

October 11, 2011

Plan of Survey (Feature Plans)

NOTE:

This document is a Controller of Surveys Policy manual to be used as a general guideline for the 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.

Table of Contents

Overview	3
Plan Requirements	4
Title Block	4
Plan Information	5
Support Documents	10
Appendix A	12
Appendix B	13
Appendix C	14
Appendix D	15

Overview

Feature plans used for interest purposes, as stated in *The Land Surveys Regulations*, replaces pipelines and easement right of ways prepared under the previous land titles system. Title will not be raised against these plans.

 *NOTE* A Plan of Survey showing Feature Plan must be prepared by a Saskatchewan Land Surveyor.

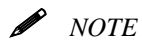
 *NOTE* For additional information on Plan of Survey showing Feature Plans, please contact the ISC Customer Support Team at 1-866-275-4721

For an example plan see Appendix A

Plan Requirements

All Feature Plans should include the following:

Title Block



NOTE

Company names shall not appear within the title block

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

Heading

- Plan Type – Plan of Survey
- Land Layer – Feature
- Plan Purpose – Right of Way or Utility Right of Way (The word “easement” will no longer be acceptable within the title block)
- Reference to all titled parcels affected by the survey (Lot, Block and Plan)
- Location
 - ¼ Sec.- Sec.- Twp.- Rge.- Mer.
 - If contained within an urban municipality, urban name is also required.



NOTE


If the feature is outside or adjacent to an urban limit, the statement “Near (urban name)” is no longer acceptable.

- If within Rural limits, the RM name shall 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 pre-approved by the Controller of Surveys.

Legend

- Area to be approved is outlined with a heavy dashed line.
- The extensions of all parcels affected by this feature are 0 unless otherwise shown.
- Measurements are in metres and decimals thereof.
- Standard Iron Posts planted on Right Of Way boundaries are marked RW or the initial letters of the words composing the name of the company that has the interest in the right of way.
- 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 -----●
- Width of right of way is _____.
- Width of road allowances is _____.

Plan Information

-  **NOTE**
- 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 Sizes*
 - An area of at least 20mm. but no more than 40 mm around all edges of the plan must be kept clear of any information. *Borders*
 - A north arrow must be displayed. *North Arrows*
 - 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 extents of the source parcels must be shown as solid lines and at a standard scale specified in the Title Block section of this document. Where this is not possible, the extents of the source parcel must be shown on a key plan. *Source Parcels*
 - 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 shall be displayed. If the Key Plan is drawn at a non-standard scale, the scale shall **not** be displayed. The notation “Not to Scale” shall **not** be shown on the key plan. *Key Plans*
 - Previously approved feature plans may be omitted from key plan.
 - All previously approved feature plans are shown as dashed lines. Only the limits of the new survey are shown as solid 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. *Previously Approved 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. *Adjacent Parcels*

- All titled boundaries such as quarter lines, legal subdivision lines, source parcels, etc. must be defined by solid lines.

Titled
Limits
- The extension numbers of all parcels affected by the plan must be displayed on the plan.

Extensions
- For abbreviations, see Section 13(1) of *The Land Surveys Regulations*.

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 is **not** required to be drawn to scale. However it must be drawn proportionately so it is very clear as to its survey content.

Details
- Street names must be displayed where portions of urban areas are shown.

Street
Names
- Condominium plans, shown for reference information, should be labeled "Condominium Plan No. ____", with the underlying subdivision plan number shown in brackets.
e.g.: Condominium Reg'd. Plan No. 99RA05654
(Reg'd. Plan No. 96R68343)

Condos
- Any change in direction or width on either limit of the right of way must be defined and tied to the posted limit.

Changes on
ROW Limits
- Only plans approved or approved/pending at the time of the approval of the plan being surveyed are to be shown. If ties are shown to unapproved plans, the plans must be in the Plan Index Tracking System (PITS) and the notation "unapproved" must be shown with the plan number of the unapproved plan.

Approved
Plans
- The area of the right of way shall be shown within each rural surface parcel. (Areas shall not be shown within urban limits or on Utility Right of Ways)

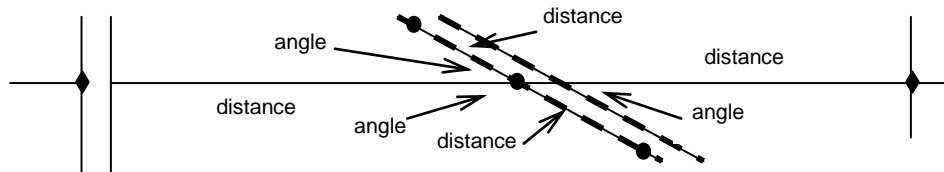
Areas
- Feature right of ways shall not be shown through road parcels or road allowances.

Changes on
Road Limits
- Total deflection angles are required at all monuments. A note may be added to the legend stating, "New Right of Way limits are straight lines unless otherwise shown". This may eliminate the need to show some angles in congested areas.

Deflections

- A sufficient number of angles must be shown at all intersections to clearly indicate whether or not a deflection exists at the intersection. All linear measurements are required in all directions from the point of intersection.

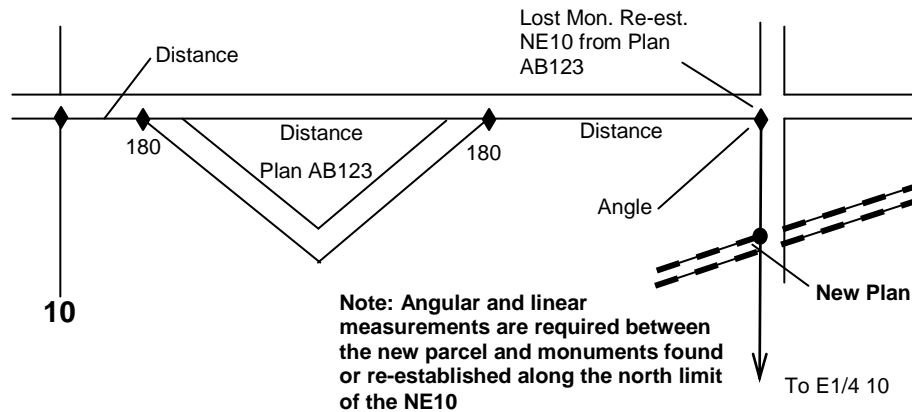
Intersections



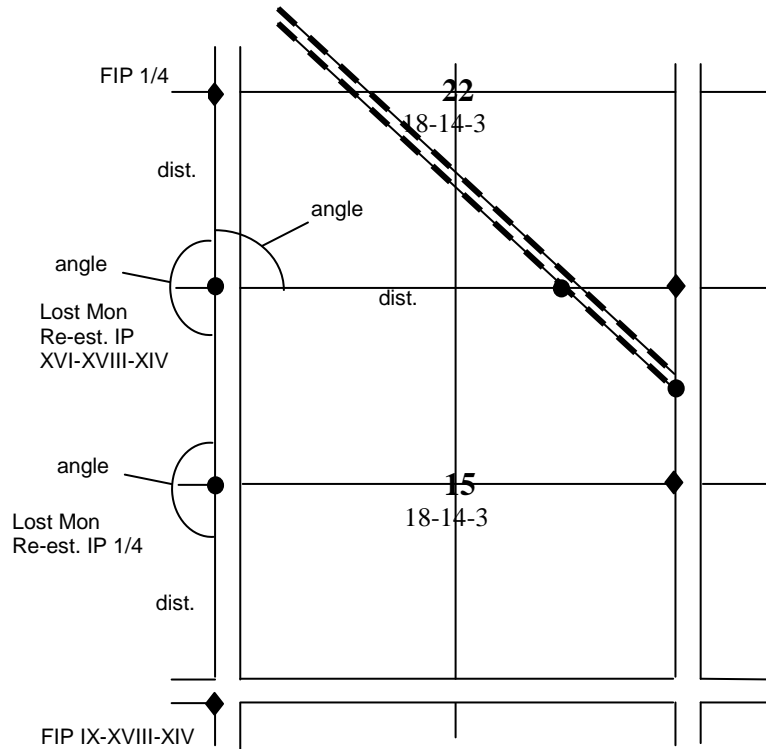
- When it is necessary to re-establish monuments required for the new survey, angular and linear measurements are required from the re-establishment to the new survey.

Connections To Other Surveys

Example A:



Example B:



- For feature right of ways which terminate within the interior of a parcel/quarter section, linear and angular measurements shall be shown from the terminal monument to the nearest found primary or secondary monument. (See Appendix A)

Interior of A Parcel

- Upon approval by the Controller of Surveys, the surveyed line may be shown as a centerline offset within the right of way. In this situation the surveyed line must be shown as a dashed line or if shown as a solid line then separate area designations must be shown on either side of the surveyed line.

Centre Line Offset

If the surveyed line is taken as the center line of the right-of-way then:

- All survey information/measurements shall be related to the surveyed line.
- All angles shall be assumed to be at 90 degrees from the surveyed line unless otherwise shown.

- Monuments are not required on the surveyed line opposite extra widenings or restrictions if they are within 100 metres of another monument on the surveyed line. However, sufficient measurements shall be shown to give the relationship between the monument and the extra widening and/or restriction.

Support Documents

- Certification of Surveyor (Please note that the plan title block must reflect what is shown on the Certification of Surveyor. This links the certification with the plan. *Surveyors Certificate*

- Letter of submission/Surveyors report is optional but may speed-up the examination process. *Submission Letter*

- Community Planning Approval/Affidavit as stated under *The Planning and Development Act, 2007* is required for the following situations; *CPA or Affidavit*
 - Any feature plan for a transmission line requires Community Planning Approval if it is within 5 kms. of a city or 2.5 kms of a town, village, Hamlet or organized hamlet. An Affidavit is required if it is outside 5 kms. of a city or 2.5 kms of a town, village, Hamlet or organized hamlet. The affidavit must include a statement that “the municipality has been advised in writing of the intent to submit the plan to the Controller of Surveys.” *Affidavit C*

 - Any feature plan for a collection line, distribution line or service connection requires an Affidavit. The affidavit must include a statement that “the municipality has been advised in writing of the intent to submit the plan to the Controller of Surveys.” *Affidavit B*

 - Any feature plan for a joint use agreement, access agreement, encroaching agreement, etc. may not require Community Planning Approval or an affidavit, however, a letter is required from the approving authority stating that no approval or affidavit is required. *Letter from Approving Authority*

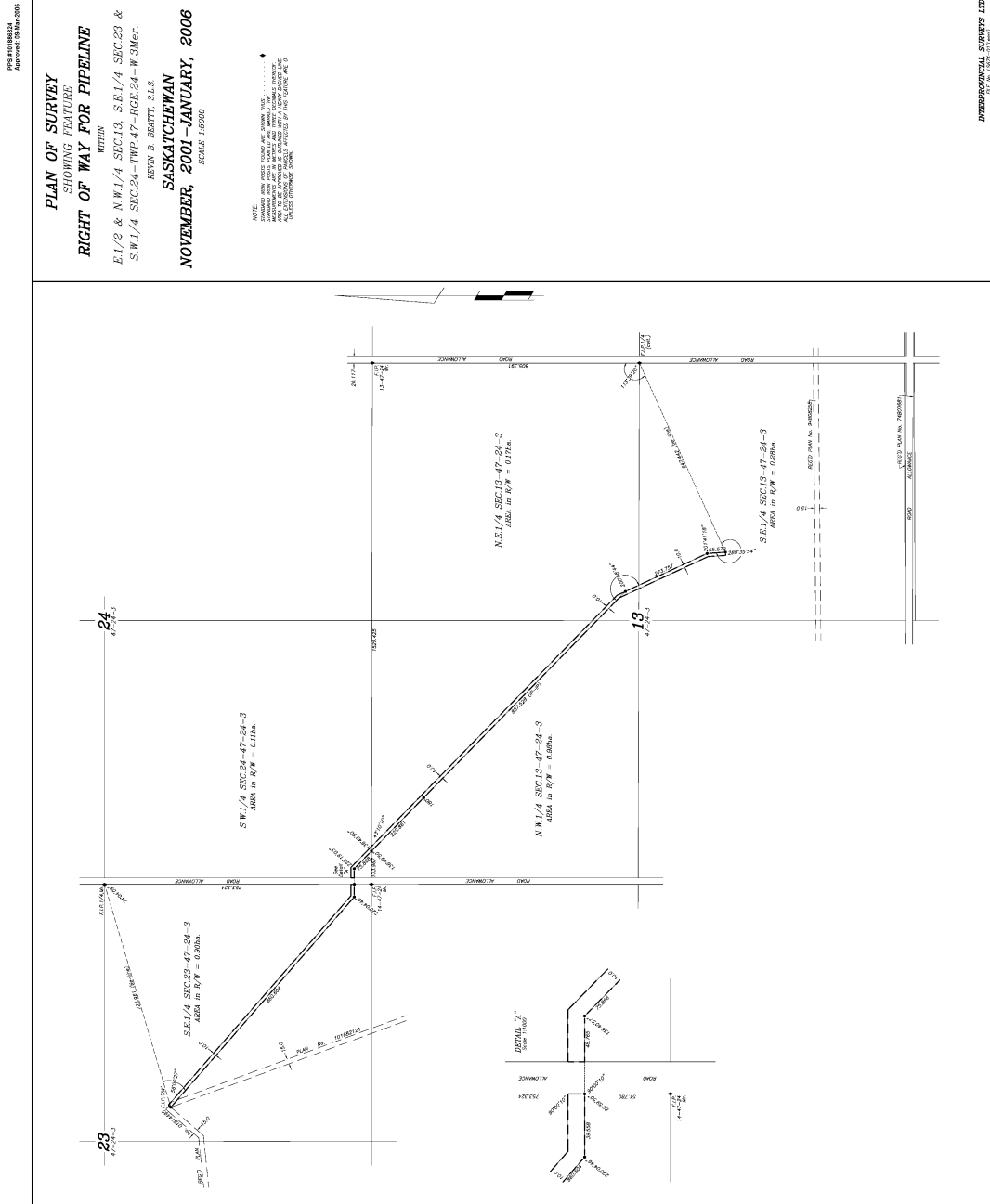
 - Any surface lease over 10 years requires Community Planning Approval. *Surface Lease Over 10 Years*
 - If the surface lease is under *The Northern Municipalities Act* (north) and road allowances, road parcels, streets, lanes, etc. are being affected, consent from Highways and Transportation is also required.

 - If the surface lease is under *The Municipalities Act* (south) and road allowances, road parcels, streets, and lanes, etc. are being affected, Community Planning Approval is sufficient.

- Surfaces leases under 10 years do not require Community Planning Approval or Affidavit but the submitting letter must state that the lease is for less than 10 years.

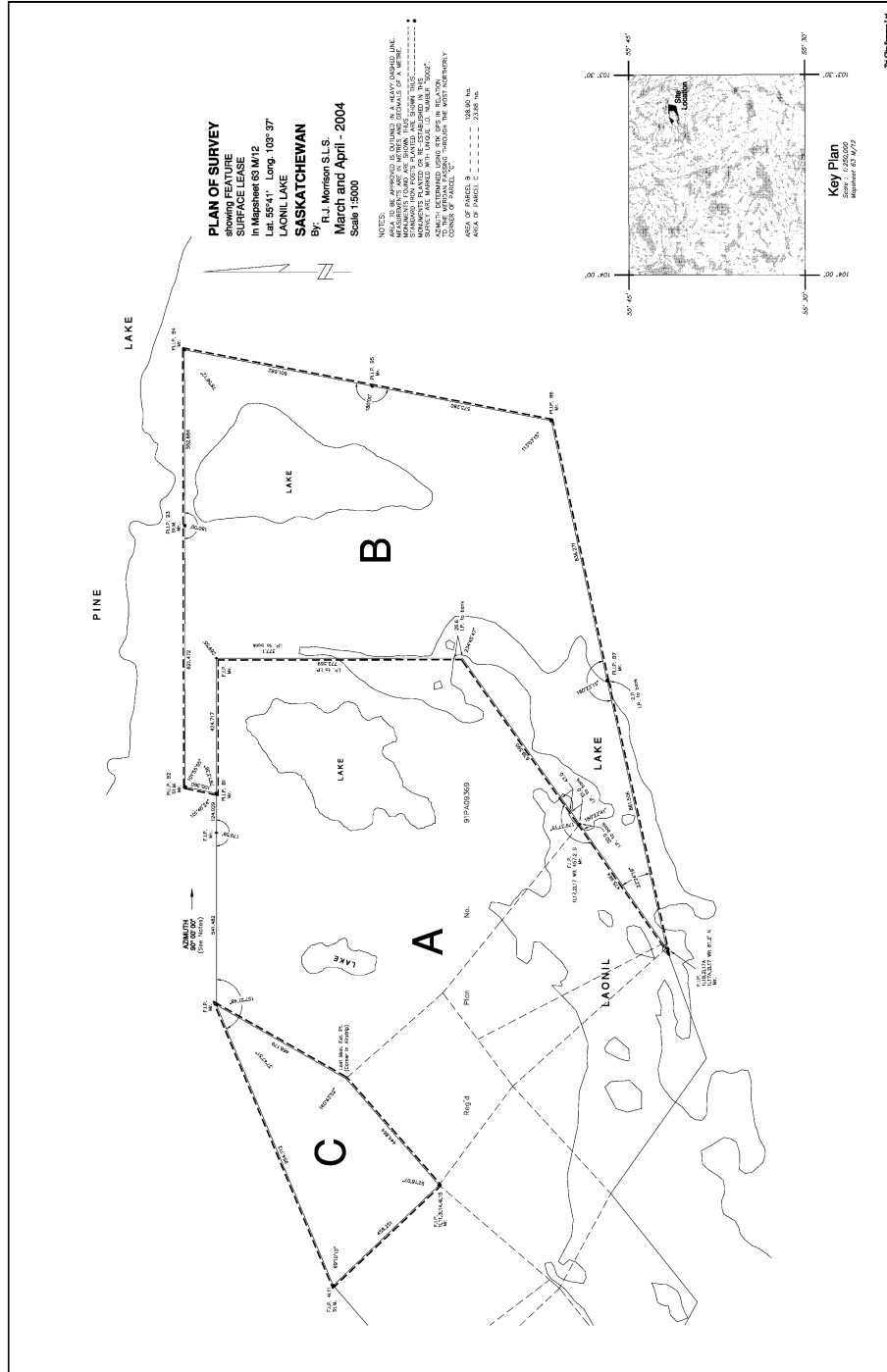
*Surface
Lease
Under
10 Years*

Appendix A



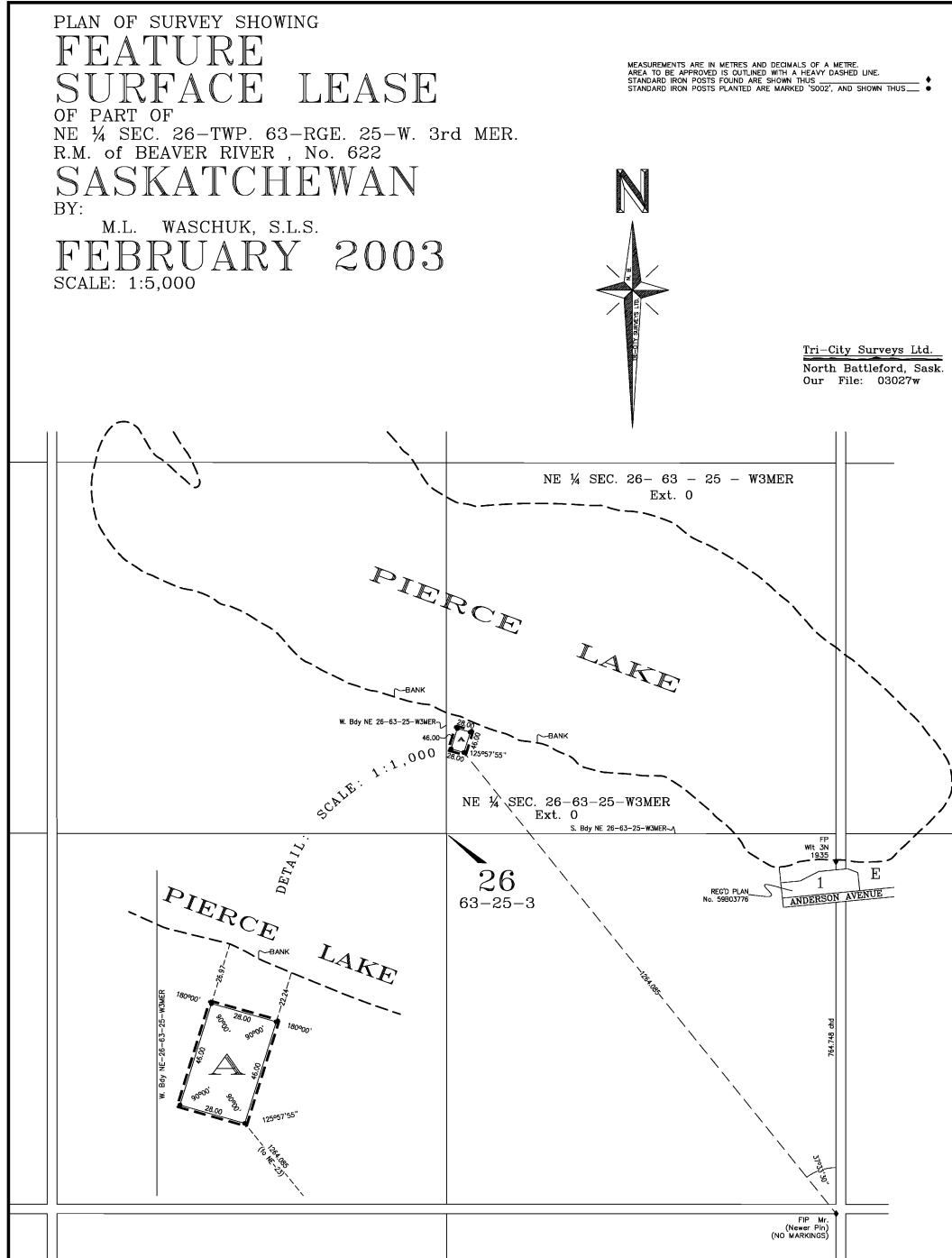
Appendix B

PROBATIONARY
APPROVED 01/20/05



Appendix C

PPS #101793337
Approved: 03-Oct-2003



Appendix D

PPS #101894205
Approved: 22-Jun-2006

