

Subdivision Plan Checklist

Date: _____

File: _____

1. Title Block:

Heading

- Plan Type** (Plan of Survey, Descriptive Plan Type I or Descriptive Plan Type II)
- GIS Layer** (Surface)
- Plan Purpose** (Subdivision, Consolidation, etc.)
- Parcels affected** (Reference to Legal Land Descriptions of parcels affected by the new survey)
- Location** – ¼ Sec. – Sec. – Twp. – Rge. – Mer.
 - Urban name, if within urban municipality
 - RM name, if in rural municipality (optional)
 - Saskatchewan
- Who prepared the plan** (Surveyors name)
- Date of Survey**
- Scale**

Legend

- Standard road allowances on this plan are ____ metres in width.
- Measurements are in metres and decimals thereof.
- The Unique Identifier of S (number) has been stamped on all established standard iron posts.
- Area to be approved is outlined by a heavy dashed line.
- All parcels within the line of approval have an extension 0 unless otherwise shown.
- Standard Iron Posts planted are shown thus.....•
- Standard Iron Posts found are shown thus.....♦
- All lot corners, not marked by a standard post, are marked by 0.013 X 0.450 small iron posts.
- If water boundaries are shown, a statement is required as to how the banks were plotted unless it is clearly from an existing plan of survey
- The bank is taken as the boundary, for definition of bank see Section 32 of *The Land Surveys Regulations, 2000*.

2. Plan Proper

- Plan does not exceed maximum size
- Required border space for approval number
- Plan is drawn to an allowable scale
- North arrow
- Approval line
- Full extents of source parcels shown or Key Plan
- Road Allowances shown as solid lines
- Referenced feature plans shown as dashed lines
- Parcels shown adjacent to survey for geographical location
- All title boundaries shown as solid lines
- Dashed radial lines shown at beginning and ends of each curve
- Angles shown to all radial lines not at 90 degrees
- Referenced condominium plans labeled properly
- All LLD's with new extension numbers shown for remaining portions of source parcels. Extension numbers are not required if shown in the legend.
- All new parcels, including street, lanes and street intersection, have parcel or lot identifiers
- All street names are displayed
- A note is shown adjacent to bank to indicate how bank was plotted unless it is clearly from an existing plan of survey
- Bank traverse shown
- Arrow showing direction of water flow on rivers or streams
- Perpendicular widths of all roads, streets and lanes within the line of approval are shown twice along each course
- All angular and linear measurements shown to each new boundary
- All angular and linear measurements shown at each connection to an existing surveyed line. (Exception for Right of Ways intersecting Right of Ways)

Support Documents

- Certificate of Surveyor (agrees with the heading of the plan)
- Letter of submission/Surveyors report

- Municipal bylaw/resolution
- Municipal consent
- Planning Approval/Affidavit
- Highways Notice of road closure
- Highways approval
- Highways consent
- Resolution for cancellation from condo owners
- Form EE – Notice of termination of condo status
- Execution of the Developer
- Certificate of Local Authority
- Address of Service of the Corporation
- Form Q (Amending Instrument)
- Form R (Certificate of Consent)
- Evidence Sheet

4. Other issues:

- Discrepancies with other licensed Land Surveyors have been resolved
- GIS (Display Map) reviewed and existing boundaries (including water boundaries) agree with adjacent information shown on plan
- Mathematical checks and closures are within tolerances
- Discrepancies between Planning Approval and plan proper resolved by:
 - Deviation
 - Letter of submission/Surveyors report states that the Planning Authority agrees that a deviation is not required
- All survey procedures have been verified
- Any unusual circumstances associated with the plan have been reported in the submitting letter/Surveyors report

Checked by:

Draftsperson _____

Saskatchewan Land Surveyor _____