

March 3, 2009

# *Plan of Survey*

**(Surface/Mineral Subdivision 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.*

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# Overview

Surface subdivision plans, as stated in *The Land Surveys Regulations*, show the division of land into surface parcels. Mineral subdivision plans, as stated in *The Land Surveys Regulations*, show the division of land into mineral parcels.

Both mineral and surface subdivision plans are drawn in the same format with the exception that the Title Block shall specify which layer will be affected (Surface or Mineral).

- ✍ NOTE *A Plan of Survey showing Surface or Mineral Subdivision shall be prepared by a Saskatchewan Land Surveyor.*
  
- ✍ NOTE *For additional information on Plan of Survey showing Surface/Mineral Subdivision plans, please contact the ISC Customer Support Team at 1-866-275-4721.*

***For example plans see the Appendix section of this document.***

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# 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 shall 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 are the exception. They cannot be combined with any other plan type or land layer.**

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

- To create a new subdivision by plan of survey and consolidate the remainder of a parcel by Descriptive plan II.
- To create new subdivisions by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I.
- 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 shall 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) shall be shown next. Then each plan purpose shall be listed in order of its hierarchy.

The line of approval shall include all new parcels.

**An example of a plan showing a combined purpose (in this case, Surface Subdivision and Consolidation) is shown in Appendix A.**

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# Plan Requirements

All Subdivision Plans should include the following:

## Title Block

 **NOTE** Company names cannot 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 – Surface or Mineral
- 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. This could include the names of a city, town, village, hamlet or any recognized community within a rural municipality. Any new-dedicated lands shown on the plan would have title issued to this urban municipality unless otherwise stated on the plan.

 **NOTE**

If the subdivision is outside or adjacent to an urban limit, the statement “Near (*urban name*)” is not acceptable.

- If within Rural limits, the RM name and Number shall be displayed. Any new-dedicated lands shown on the plan would have title issued to this RM unless otherwise stated on the plan.
- 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 - shall 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.
- 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.
- The unique identifier number of S (number) for the survey firm has been stamped on all established standard iron posts.
- 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 -----●
- Control Survey Monuments are shown thus-----▲
- Control Survey Reference Monuments are shown thus-----△

## Plan Guidelines

### NOTE

- If reference is made to “Monuments found (or planted)” in the legend, then all monuments shown on the plan shall 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 shall 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 shall be kept clear of any information. *Borders*
- A north arrow shall be displayed. *North Arrow*
- 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 shall be in the Land Surveys Directory and the notation “unapproved” shall be shown with the plan number of the unapproved plan. *Unapproved Information*
- The area to be approved shall be outlined by a heavy dashed line and a note to that effect shall appear in the legend. *Approval Line*
- The full extent of the source parcels shall be shown as solid lines and at a standard scale specified in the Title Block section of this document. If this is not possible, the extent of the source parcel shall be shown on a key plan. *Source Parcels*

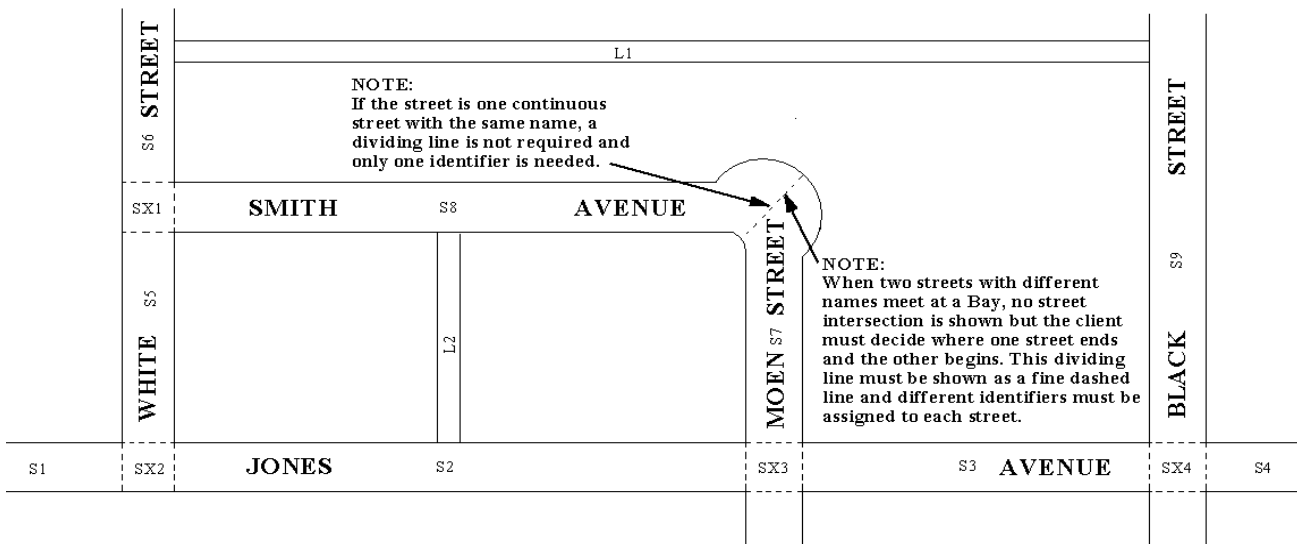
- Key Plans should be drawn to scale. If they are drawn to a standard scale as specified in the Title Block section of this document, the scale shall be displayed. If the Key Plan is drawn at a non-standard scale, the scale shall **not** be displayed. The notation “Not to Scale” shall **not** be shown on the key plan. *Key Plans*
- All road allowances shall be shown as solid lines. *Road Allowances*
- All Feature Plans are shown as dashed lines on the plan proper. Feature plan limits do not have to be shown in the key plan. *Feature Plans*
- Easement Instruments or registered interests shall not be shown on the new plan unless they are represented by a plan within the Land Surveys Directory. *Registered Interests*
- Portions of all parcels immediately adjacent to the line of approval shall be shown to give a geographical location of where the plan is located. *Adjacent Information*
- All titled boundaries such as quarter lines, legal subdivision lines, source parcels, etc. shall be defined by solid lines. *Titled Boundaries*
- The legal land description along with a new extension number shall be displayed for all the remaining portions of the source parcels. *LLD's*
- 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 does not have to be drawn to scale. However it shall 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 shall have a parcel or lot identifier, usually shown as a letter(s) or number(s). However some identifiers require a combination of both. These include the following:
  - Streets - S#
  - Street Intersections – SX#
  - Lanes – L#
  - Public Reserves – PR#
  - Municipal Reserves – MR#
  - Walkways – W#
  - Environmental Reserves – ER# (a note shall be shown on the plan stating where title to the ER will be issued)
  - Buffer Strip - PB# (Title issued to Crown)
  - Buffer Strip – MB# (Title issued to a municipality)

**NOTE**

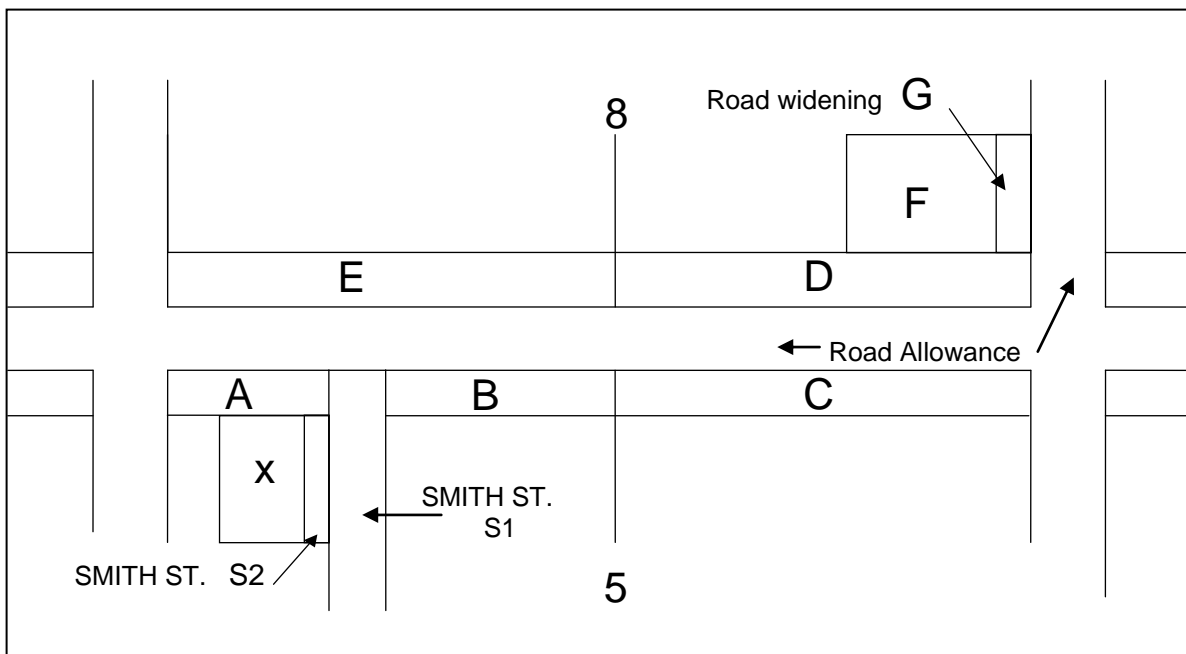
**Every effort shall be made so as not to duplicate Parcel Identifiers within the quarter section or Block/Parcel.**

- When dedicated lands, such as MR, ER & MB, are created in the name of a municipality (urban or rural), the name of that municipality shall be displayed on the plan as stated in *The Dedicated Lands Regulations*. In most cases the name would be displayed in the title block.
- When streets, street intersections and lanes are created, the resulting parcels shall be assigned unique identifiers as mentioned above. The street intersections are shown as fine dashed lines and the ends of lanes are closed off with solid lines. If a street is continuous but the street name changes at a designated dividing line, the client shall indicate this dividing line on his plan with a fine dashed line and assign unique street identifiers to the parcels on both sides of the dividing line.



- Road widenings on subdivision plans shall be given a parcel identifier. If the new road widening is adjacent to a street, it is considered an extension of that street so it should be given an identifier of S#. The road widening shall also be labeled with the street name. If the new road widening is adjacent to a road allowance or road plan it is considered an extension of the road and therefore should be given a parcel designator of A, B, C, etc. or G as shown below. Road widenings on any plan other than a road plan shall be labeled “**Road Widening**”.

 *NOTE In some cases Services Roads can have a parcel designator.*



- Street names shall be displayed where portions of urban areas are shown.
- Condominium plans, shown for reference information, should be labeled “Condominium Plan No. \_ \_ \_ \_” with the underlying subdivision plan number shown in brackets.  
e.g.: Condominium Plan No. 99RA05654  
(Plan No. 96R68343)
- A note identifying the nature (size) of the monuments used to mark lot corners shall be shown. (This could be shown in the legend.)
- The perpendicular width of all roads, streets and lanes affected by the new survey shall be shown.

*Street Names*

*Condo's*

*Lot Corner Monuments*

*Widths of Roads*

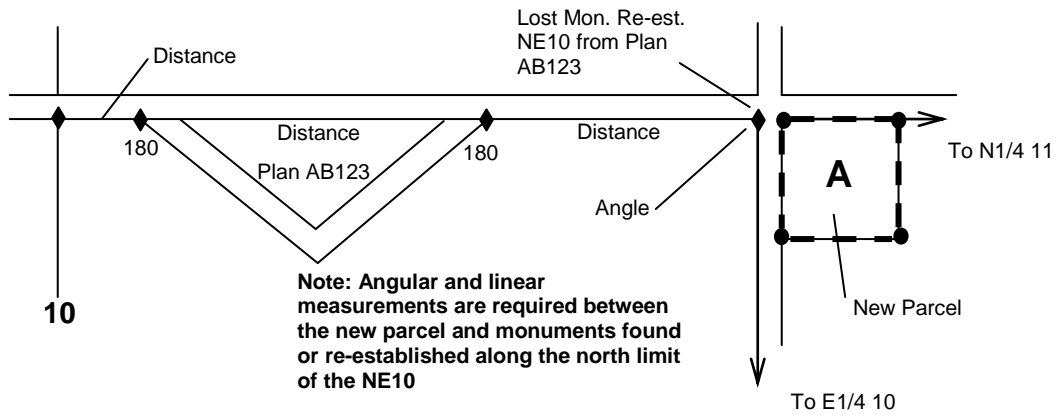
- When railway right of ways or railway station grounds form part of the source parcel, the centerline of the railway is not required. However, if the centerline is shown it shall be shown as a faint dashed line so as not to be confused with the heavy dashed approval line.
- Angular and linear measurements shall be shown for each new boundary.
- 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.

Railways

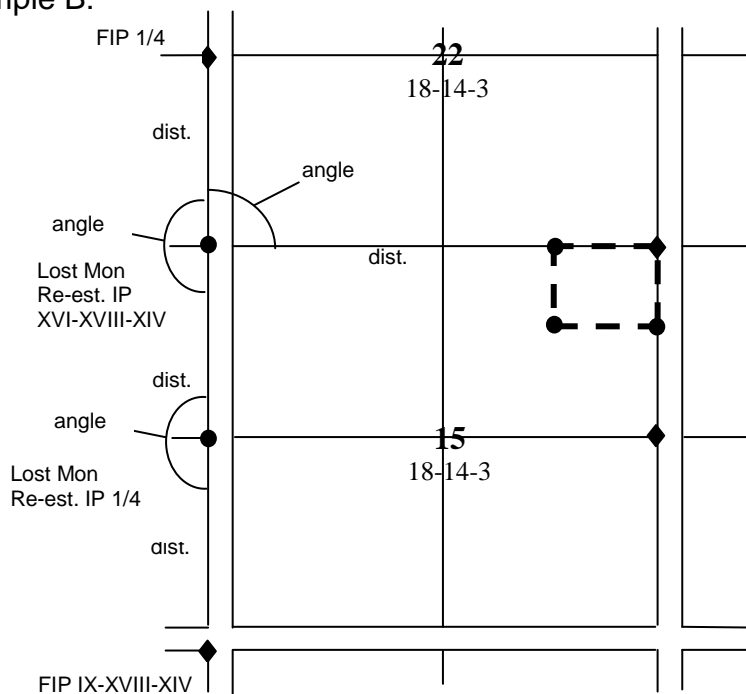
New Boundary

Connections To Other Surveys

Example A:

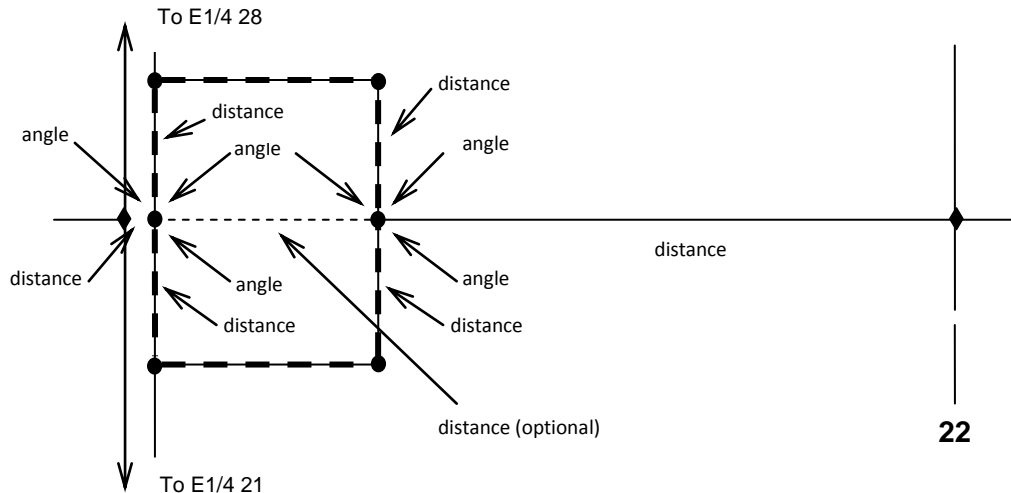


Example B:



Intersections

- A sufficient number of angles shall be shown at all intersections to clearly indicate whether or not a deflection exists at the intersection. Linear measurements are required in all directions from the point of intersection. A linear measurement inside the line of approval is optional.



- Total overall distances may be shown along the surveyed perimeter boundaries of the subdivisions being dealt with.
- Water boundaries shall be designated clearly and concisely on the plan. Where the bank is taken as the boundary, the bank shall be determined as defined in Section 32 of *The Land Surveys Regulations*, except where applicable legislation, judicial decisions or existing rights are to the contrary.
  - Where title is based on the bank, the bank shall be plotted as shown in GIS or according to the township Plan referred to on the pre-converted title. A note shall be shown on the plan stating “The bank is taken as the boundary. For the definition of bank, see Section 32 of *The Land Surveys Regulations*”.
  - A note shall be added to the plan, adjacent to the bank, to clearly indicate the method used to establish the bank. e.g.: “The bank was plotted from Township Plan dated \_\_\_\_\_” **or** “The bank was plotted from 1:60,000 Aerial Photography (Photo ISC 80482-033 L-16)”.

Perimeter Distances

Water Boundaries

- More than one subdivision may be shown on a plan. They do not have to be adjacent to each other but the client shall be aware that all parcels created and shown on the Transform Approval Certificate shall be titled at the same time. (See Appendix C)

Multiple  
Subdivisions

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# Support Documents

## Mineral Subdivision

- Certification of Surveyor. Note: the plan title block shall be displayed on the Certification of Surveyor. This links the certification with the plan.
- Letter of submission/Surveyors report detailing any unusual circumstances or problems related to the survey.

## Surface Subdivision

- Certification of Surveyor. Note: the plan title block shall be displayed on the Certification of Surveyor. This links the certification with the plan.
- Letter of submission/Surveyors report detailing any unusual circumstances or problems related to the survey.
- Community Planning Approval/Affidavit as stated under *The Planning and Development Act, 2007*. The approval shall be valid on the day the plan is approved for the creation of the Transform Approval Certificate.
- For further information please see Community Planning Approval pursuant to The Planning & Development Act, 2007 document on the ISC Website ([www.isc.ca](http://www.isc.ca) - Home / Geomatics / Plan Processing / Plan Preparation Documents).

### Documentation required when subdividing Dedicated Lands:

- See Dedicated Land document on the ISC Website ([www.isc.ca](http://www.isc.ca) - Home / Geomatics / Plan Processing / Plan Preparation Documents).

## Closure of roads, streets, lanes, etc.

See Permanent Road Closure document on the ISC Website ([www.isc.ca](http://www.isc.ca) - Home / Geomatics / Plan Processing / Plan Preparation Documents).

# Appendix A

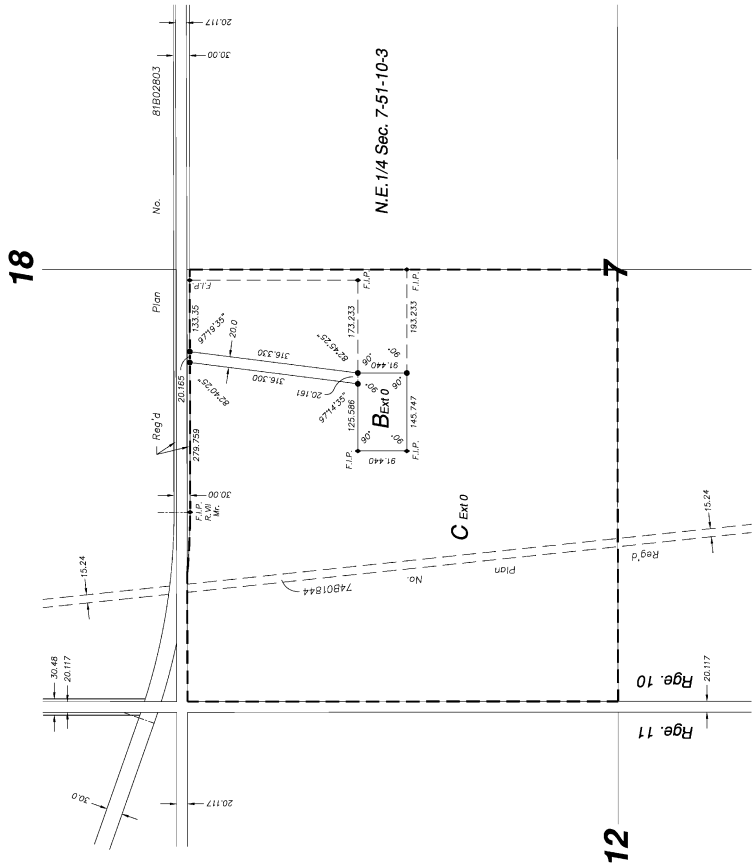
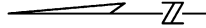
PPS #10187352  
Approved: 29-Sep-2005

## PLAN OF SURVEY

showing  
SURFACE SUBDIVISION of part of  
Parcel A, Plan 101758934  
and part of  
N.W. 1/4 Sec. 7-Twp. 51-Rge. 10- W 3rd Mer.  
and SURFACE CONSOLIDATION of part of  
Parcel A, Plan 101758934  
and part of  
N.W. 1/4 Sec. 7-Twp. 51-Rge. 10- W 3rd Mer.

## SASKATCHEWAN

By: M.E. Putnam S.L.S.  
August - 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.
- CONDUITS FOUND ARE SHOWN THUS: ---
- STANDARD IRON PILES PLANTED ARE SHOWN THUS: •••
- STANDARD IRON PILES FOUND ARE SHOWN THUS: •••
- SURVEY ARE MARKED WITH UNCLE T.O. NUMBER "5002".

Tri-City Surveys Ltd.  
302509\_Line.dwg  
5/27/05

# Appendix B

PPS #1068837  
Approved: 30-Mar-2006

## Wascana View

### PHASE IX STAGE IIC

PLAN OF SURVEY  
SHOWING

SURFACE SUBDIVISION

OF PART OF  
S.E. 1/4 SEC.10, TWP.17, RGE.19, W.2Mer.

REGINA, SASKATCHEWAN

BY: R.P. PATTISON, S.L.S.

FEBRUARY - MARCH, 2006

SCALE 1 : 1000

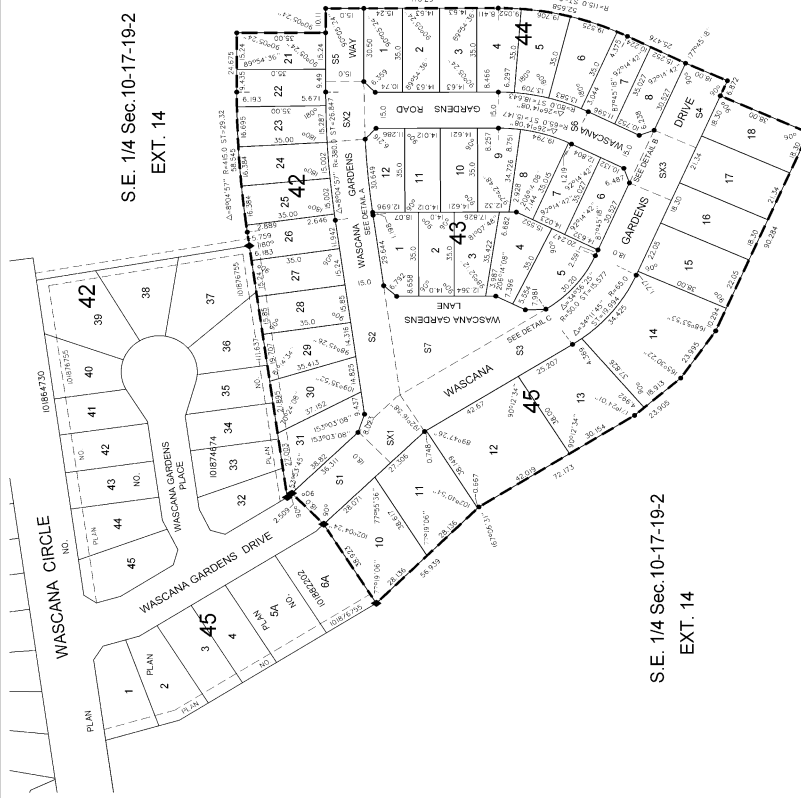


- NOTE:
- Measurements are in metres and decimals thereof
  - All bearings are true unless otherwise stated
  - All bearings are rounded to 5 decimal places
  - Standard from points found are shown thus:
  - Locations marked by 0.013 x 0.450 from points unless otherwise shown

KEY PLAN

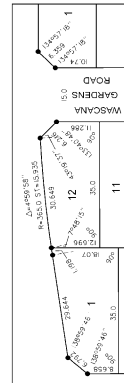


S.E. 1/4 Sec.10-17-19-2  
EXT. 14

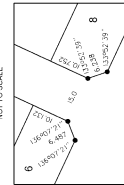


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EXT. 14

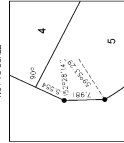
DETAIL A  
NOT TO SCALE



DETAIL B  
NOT TO SCALE



DETAIL C  
NOT TO SCALE



HARDING BOSS & McLEOD SURVEYS LTD.  
FILE NO. 159-1951  
Saskatoon, Saskatchewan



