

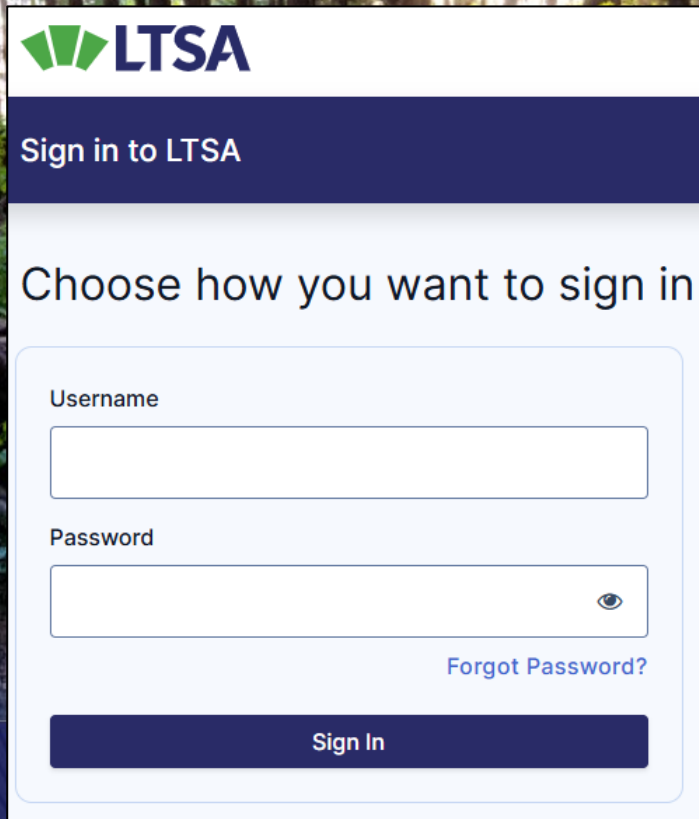
SurveyHub Tips and Tricks Training Webinar – June 2025

Prepared by: Peter Haas, BCLS

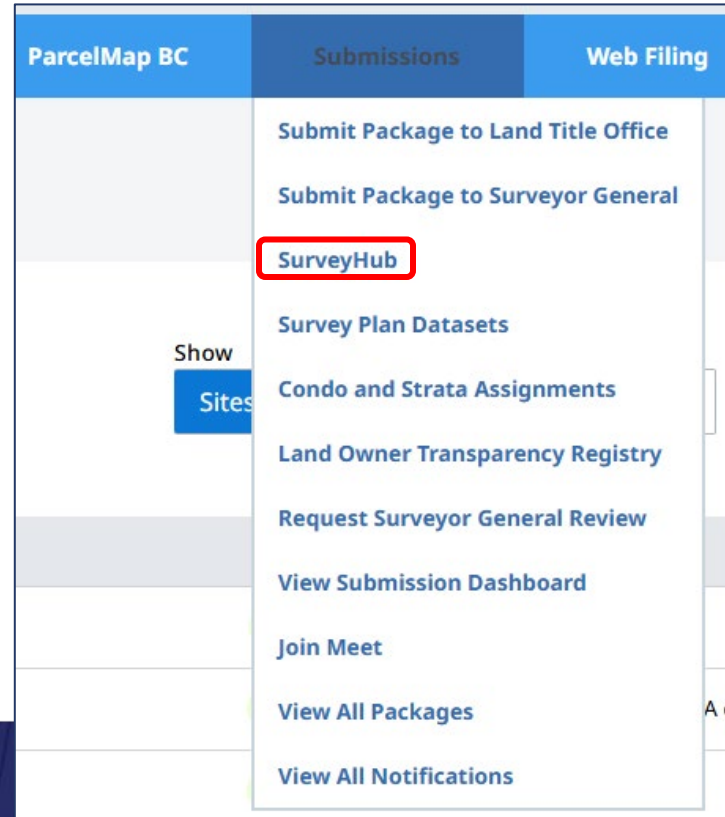


Introduction

- 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



The screenshot shows the LTSA Sign in page. At the top is the LTSA logo. Below it is a dark blue bar with the text "Sign in to LTSA". Underneath is a light blue box with the heading "Choose how you want to sign in". Inside this box are two input fields: "Username" and "Password". The "Password" field has an eye icon to toggle visibility. Below the "Password" field is a link "Forgot Password?". At the bottom of the box is a dark blue "Sign In" button.



- 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/>

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

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 lta	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

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>>>

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](#)

Right click
for new tab


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

[Return to Dashboard](#) / [Webinar 2](#) / [EPC9764](#)

EPC9764

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

Partially Compiled Plan - Land Act File Reference: 1234

partially compiled LA

+ New Variation

Variation A
Last Updated: June 3, 2025

Notes about variation

Version: Control Number: Plan Dataset: Dataset comments:

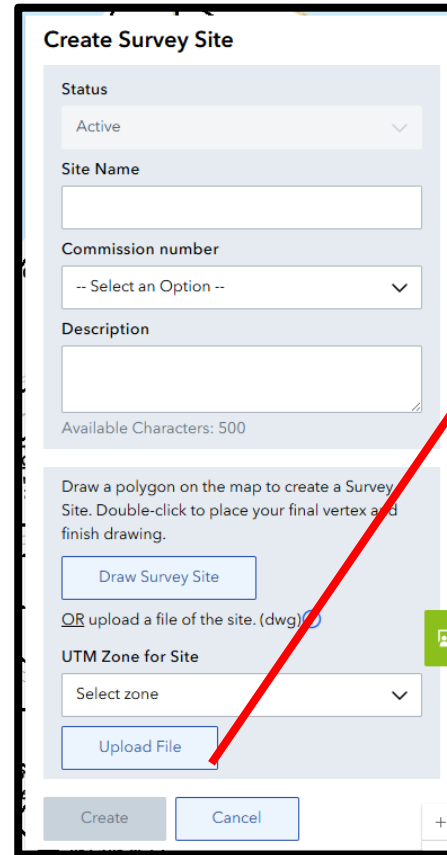
Survey Plan Signed: Plan Image: Control Point File:

Initiated

Actions ▼

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



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.

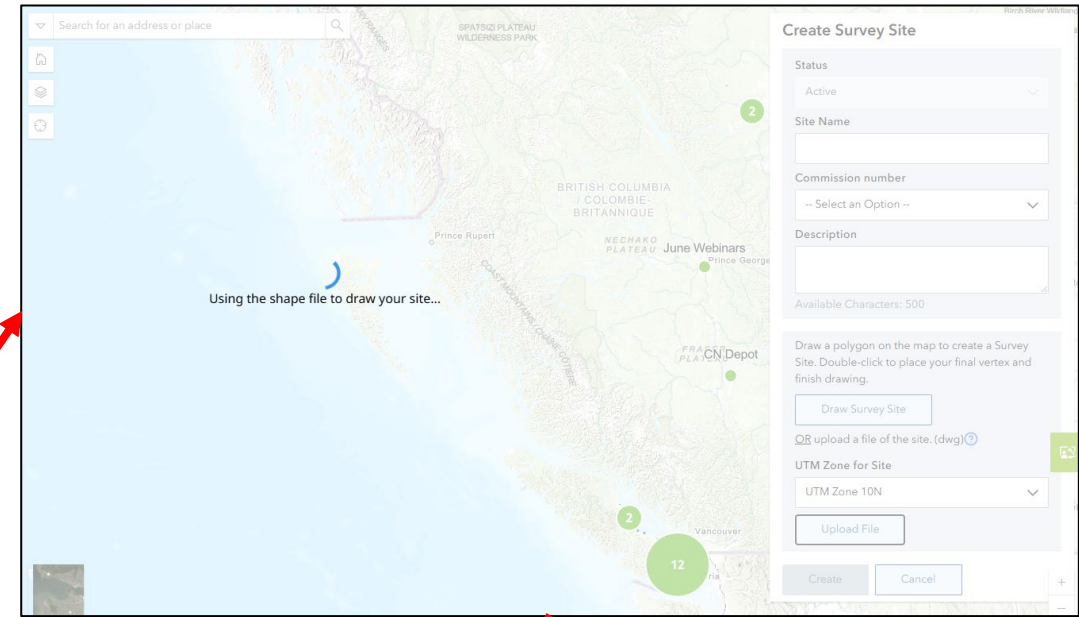
Draw Survey Site

OR upload a file of the site. (dwg)

UTM Zone for Site: Select zone

Upload File

Create Cancel



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.

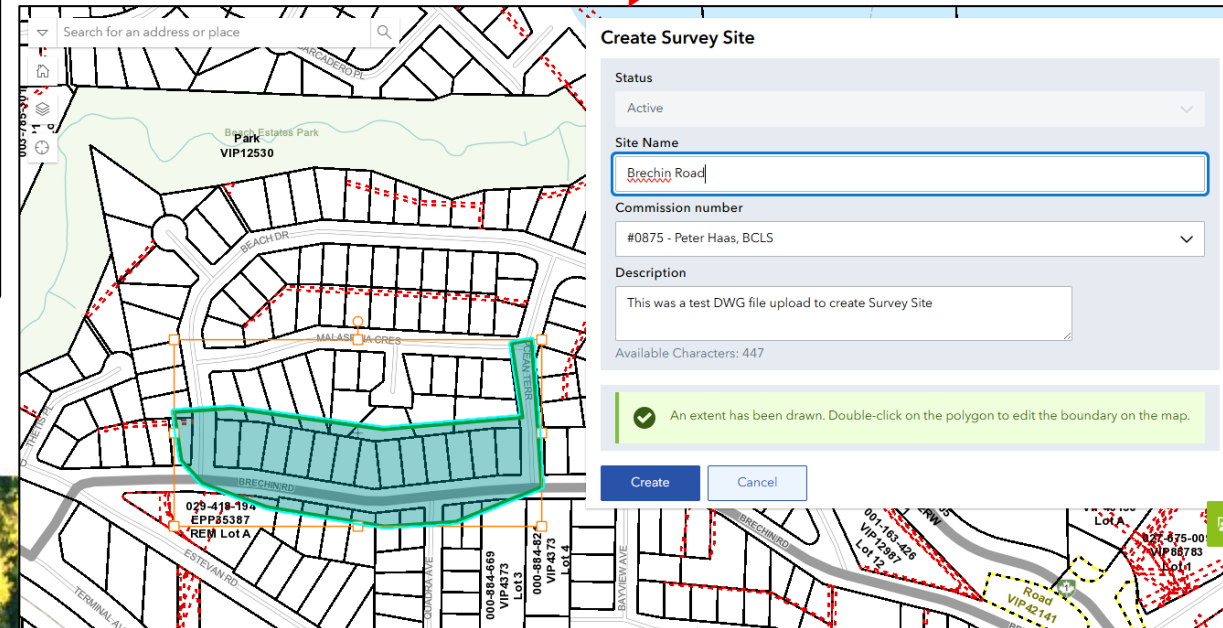
Draw Survey Site

OR upload a file of the site. (dwg)

UTM Zone for Site: UTM Zone 10N

Upload File

Create Cancel



Create Survey Site

Status: Active

Site Name: Brechin Road

Commission number: #0875 - Peter Haas, BCLS

Description: This was a test DWG file upload to create Survey Site

Available Characters: 447

An extent has been drawn. Double-click on the polygon to edit the boundary on the map.

Create Cancel

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

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



















[Return to Dashboard](#)

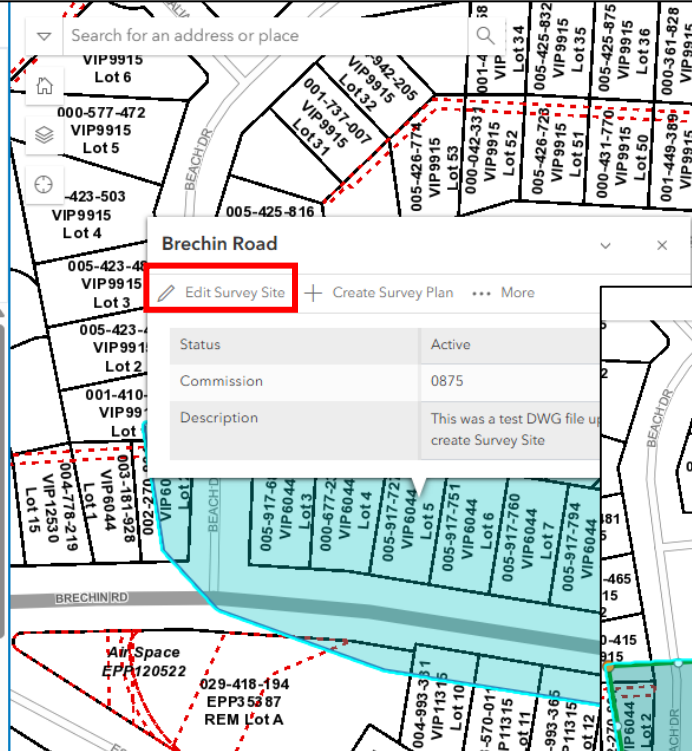
Survey Sites

Active Sites

#0875 - Peter Haas, BCLS




☐ Filter list by map extent

Site name / Plan number	Status	BCLS #	Map
Brechin Road	ACTIVE	0875	  
> June Webinars	ACTIVE	0875	  
> CN Depot	ACTIVE	0875	  
> My First Survey Site	ACTIVE	0875	  
Outside the ALR	ACTIVE	0875	  
> In ALR	ACTIVE	0875	  



Search for an address or place

Brechin Road

 Edit Survey Site
  Create Survey Plan
  More

Edit Survey Site

Status

Active

Site Name

Brechin Road

Commission number

#0875 - Peter Haas, BCLS

Description

This was a test DWG file upload to create Survey Site

Available Characters: 447

Click the survey site to toggle between editing the entire polygon or individual vertices.

Update

Cancel

- 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"**

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.

[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
Brechin Road	ACTIVE	0875	
<input checked="" type="checkbox"/> June Webinars	ACTIVE	0875	
EPP929487		0875	
EPP929487		0875	
EPS54321		0875	
EPS965		0875	
EPS965		0875	
W094H016A0074A		0875	
EPC123456		0875	
EPP951753		0875	
W094H016AA074A		0875	

[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

Last Updated: May 29, 2025

[Notes about variation](#) notes to self about variation, show up on the dashboard

[Ready for Submission](#) [Dataset Submitted](#) [Actions](#) ▼

Version: 1-1	Control Number: 174-855-3366	Plan Dataset: SurveyData_EPP111521_57140.dwg	Dataset comments:
Survey Plan Signed: May 29, 2025	Plan Image: Subdivision Plan Image.pdf	Control Point File: SurveyDataControlPoints_EPP111521_57140.csv	

Variation B

Last Updated: May 30, 2025

[Notes about variation](#) notes to self about variation, show up on the dashboard

[Dataset Exemption Requested](#) [Certified](#) [Actions](#) ▼

Version: 2-2	Control Number: 174-864-6568	Plan Dataset: N/A - Dataset Exemption Requested	Dataset comments: N/A - Dataset Exemption Requested
Survey Plan Signed: May 30, 2025	Plan Image: Subdivision Plan Image.pdf	Control Point File: N/A - Dataset Exemption Requested	

Map Layers

Search for an address or place

010-208-828
VIP 45800
Lot 4

Survey Sites

- Survey Features
- Active Parcels
- Fabric History
- Crown Features
- Administrative Boundaries
- Parks and Protected Areas
- Administrative Areas
- Reference 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

Search for an address or place

010-208-828
VIP 45800
Lot 4

Survey Sites

- Survey Features
- Active Parcels
- Fabric History
- Crown Features
- Administrative Boundaries
- Parks and Protected Areas
- Administrative Areas
- Reference Layers

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

Create Survey Plan Land Title Act

SurveyHub

Manage and Create Survey Sites

+ Create Survey Plan

[Return to Dashboard](#)

Survey Plan Information

Survey Plan Information

Information for SurveyHub ?

Survey Site

-- Select a Survey Site --

+ Create New Site

My Sites All Sites

ACTIVE (19)	
Brechin Road	0875 - PH_LTSA
CN Depot	0875 - PH_LTSA
Coal harbour	0875 - PH_LTSA
demo	0875 - PH_LTSA
Demo #4	0875 - PH_LTSA
Demo for Webinar #1	0875 - PH_LTSA
Demo for Webinar #2 edit	0875 - PH_LTSA
Driftwood Beach - Demo	0875 - PH_LTSA
Gladstone Mews	0875 - PH_LTSA
Gower Park	0875 - PH_LTSA

Information for SurveyHub ?

Survey Site

webinar

My Sites All Sites

Recent (2)

Webinar 2	0943 - PH_LTSA
June Webinars	0875 - PH_LTSA

ACTIVE (4)


Demo for Webinar #1	0875 - PH_LTSA
Demo for Webinar #2 edit	0875 - PH_LTSA
June Webinars	0875 - PH_LTSA
Stanley Park - Demo for Webinar	0875 - PH_LTSA


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

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






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

" + 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

[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.

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

+ Add from Plan Statements

1 found

2 warning(s) found

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.

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.

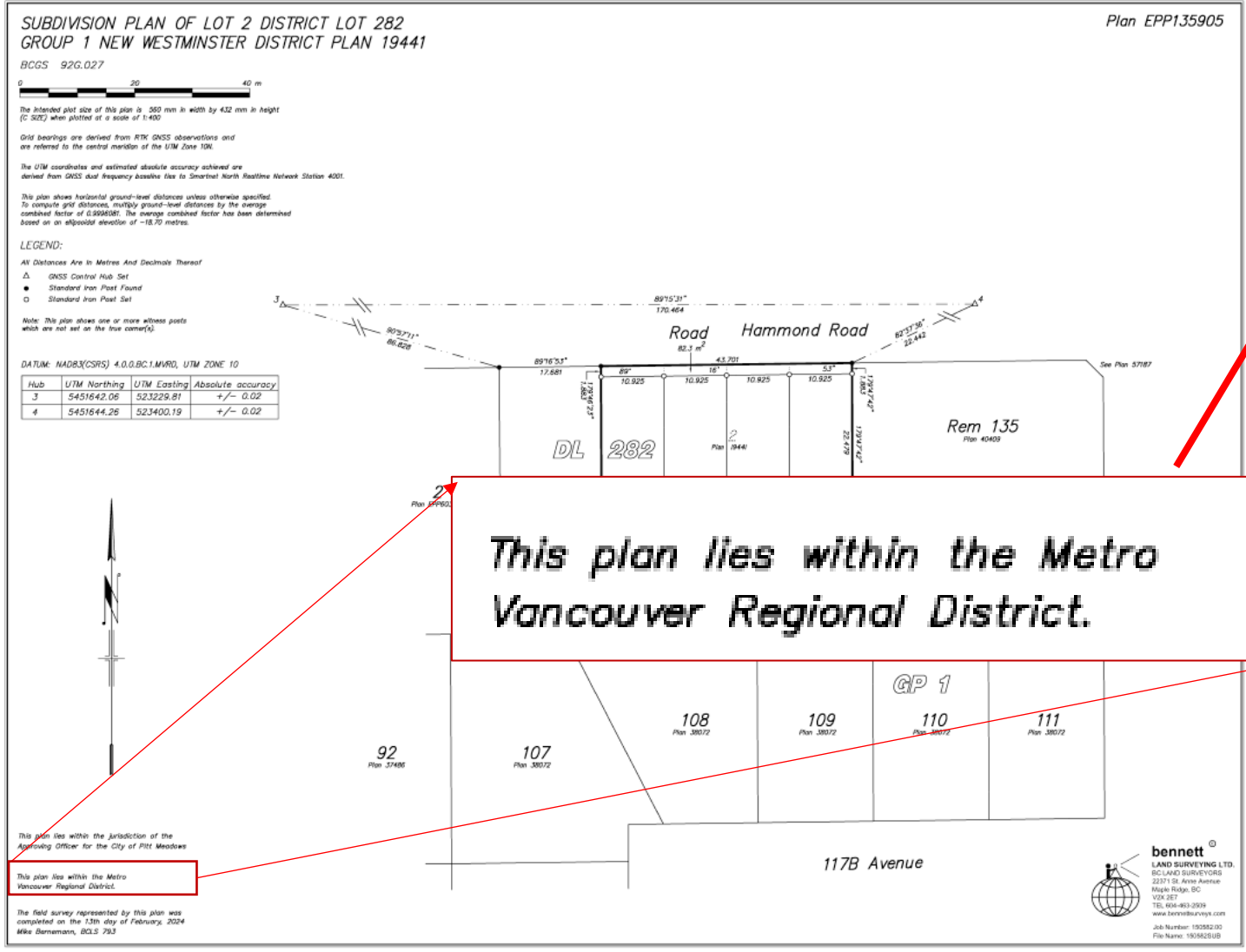
Select from the following to add to your application to deposit. After the signatory block is added, you can edit the block and complete it based on your filing needs.

<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	RDDFG
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 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.

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

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

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.

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](#)

possible typos

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](#)

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:

Declared Value \$907500

Requestor: Peter Haas

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

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

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

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 formatted "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	<input checked="" type="radio"/> Yes <input type="radio"/> No	
JOHN HENRY NEEDHAM (RETIRED)		View/Edit Remove
LAURA DEKIN (TOWN PLANNER)		View/Edit Remove

Add Owner

 LTSA

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Add Owner – Corporate

Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	CA7702729 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: Legal Description:	027-178-951 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

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

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

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

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

BC Land Surveyor Information for SPC and Applicant Information for DSPL

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

[Load/Save Info](#)

Save data as Autofill Template

Load Autofill Template

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

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!

Load/Save Info ▾

Save data as Autofill Template

Load Autofill Template

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

Applicant Information

Load/Save Info ▾ Clear All Fields

Save data as Autofill Template

Load Autofill Template

Company (Optional)

Address

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

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

Sign Application to Deposit (Optional)

1 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

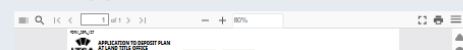
Email Address (optional)
Peter.Haas@ltsa.ca

+ 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

1 You can skip this step if you want to share the plan with a different myLTSA user 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

Name of Applicant

Peter Haas, BCLS



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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

DSPL-EPP951753.1748553366.pdf - Adobe Acrobat (64-bit)

Home Tools DSPL-EPP951753.1748553366.pdf 1 / 1

Signed and all signatures are valid. Please fill out the following form.

Signature Panel Highlight Existing Fields

LTSA APPLICATION TO DEPOSIT PLAN AT LAND TITLE OFFICE PROVINCE OF BRITISH COLUMBIA

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Peter Haas, BCLS, LTSA Support 123
200 - 1321 Blanshard Street
2nd line of address
Victoria BC V8W 9J3
Phone: 250-410-0580
Email: Peter.Haas@ltsa.ca

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: (PID)

000-000-051 LOT 7, SECTION 7, WELLINGTON DISTRICT, PLAN 26447

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE Subdivision PLAN NUMBER EPP951753 CONTROL NUMBER 174-855-3366 NUMBER OF NEW LOTS CREATED 3

4. OWNERS (updated owner(s) names(s), occupation(s), postal address and postal code)

BRITISH COLUMBIA CANADA

5. ADDITIONAL INFORMATION

EPP951753.1748553366.pdf - Adobe Acrobat (64-bit)

Home Tools EPP951753.1748553366.pdf 1 / 2

Signed and all signatures are valid. Please fill out the following form.

Signature Panel Highlight Existing Fields

LTSA SURVEY PLAN CERTIFICATION PROVINCE OF BRITISH COLUMBIA

1. BC LAND SURVEYOR: (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 Number: EPP951753 This original plan number assignment was done under Commission #:

Control Number: 174-855-3366

3. 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 20 (YYYY/Month/DD) The checklist was filed under ECR#: 56131
The plan was completed and checked on: 2025 May 28 (YYYY/Month/DD)

****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

[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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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 

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](#) ▾

*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.

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 Comments

Available Certifications

Plan Image

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

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

Key Date

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

History Manage 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

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.



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

