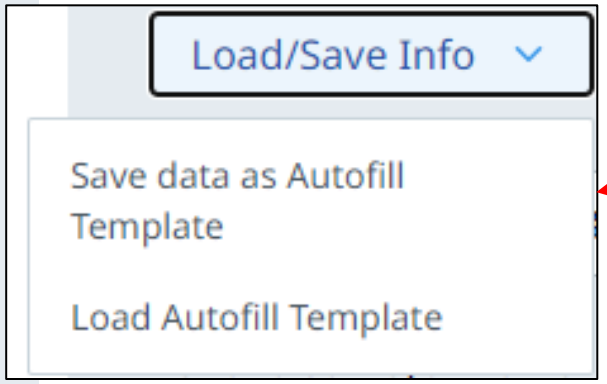
BC Land Surveyor Information for SPC and Applicant Information for DSPL





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 then **Save data as Autofill Template** and give it a Nickname

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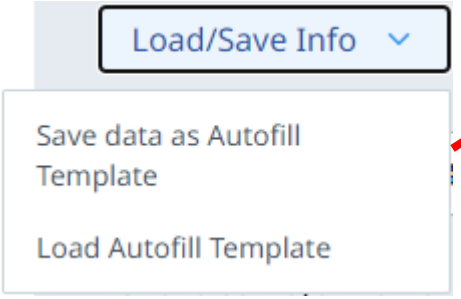
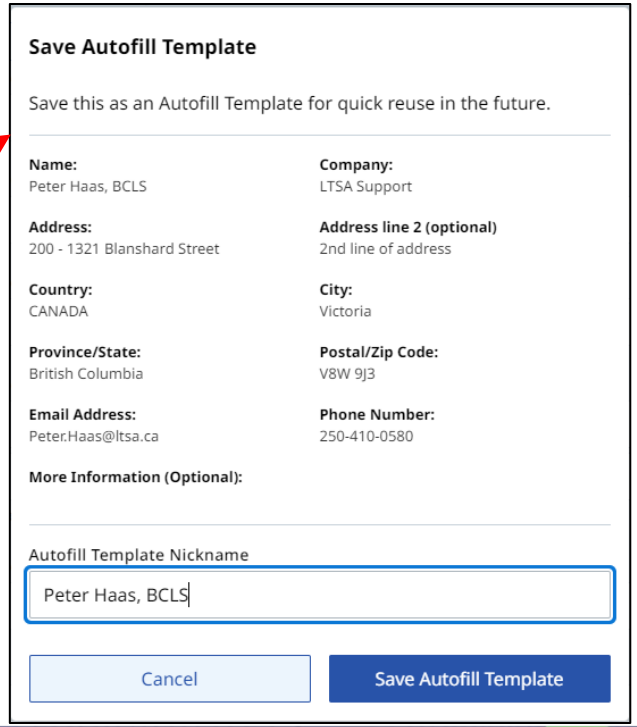
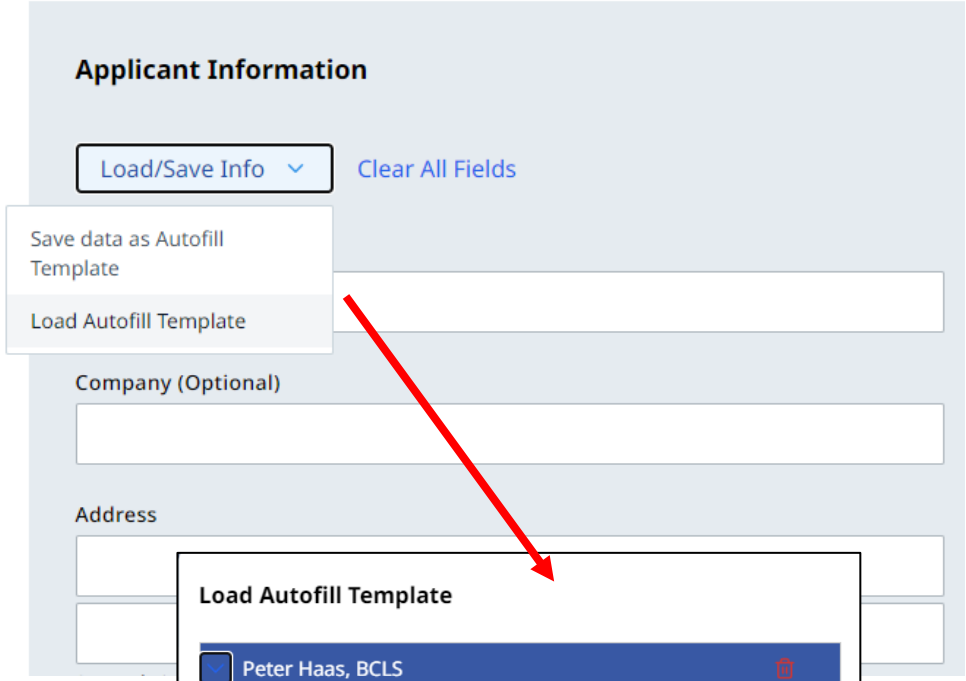
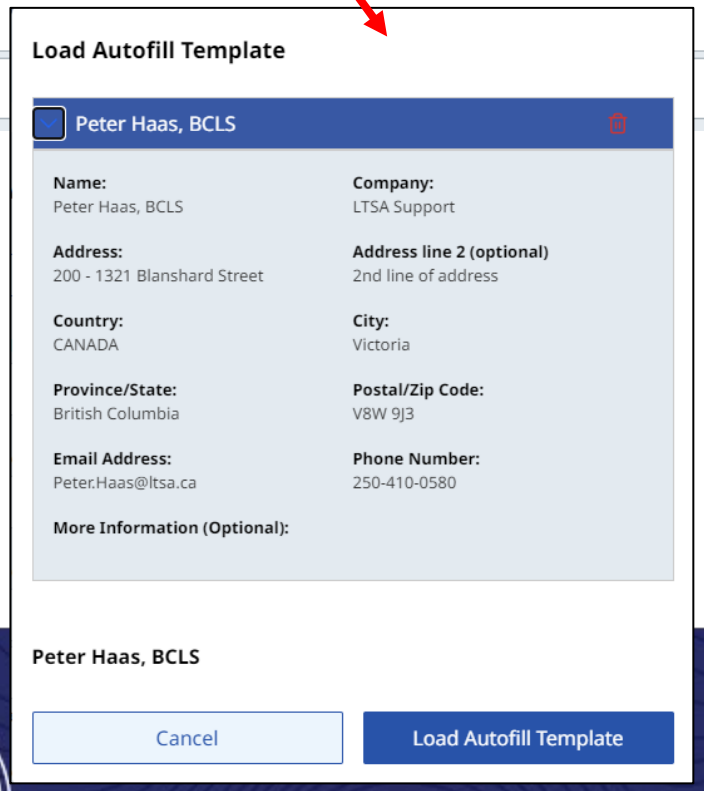
BC Land Surveyor Information for SPC and Applicant Information for DSPL

HINT Do not use # or other special characters in the Nickname as there is a bug currently that will not allow these to be deleted!









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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: Peter Haas, BCLS
Company (Optional): LTSA Support 123
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
Phone Number (optional): 250-410-0580
Email Address (optional): Peter.Haas@ltsa.ca

+ 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.

E-Sign

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 →

HINT 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 at the top of the page when the Submission is "Turned Off" to remove the signature, make an edit and then re-sign

Return to Dashboard / Webinar 2 / EPP849162 / Variation B

EPP849162 **Subdivision (Section 67) - *Land Title Act*** BCLS #0875 - Peter Haas, BCLS

File Reference: 1234 | Description: test lta

Variation B | Version 1-1
Status: **Certified** | Created by: PH_LTSA | Date Created: June 3, 2025 3:41 PM

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

Sign Application to Deposit (Optional)

Edit

You can skip this step if you want to share the plan with a different myLTSA u
complete the plan submission. The myLTSA user will get a pre-filled Applicatior
information, control number, and signature blocks, as seen in the document pr

Applicant Information

Name of Applicant
Peter Haas, BCLS

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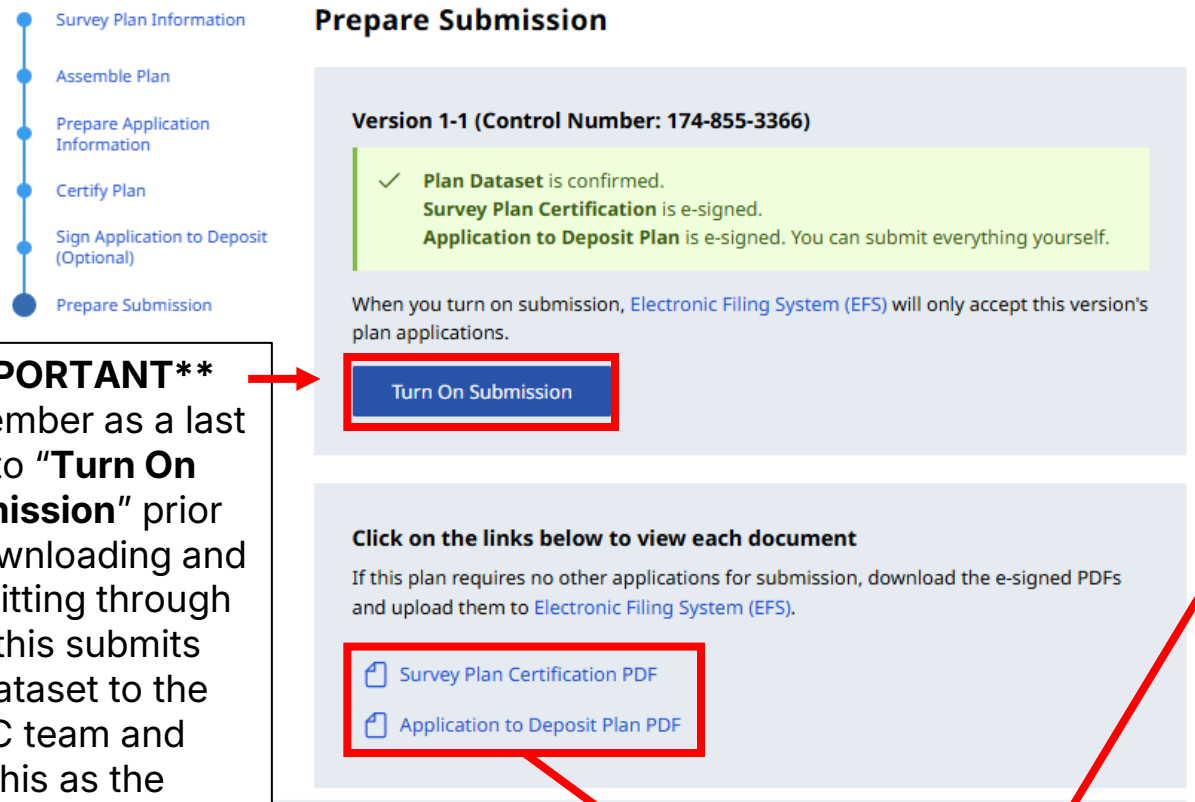
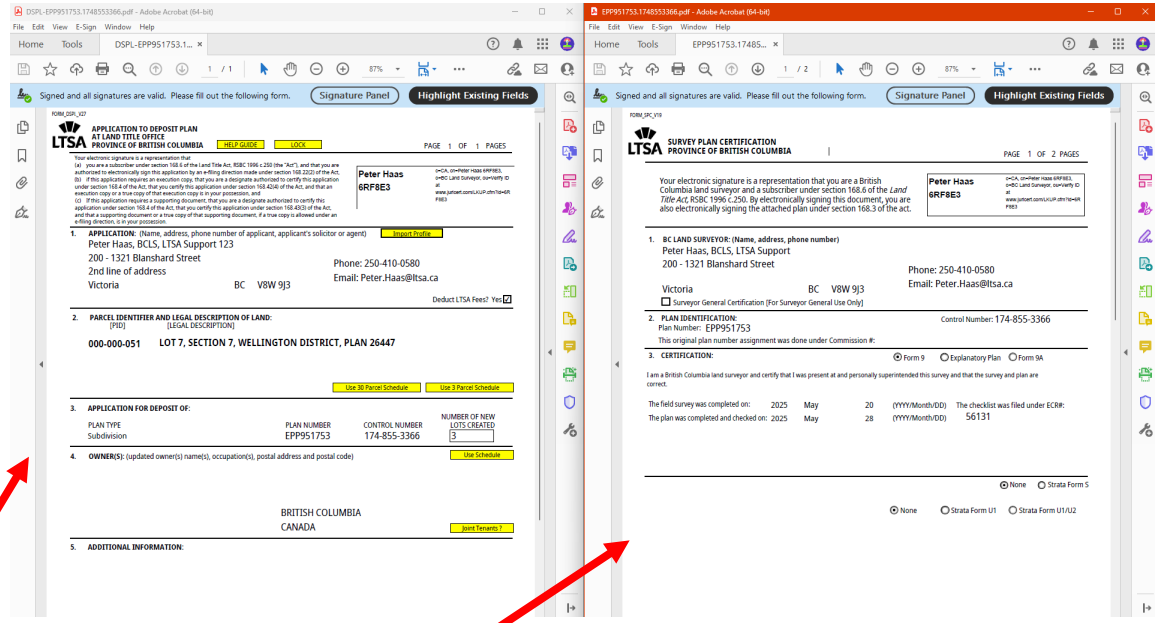
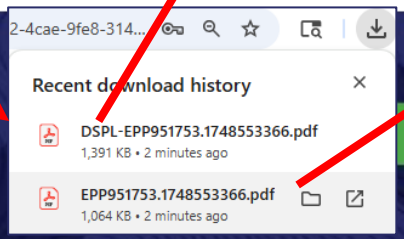
Prepare Submission – Land Title Act plans



****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.





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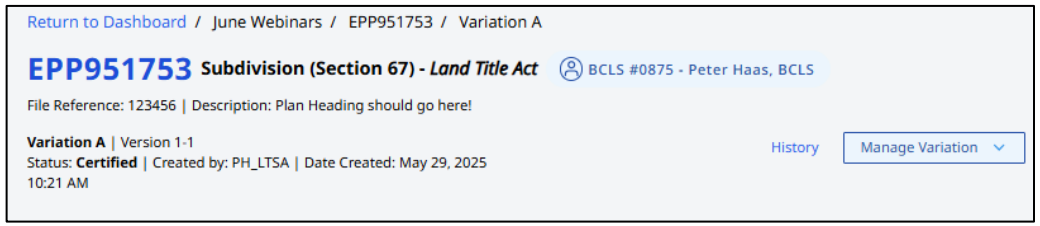
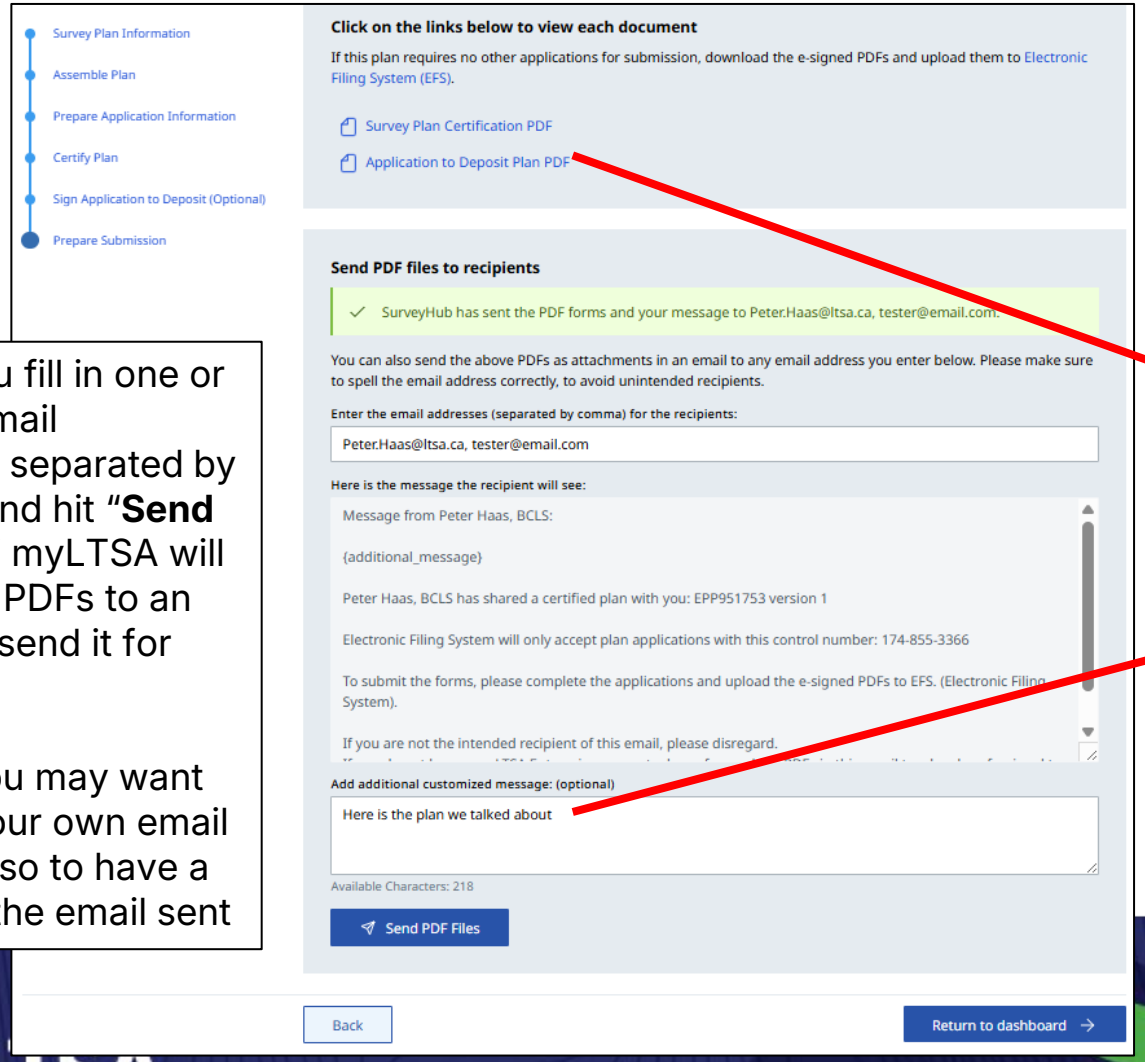
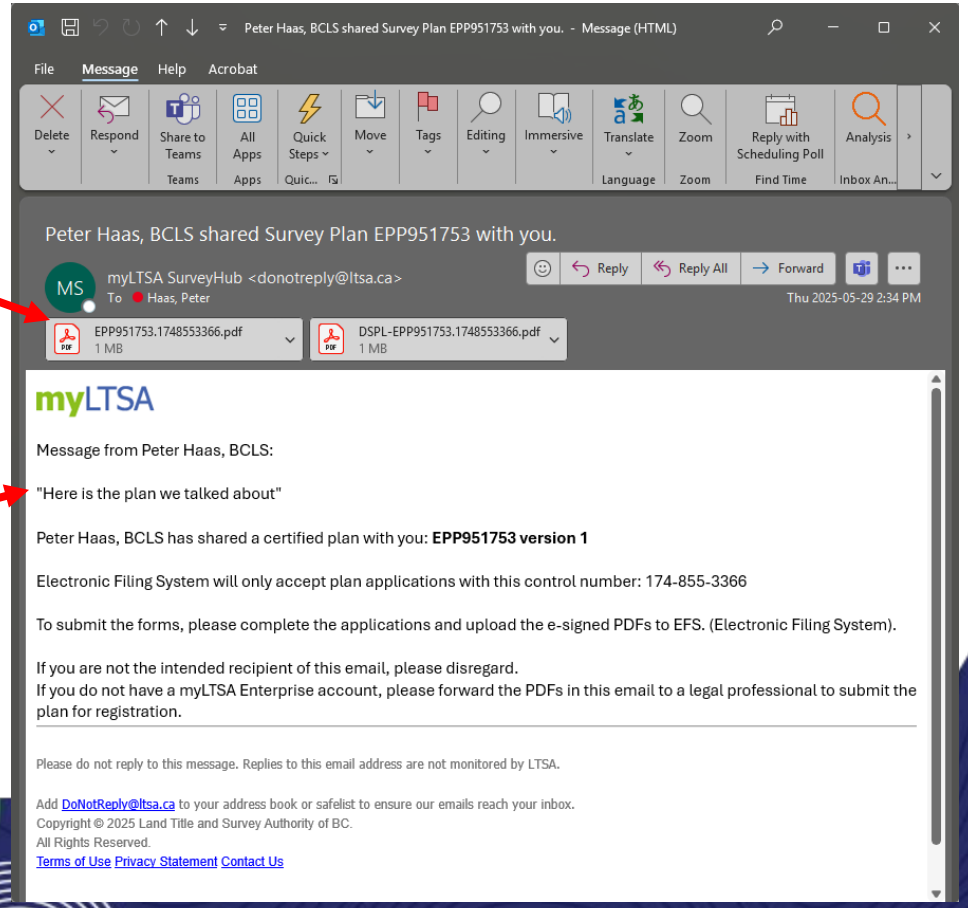
Send PDF files to recipients – Land Title Act plans





*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



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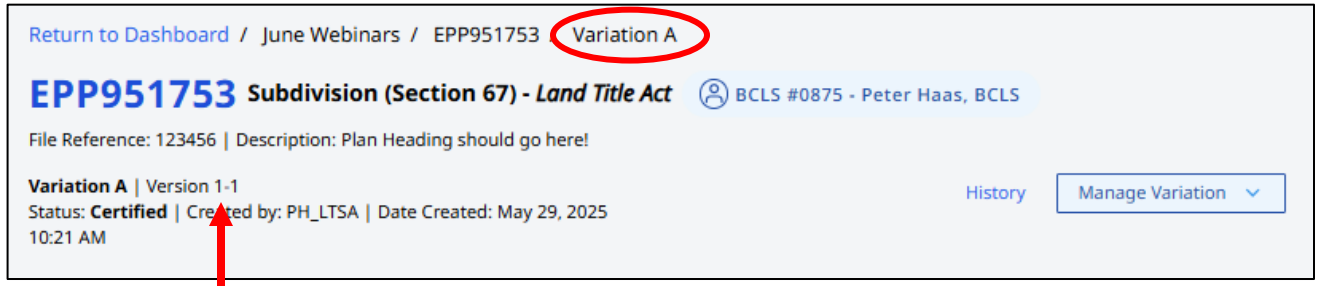
Sign Plan(SPC) and Application to Deposit – Land Title Act plans



*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.

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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*

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

Variation A | Version 1-1

Status: **Ready for Submission** | Created by: PH_LTSA | Date Creat

Survey Plan Information

Assemble Plan

Prepare Application Information

Certify Plan

Sign Application to Deposit (Optional)

Prepare Submission

Assembl

Notes ab

notes to

Available Cl

Plan Ima

Upload Pla

ed: May 29, 2025, 10:21:58 AM

ey Date

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?

- [x] Change Plan Information
  You will need to re-certify the plan image; a new control number will be generated upon re-certification.
- [x] Change Dataset Information
  You will need to re-validate and re-confirm the dataset.

Is this an alteration?

- Yes
- No

Cancel | Create

Edit

History | Manage Variation

+ New Variation

Delete Variation

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

Return to Dashboard / June Webinars / EPP951753 / Variation B

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

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

Variation B | Version ---

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

Edit | History | Manage Variation

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.

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Questions…?

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

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