

September 10, 2007

Descriptive Plan Type I

NOTE:

This document is a Controller of Surveys Policy manual to be used as a general guideline for conducting surveys and preparation and examination of plans. Reference should still be made to the various Acts and Regulations pertaining to specific situations, which may or may not be included in this document.


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Overview

Descriptive Plan Type I as stated in *The Land Surveys Regulations*, was designed to replace the old metes and bounds descriptions and to allow for something other than a full plan of survey. A Descriptive Plan Type I will reduce the impact on individuals who may have been eligible to use a metes and bounds description under the old land titles system. The two most common situations that will allow for a Descriptive Plan Type I are:


- 1) Lot boundary re-arrangement in conjunction with Section 51(2)(a) of *The Land Surveys Regulations*.
- 2) Farmyard site parcel in conjunction with Section 51(2)(b) of *The Land Surveys Regulations*.


 *NOTE* A Descriptive Plan Type I must be prepared by a Saskatchewan Land Surveyor.

 *NOTE* For additional information on Descriptive Plan Type I plans, please contact the ISC Help Desk at 1-866-275-4721

Combined Purpose Plans

In some cases it is acceptable to use a plan for more than one purpose. A combination of any or all of the plan types (Plan of Survey, Descriptive Plan Type I or Descriptive Plan Type II) may be used. However, plans must be specific to each land layer. A combination plan will not be allowed if it affects surface and mineral layers, mineral and feature layers or surface and feature layers.

 *NOTE* Condominium plans cannot be combined with any other plan type or land layer.

 *NOTE* A Descriptive Plan Type I Farmyard Site may only be combined with a Descriptive Plan Type II Parcel Consolidation if the consolidation does not include the farmyard site. In some situations a parcel consolidation must take place to allow for the farmyard site but in all cases the farmyard site must be an individual parcel separate from any consolidations that may take place.

Some examples of situations where combined purpose plans can be used are:

- To create new subdivisions by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I.
- To re-arrange a lot boundary by Descriptive Plan Type I and create a consolidation by Descriptive Plan Type II.
- To create a new subdivision by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I and consolidate the remainder of a parcel by Descriptive Plan II.

The title block must state the plan type with the highest hierarchy (Plan of Survey being the highest level, Descriptive Plan Type I being next and Descriptive Plan Type II being the lowest). The land layer (surface, mineral or feature) must be shown next. Then each plan purpose must be listed in order of its hierarchy.

The line of approval must include all new parcels.

 *NOTE* An example of plans showing multiple purposes are shown on Appendix A & D.

General Requirements

All Descriptive Plan Type I should include the following:

Title block



NOTE

Company names and logos cannot appear within the title block.

The title block should include the following information in the order as shown:

Heading

- Plan Type – Descriptive Plan Type I
- Land Layer – Surface
- Plan Purpose – Subdivision
- Reference to legal land descriptions being subdivided by the new parcels.
- Location
 - ¼ Sec.- Sec.- Twp.- Rge.- Mer.
 - If contained within an urban municipality, urban name is also required.
 - Note: the statement “Near (*urban name*)” is no longer acceptable. If the subdivision is outside or adjacent to an urban limit, only the rural LLD is required.
 - If within Rural limits, the RM name may be displayed.
 - Saskatchewan
 - Who prepared the plan – Name of Surveyor
 - Date of survey – Month or range of months and year or range of years of the survey
 - Scale of the plan - must be drawn at either 1, 2 & 5 series (1:500, 1:1000, 1:2000, 1:5000) or a scale approved by the Controller of Surveys.

Legend

- Area to be approved is outlined with a heavy dashed line.
- Measurements are in metres and decimals thereof.
- All parcels within the line of approval have extension 0. In some situations the addition of ‘unless otherwise shown’ may be required.
- Standard iron posts (or Standard Monuments or Monuments as the case may be) found are shown thus - - - - - ◆
- Standard iron posts (or Standard Monuments or Monuments as the case may be) planted are shown thus - - - - - •

General plan guidelines

- If reference is made to “Monuments found (or planted)” in the legend, then all monuments shown on the plan must be labelled as to the type of monuments found or planted and their markings.

*Monument
Labels*

- Addresses, telephone numbers or any other form of advertising shall not appear anywhere on the plan. Company logos are acceptable as long as they do not include addresses, telephone numbers or any other form of advertising. *Advertising*
- The plan must not exceed 860 mm in width or 3,000 mm in length. *Plan Size*
- An area of at least 20 mm but no more than 40 mm around all edges of a plan must be kept clear of any information. *Borders*
- A north arrow must be displayed. *North Arrow*
- The area to be approved must be outlined by a heavy dashed line and a note to that effect must appear in the legend. *Approval Line*
- The full extent of the source parcels must be shown as solid lines and at a standard scale as specified in the Title Block section of this document. Where this is not possible, the extent of the source parcel must be shown on a key plan. *Source Parcel*
- Key Plans should be drawn to scale. If they are drawn to a standard scale as specified in the Title Block section of this document, the scale must be displayed. If the Key Plan is drawn at a non-standard scale, the scale must **not** be displayed. The notation "Not to Scale" must **not** be shown on the key plan. *Key Plan*
- Feature plan limits do not have to be shown in the key plan.
- All Feature Plans must be shown as dashed lines. Easement Instruments or registered interests shall not be shown on any plan if it is not represented by a plan within the Land Surveys Directory. *Feature Plans*
- All road allowances must be shown as solid lines. *Road Allowances*
- Portions of all parcels immediately adjacent to the line of approval must be shown to give a geographical location of where the plan is located. *Orientation*
- All titled boundaries such as quarter lines, legal subdivision lines, source parcels, etc. must be defined by solid lines. *Titled Boundaries*
- The legal land description along with a new extension number for all the remaining portions of the source parcels must be displayed. *LLDs*
- For abbreviations, see Section 13(1) of The Land Surveys Regulations, 2000. *Abbreviations*
- Where sufficient space does not exist on the plan proper to show all information that is required, that information may be shown on an enlargement (detail), drawn to a size that is sufficient to clearly show that information. The enlargement does not have to be drawn to scale. However it must be drawn proportionately so it is very clear as to its survey content. Plans entered with enlargements drawn to scale will be acceptable regardless of the scale used. *Details*

- All new parcels must have a parcel or lot identifier, usually shown as a letter(s) or number(s). For further clarification of parcel identifiers, see the document for Plan of Survey (Surface/Mineral Subdivision Plans). *Parcel Identifiers*



NOTE

Every effort must be made so as not to duplicate Parcel Identifiers within the quarter section or Block/Parcel.

- Street names must be displayed where portions of urban areas are shown or where the street is named in a rural area. *Street Names*
- Condominium plans, shown for reference information, should be labeled “Condominium Plan No. _ _ _ _” with the underlying subdivision plan number shown in brackets. *Condos*
 - e.g.: Condominium Reg’d. Plan No. 99RA05654
(Reg’d. Plan No. 96R68343)
- A note identifying the nature (size) of the monuments used to mark lot corners must be shown. (This could be shown in the legend.) *Lot Corner Monuments*

Lot Boundary Re-arrangement

Rules for Lot Boundary Re-arrangement

- Lot boundary re-arrangements are only allowed for urban situations to re-arrange the boundary of a lot.
- Lot boundary re-arrangements are only allowed to accommodate encroachments of existing structures. *Encroachments*
- The lot must not be for commercial purposes.
- Metes and bounds (descriptive) lines cannot be re-arranged using a Descriptive Plan. *Metes & Bounds Plans*
- There must be the same number of lots before and after the boundary re-arrangement unless a combination type plan involving the consolidation of parcels is submitted. *Same # of Lots*
- Only one boundary re-arrangement by descriptive plan is allowed within the lots affected by the re-arrangement. *One per Lot*
- Found, established or re-established monuments must be shown. *Found Monuments*
- The new boundary must be a single straight line. *New Boundary*
- The line of approval shall only encompass the re-arranged lot. The remaining portion of the adjacent lot affected by the re-arrangement shall be shown as a remaining parcel with a new extension number assigned to it. An exception to this may be if consolidations are involved. *Approval Line*
- At least one survey monument must be found, re-established or established on a previously established or newly created corner of the re-arranged lot shown within the line of approval. However, at the discretion of the Controller of Surveys, where relevant survey evidence is not available, a monument may not be required on the boundary of the re-arranged lot. In this situation a surveyors report is required to explain the extent of the investigation and what was found. *Required Monuments*
- Distances must be shown between the position of the previous lot boundary and the new lot boundary to clearly show the position of the new boundary. *Ties to Previous Boundary*
- Measured angles and distances must be shown. *Measured Measurements*
- Copied measurements do not have to be shown on the plan. However, if copied distances from other plans are shown, they must be shown as “copied” or with the abbreviation “Cop”. Deduced or calculated distances shall not be shown. *Copied Measurements*

Support Documents

- Community Planning Approval as stated in *The Planning and Development Act, 2007*. *CPA*
- Certificate of Surveyor (Please note that the plan title block must be displayed on the Certification of Surveyor. This links the certification with the plan.) *Surveyors Certificate*
- Letter of submission/Surveyors report confirming that the plan is intended to fix the encroachment of an existing structure. The report must include a description of the structure. *Surveyors Report*

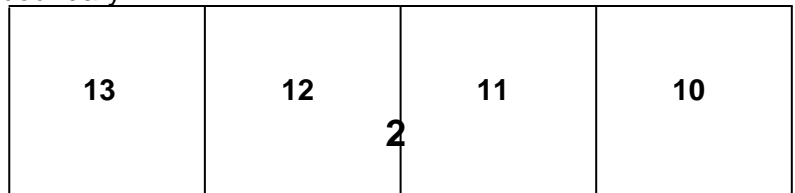
Examples of Lot Boundary Re-Arrangements

The following scenarios are examples of situations where lot boundary re-arrangements are allowed using a Descriptive Plan Type I:

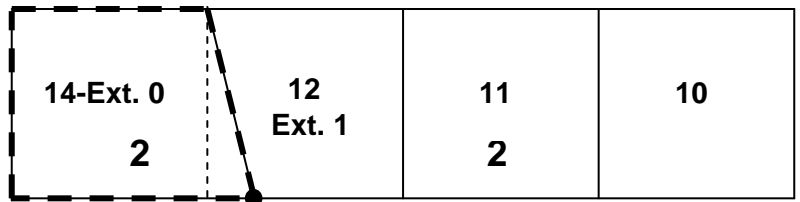
Scenario #1

Re-arrange surveyed lot boundary

Existing 4 lots by survey plan



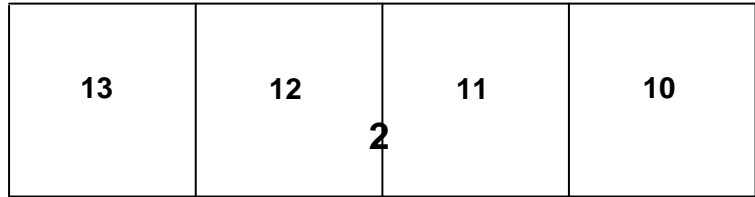
- Re-arrange east boundary 13
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
- Create new 14 Ext.0 and 12 Ext.1



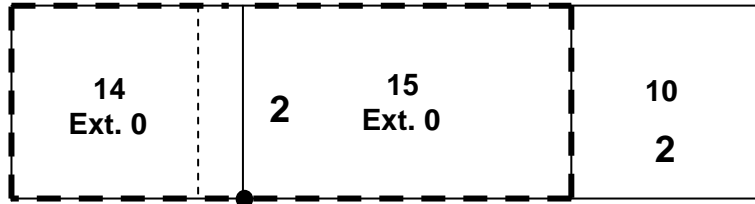
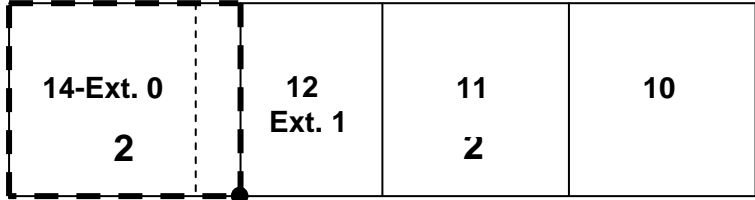
Scenario #2

Re-arrange surveyed lot boundary and consolidate remaining lot with adjacent lot.

Existing 4 lots by survey plan



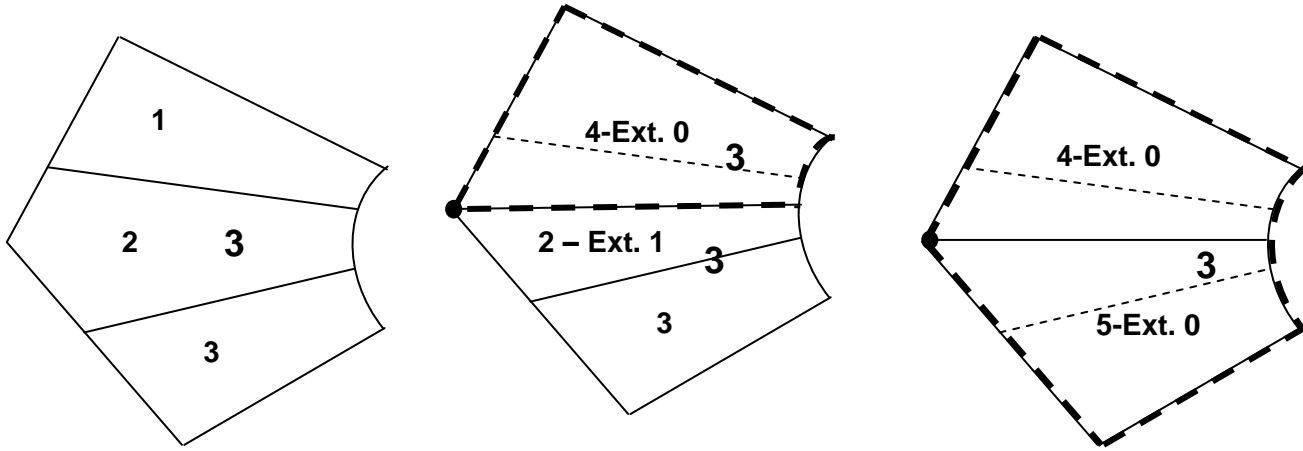
- Re-arrange east boundary 13
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
- Create new 14 Ext.0 and 12 Ext. 1
- Consolidate 12 – Ext 1 and 11 into 15 – Ext. 0
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.



- Re-arrangement and consolidation may be done on one Descriptive Plan Type I combination plan.
- Consolidation may be done separately using a Descriptive Plan Type II.

Scenario #3

Re-arranging a surveyed lot boundary on a pie shaped lot and consolidate the remaining lot with the adjacent lot.




Existing Lots 1, 2, and 3 by plan of survey

- Re-arrange SW boundary Lot 1
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
- Create Lot 4 and Lot 2 – Ext. 1
- DP1 plan required

- To Consolidate Lot 2 – Ext. 1 with Lot 3
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
 - DP1 Combination plan required.

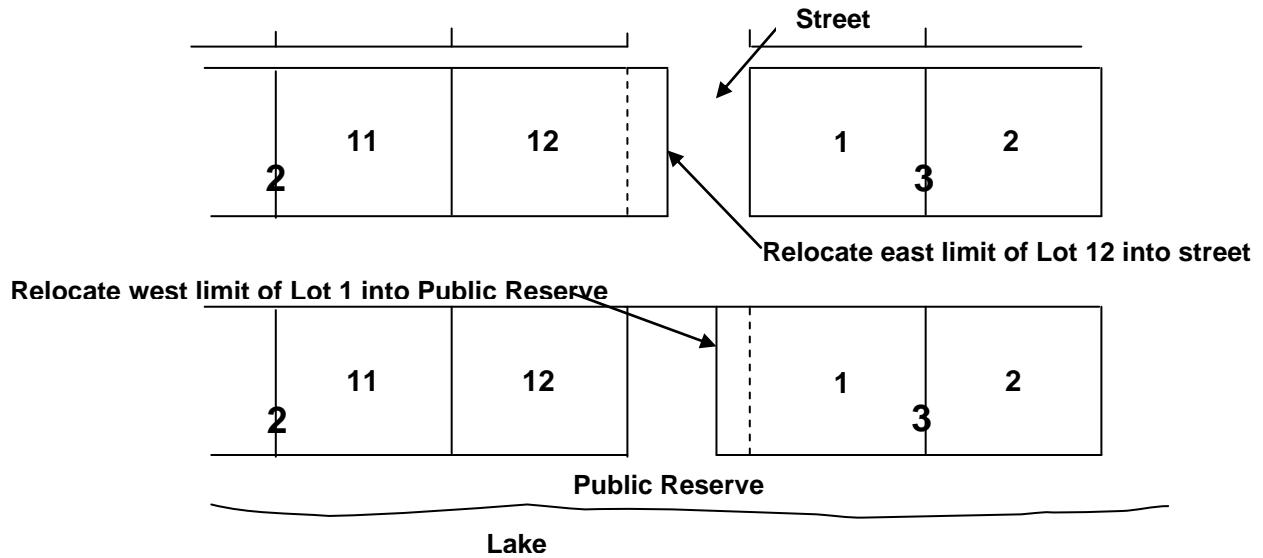
Examples of Disallowed Lot Boundary Re-Arrangements

 **NOTE**

The following scenarios are examples of situations where lot boundary re-arrangements are not allowed using a Descriptive Plan Type 1. A plan of survey by a Saskatchewan Land Surveyor is required for these situations.

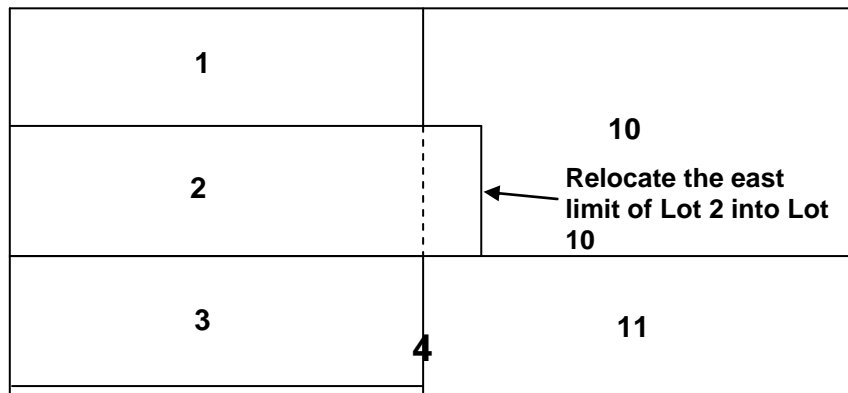
Scenario #4 (Plan of Survey required)

Re-arrange a lot boundary into a street, lane, public reserve etc.



Scenario #5 (Plan of Survey required)

Re-arrange a lot boundary into a portion of an adjacent lot



 **NOTE**

For examples of complete Descriptive Plan Type I plans showing lot boundary re-arrangements, see Appendix B & C.


Farmyard Site Parcel

Definition

The phrase 'existing farmyard site' means a site that includes a dwelling and may include other buildings, water infrastructure (dugout, wells, etc.) sewage infrastructure, trees, fences, etc. It is not necessary for anyone to be living on the site. It is not intended to include additional areas of cultivation or pasture other than area required to comply with health and municipal zoning requirements. The site must concur with any bylaws that may restrict parcel size.

A dwelling is defined as a house or other permanent structure in which a person or persons can live; a residence; abode; etc. An old foundation or dilapidated house does not qualify under this definition.

Rules for Farmyard Site Parcels

- Must be the first secondary subdivision within Primary Subdivisions such as quarter sections or river lots. A Descriptive Plan Type I **cannot** be used if there was a Metes and Bounds description existing prior to conversion or a registered (approved) parcel existing within the Primary Subdivision. Legal Subdivisions are also considered secondary subdivisions. However in some situations it may be possible for the secondary subdivision to be consolidated back to the Primary Subdivision, which would allow for the DPI farmyard site parcel. *First Subdivision*
 - Although parcel consolidations are allowed in the above situations, the resulting farmyard site cannot be consolidated with adjacent parcels. The farmyard site must remain a separate individual parcel. *Separate Parcel*
-  **NOTE** A first secondary subdivision does not include public road right of ways and railways.
- A Descriptive Plan Type I can only be used to sever an existing farmyard site from a Primary Subdivision. The surveyor must declare that the Descriptive Plan Type I is for an existing farmyard site. *Declaration*
 - The new parcel must be quadrilateral and approximately rectangular or square in shape. All boundaries of the new parcel must be parallel or perpendicular to an existing surveyed boundary. Exceptions will be made for deflections or road widenings. *Parcel Configuration*
 - The new parcel must abut a public road.
 - Found, established or re-established monuments must be shown.
 - Measured angles and distances must be shown.
 - Sufficient survey information must be shown to define the parcel limits.

- A minimum of one monument is required on the new parcel at a corner that adjoins the road limit. However, at the discretion of the Controller of Surveys, in situations where relevant survey evidence is not available, this requirement may be waived. (See Appendix E) If monuments cannot be found within 1800 metres of the new parcel, the boundary corners of the new parcel are not required to be monumented.

Waiver of Monuments

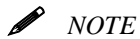
Support documents

- Community Planning Approval as stated in *The Planning and Development Act, 2007*.
- Certificate of Surveyor (Please note that the plan title block must be displayed on the Certification of Surveyor. This links the certification with the plan.)
- Letter of submission/Surveyors report is mandatory and shall include a declaration that the parcel is an existing farmyard site.

CPA

Surveyors Certificate

Surveyors Report



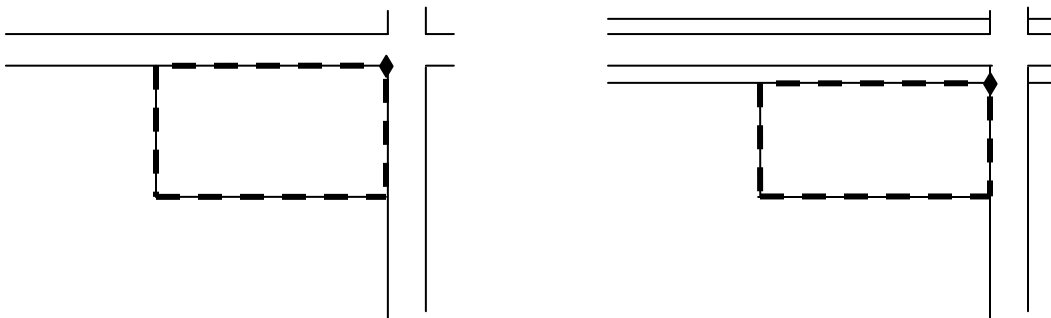
NOTE

The following scenarios are examples of situations where farmyard sites are allowed using a Descriptive Plan Type I:

Allowable Scenarios

Scenario #1

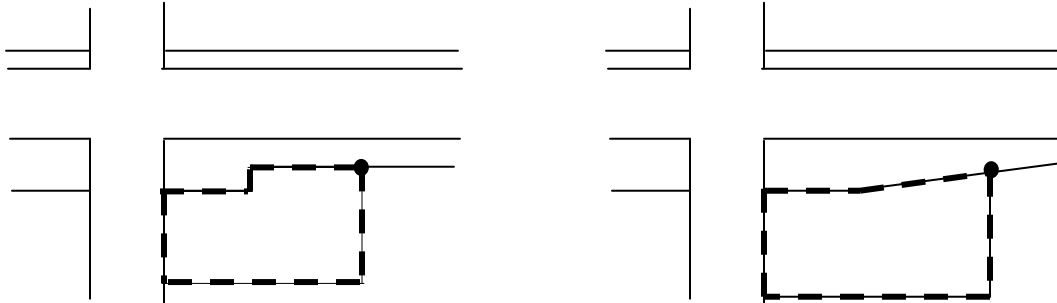
Farmyard site is adjacent to a road allowance or road widening where an existing monument may be used to mark a corner of the new parcel. The existing monument cannot be marking a deflection or change in width within the limit of the new parcel.



- A monument must exist or be established on a new corner of the parcel intersecting the road limit. (road allowance or road widening)

Scenario #2

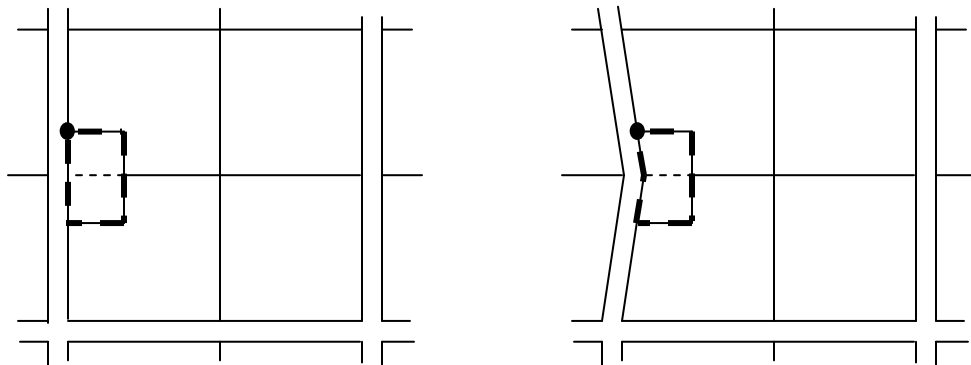
Farmyard site is adjacent to a road widening where deflections or changes in width exist.



- Deflections or changes in road widenings must be adjacent to an existing road allowance or cross-country road. A DPI is not allowed when the new parcel is adjacent to a road diversion.
- A monument must exist or be established on a new corner of the parcel intersecting the road limit. (road allowance or road widening) Existing or planted monuments at the deflection or jog are not considered a new corner of the parcel.

Scenario #3

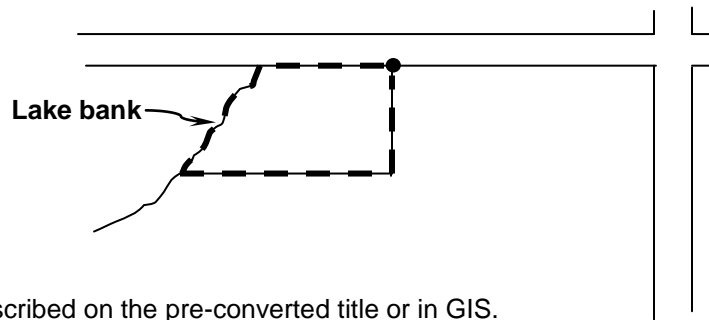
Farmyard site straddles two quarters.



- A new monument shall be established on a new corner of the parcel intersecting the road allowance. Existing or planted monuments at the quarter are not considered a new corner of the parcel.

Scenario #4

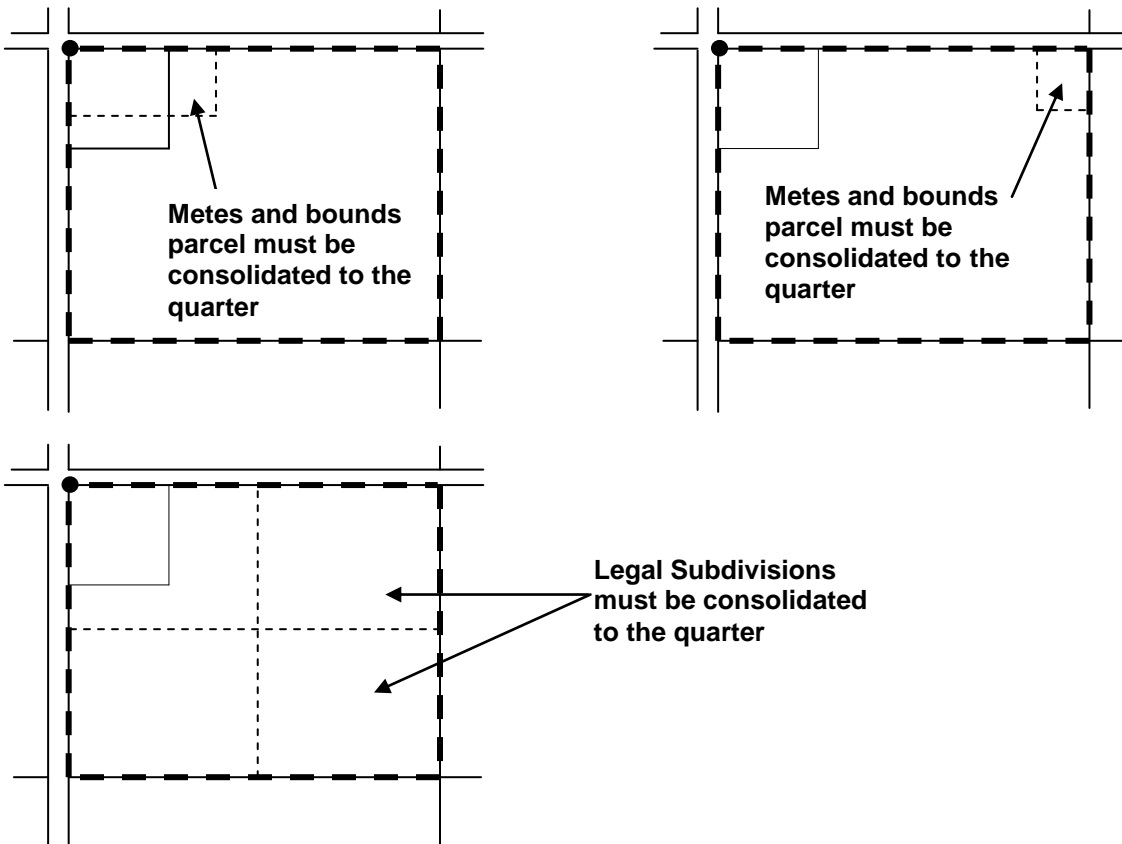
Farmyard site abutting a water body



- Show bank as described on the pre-converted title or in GIS.

Scenario #5

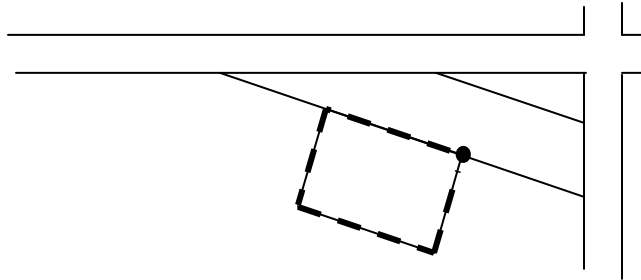
Farmyard site within a quarter section where a metes and bounds parcel or Legal Subdivision exist.



- A Descriptive Plan Type I farmyard site parcel must be the first secondary subdivision of the quarter section (exceptions are made for roads and railways). If a metes and bounds parcel exists within the quarter section, it must be consolidated back to the quarter before the farmyard site can be created.
- Requires a Descriptive Plan Type I surface subdivision (minimum) in combination with a consolidation plan.

Scenario #6

Farmyard site adjacent to a cross-country road.



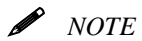
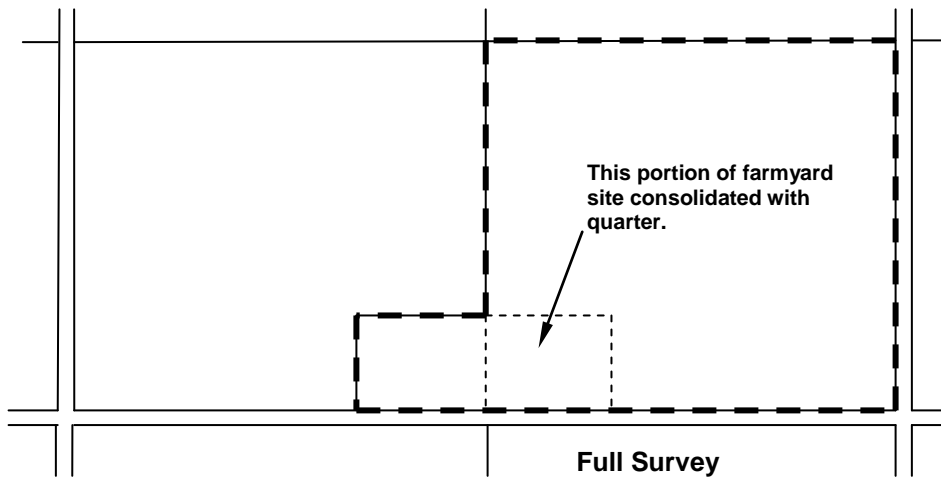
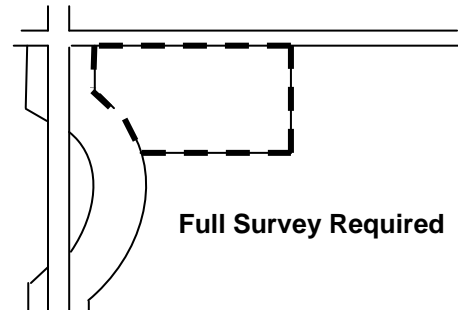
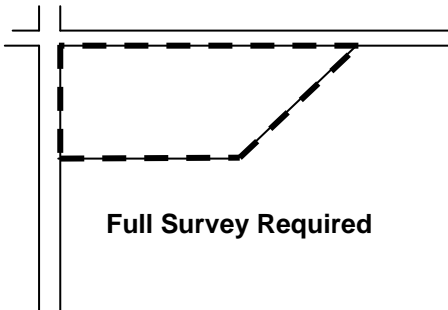
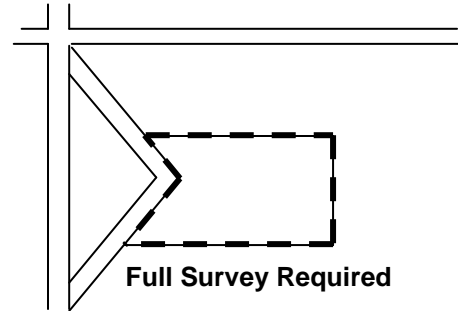
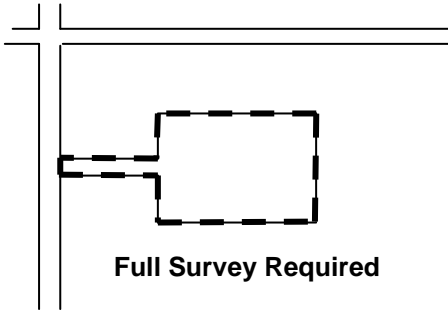
- Exceptions may be made to the first secondary subdivision of the quarter section when roads and railways are involved.
- All new boundaries must be parallel or perpendicular to existing boundaries of the road.
- The parcel cannot be adjacent to a curve portion of the road.

Disallowable Scenarios



NOTE

The following scenarios are examples of situations where farmyard site parcels are **not** allowed using a Descriptive Plan Type 1. These situations will require a legal survey by a Saskatchewan Land Surveyor:



NOTE

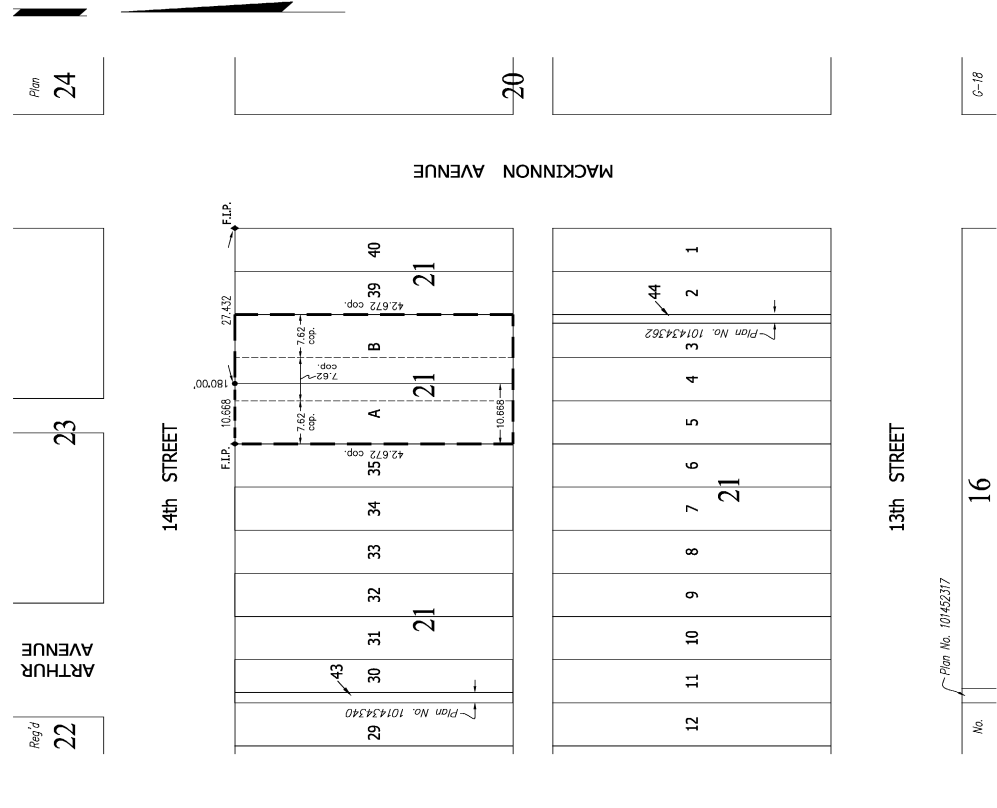
For examples of complete Descriptive Plan Type I plans showing farmyard site parcels, see Appendixes E, F, G and H.

Appendix A – Lot Boundary Re-Arrangement Combined Purpose Plan

PPS #101884484
Approved: 18-Jan-2006

DESCRIPTIVE PLAN TYPE I
SHOWING
SURFACE SUBDIVISION
OF LOT 36 AND PART OF LOT 37
AND
SURFACE CONSOLIDATION
OF LOT 38 AND PART OF LOT 37
BLOCK 21, REG'D PLAN NO. G-18
S.W. 1/4 SEC.27-TWP.36-RGE.5-W.3 MER.
SASKATOON, SASKATCHEWAN
BY: G.A. WEBSTER, S.L.S.
SEPTEMBER 2005
SCALE 1 : 500

NOTE:
-Measurements are in metres and decimals thereof.
-Area to be approved is outlined by a heavy dashed line.
-Standard Iron Posts bound are shown thus
-Standard Iron Posts planted are shown thus
-The unique identifier of S029 for this survey firm has been stamped on all established standard iron posts.
-All parcels within the line of approval have an extension 0.



TITLE : mls-greenwood.r.dwg

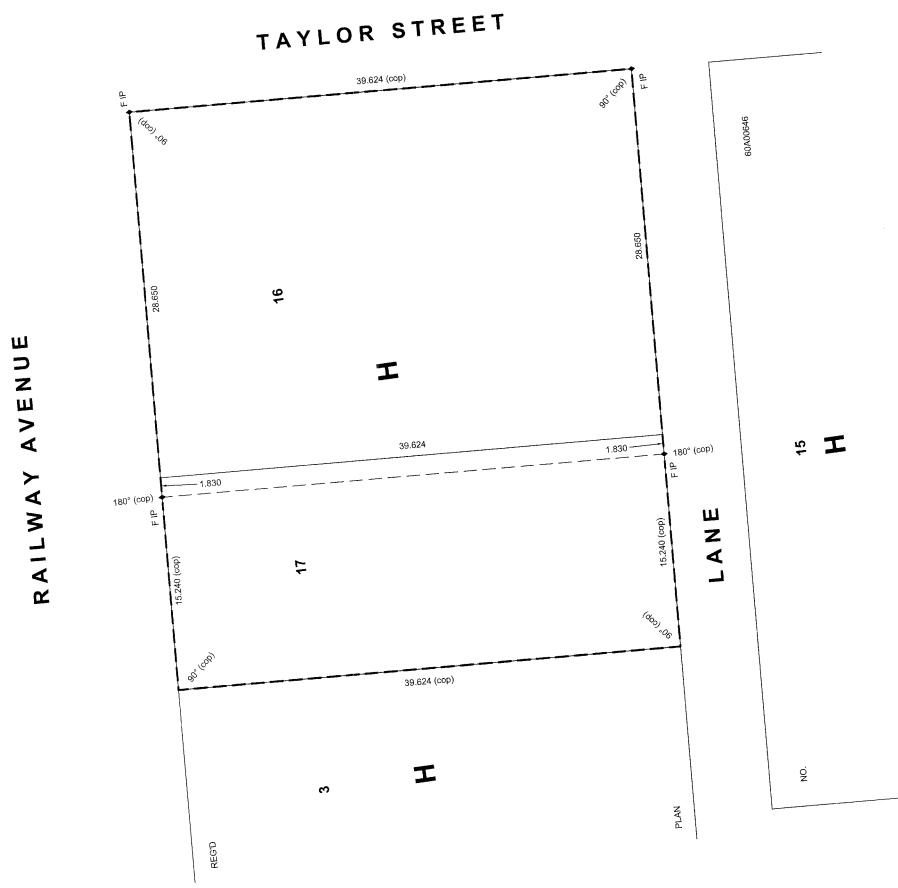
Appendix B – Lot Boundary Re-Arrangement

PPS #1018082
Approved: 09-Dec-2005



DESCRIPTIVE PLAN - TYPE 1
SHOWING SURFACE SUBDIVISION
OF
Lot 1, Block H, Reg'd Plan No. AL7523
And Lot 2, Block H, Reg'd Plan No. 60A00646
in the
NW 1/4, Sec 19, Twp 2, Rge 6, W 2 Mer
BIENFAIT, SASKATCHEWAN
BY C. R. SAKUNDIAK, S.L.S.
AUGUST, 2005
SCALE 1:200

- LEGEND:**
- Measurements are in metres and decimals thereof.
 - Standard Iron Pegs of 20mm has been stamped on an established Standard Iron Pegs.
 - Standard Iron Pegs planted are shown thus:
 - Area to be approved is outlined with a heavy dashed line.
 - All parcels within the line of approval have an extension (unless otherwise shown).



Appendix D - Farmyard Site Combined Purpose Plan

PPS #101881693
Approved: 07-Dec-2005

Descriptive Plan - Type 1

Showing

Surface Subdivision

of part of

Parcel A, Plan No. 101766720 and the

N.W. 1/4 Sec. 19-Twp. 36-Rge. 14-W. 2ndMer.

and

Surface Consolidation

of part of

Parcel A, Plan No. 101766720

with part of

N.W. 1/4 Sec. 19-Twp. 36-Rge. 14-W. 2ndMer.

SASKATCHEWAN

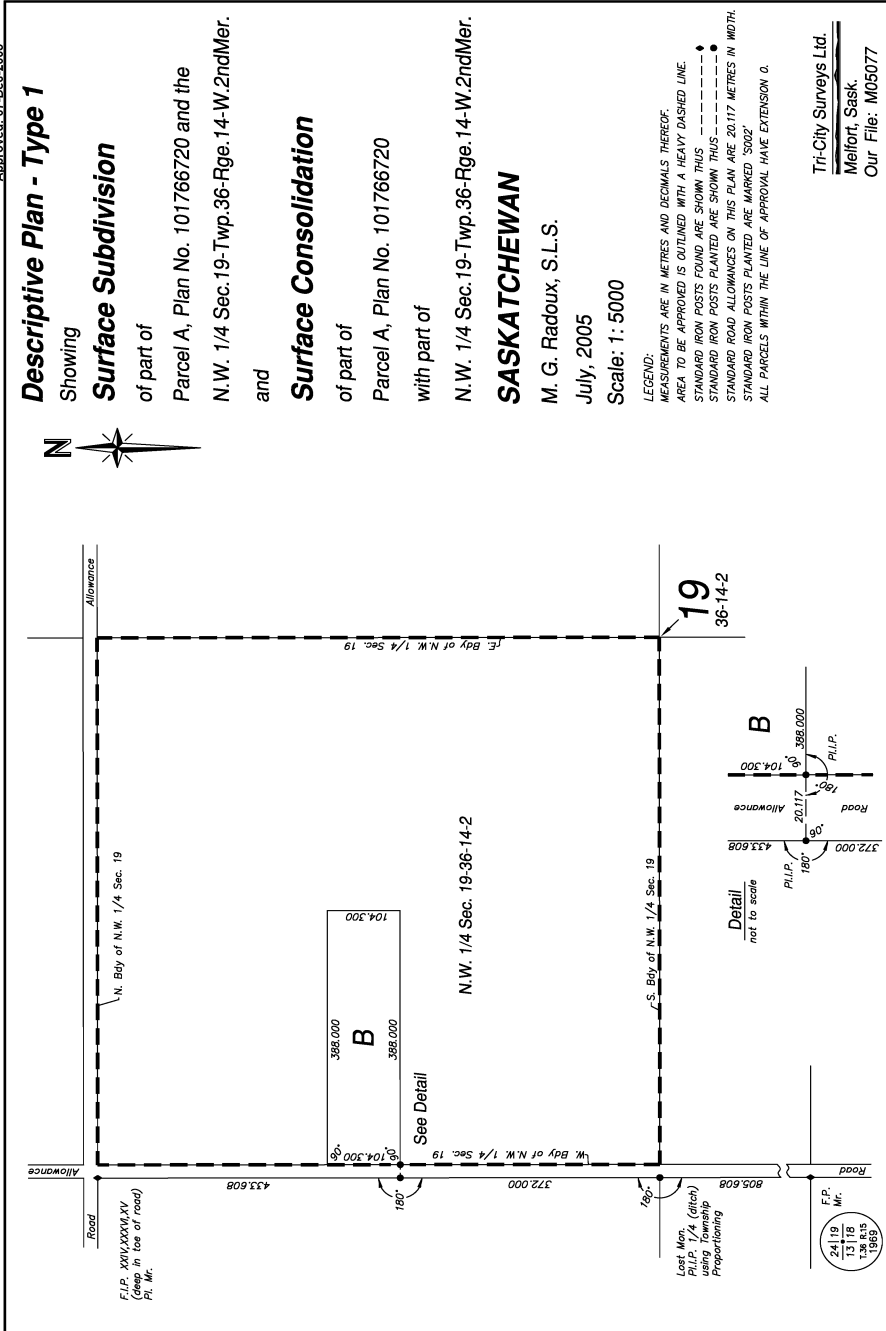
M. G. Radoux, S.L.S.

July, 2005

Scale: 1: 5000

LEGEND:
MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
AREA TO BE APPROVED IS OUTLINED WITH A HEAVY DASHED LINE.
STANDARD IRON POSTS FOUND ARE SHOWN THIS .
STANDARD IRON POSTS PLANTED ARE SHOWN THIS .
STANDARD ROAD ALLOWANCES ON THIS PLAN ARE 30.17 METRES IN WIDTH.
STANDARD IRON POSTS PLANTED ARE MARKED "500".
ALL PARCELS WITHIN THE LINE OF APPROVAL HAVE EXTENSION 0.

Tri-City Surveys Ltd.
Melfort, Sask.
Our File: M05077



Appendix E – Farmyard Site

In this example, the Surveyor stated in the submission letter that monuments could not be found within 1800 metres of the parcel.

PPS #101852391
Approved: 27-Sep-2004

DESCRIPTIVE PLAN - TYPE I
Showing
SURFACE SUBDIVISION
of part of
S.E. 1/4 Sec. 12
Twp. 24 Rge. 11 W.2 Mer.
Saskatchewan
Guy Craig, S.L.S.
March - May, 2004
Scale 1:5000

LEGEND
MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
AREA TO BE APPROVED IS OUTLINED BY A BOLD DASHED LINE.
PARCEL WITHIN THE LINE OF APPROVAL HAS AN EXTENSION O.



Appendix F – Farmyard Site

PPS #101885676
Approved: 23-Feb-2006

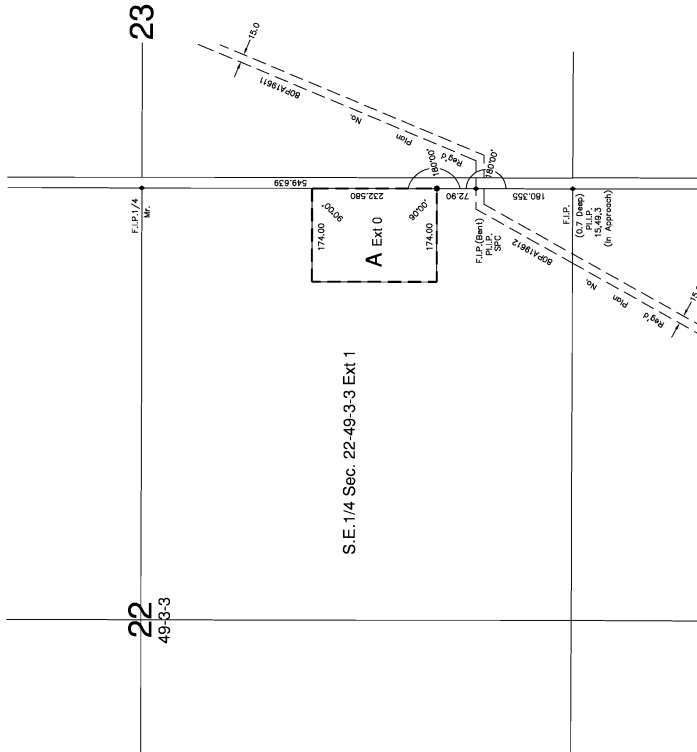
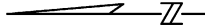
DESCRIPTIVE PLAN - TYPE I showing SURFACE SUBDIVISION

of part of
S.E. 1/4 Sec. 22-Twp. 49-Rge. 3- W 3rd Mer.

SASKATCHEWAN

By: M.E. Putham S.L.S.
May - 2005
Scale 1:5000

- NOTES:**
- AREA TO BE APPROVED IS OUTLINED IN A HEAVY DASHED LINE.
 - MEASUREMENTS ARE IN METRES AND DECIMALS OF A METRE.
 - MONUMENTS FOUND ARE SHOWN THIS -----
 - STANDARD IRON POTS PLANTED ARE SHOWN THIS •
 - MONUMENTS PLANTED OR RE-ESTABLISHED IN THIS SURVEY ARE MARKED WITH UNIQUE I.D. NUMBER "S002".
 - STANDARD ROAD ALLOWANCES SHOWN ON THIS PLAN ARE 20.17 METRES IN WIDTH.



TH-CP Survey Ltd.
S02026-10010105
82/776

Appendix G – Farmyard Site

PPS #101882987
 Approved: 22-Dec-2005

