

Surveyors Plan Examination Checklist

Date: _____

File: _____

1. Title Block:

Heading

- Plan Type** (Plan of Survey, Descriptive Plan Type I or Descriptive Plan Type II)
- GIS Layer** (Surface, Mineral or Feature) (GIS layer is listed before plan purpose)
- Plan Purpose** (Subdivision, Right of Way, Consolidation, etc.)
- Parcels affected** (Reference to Legal Land Descriptions of parcels affected by the survey) new
- 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.
- Measurements are in metres and decimals thereof and are copied. (DPII plans)
- 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 (Surface or Mineral).
- The extensions of all parcels affected by this feature are 0 unless otherwise shown (Feature).
- New Right of Way limits are straight lines unless otherwise shown (Feature).
- Standard iron posts established along the right of way limit are marked __ and shown thus•.
- Width of right of way is __ 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*.
- Control Survey monuments and number (found or planted) are shown thus ----- ▲ (number) (un-subdivided areas)
- Photo Control points are shown thus ----- ⊕ (un-subdivided areas)
- All positions are relative to Control Monument (number) (un-subdivided areas)

List of Coordinates (un-subdivided areas)

- A chart showing the NAD83 Latitude and Longitude coordinates, UTM coordinates and zone and heights for all geodetic points of the survey, and for survey monuments directly connected to the geodetic points.
- A chart showing the adjusted NAD83 Latitude and Longitude coordinates and UTM coordinates and zone for all photo identifiable points used for control.
- A statement indicating that the coordinates are current as of a specific date.

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
- All 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 that are 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 streets, lanes and street intersections, 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)
- Areas are shown within each source parcel (Roads and Right of Ways)

3. 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 Sheets

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
- Any unusual circumstances associated with the plan have been reported in the submitting letter/Surveyors report

Checked by:

Draftsperson _____

Saskatchewan Land Surveyor _____