

 <b>Information Services Corporation</b>	<b>POLICY AND PROCEDURE</b>	<b>Number</b> <b>GO-06/001</b>
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<b>Owner/Manual</b> <b>Surveys and Mapping</b>	<b>Section</b>	<b>Last Revision</b>
<b>Policy Name</b> <b>Guidelines for Change Orders</b>	<b>Effective Date</b> <b>February 28, 2006</b>	<b>Revised Date</b>
<b>Policy Statement:</b>  Plan corrections and amendments may be made to approved plans in accordance with Sections 41 and 42 of <i>The Land Surveys Act, 2000</i> . The following guidelines should further clarify the requirements necessary to correct and amend approved plans. <ul style="list-style-type: none"> <li>➤ ISC will review all applications for plan corrections or plan amendments on a case-by-case basis and determine whether or not to proceed with the correction. In some cases, if the number of changes is too large, it may be necessary for the client to cancel the plan and submit a new one showing the correct information.</li> <li>➤ All fees will be waived for any Change Order, requested in accordance with Section 41 of <i>The Land Surveys Act, 2000</i>, that applies to a plan that was surveyed by a Saskatchewan Land Surveyor who no longer holds a valid license to practice under the provisions of <i>The Land Surveyors and Professional Surveyors Act</i>.</li> <li>➤ Change Orders will not be performed on abandoned, cancelled, or filed plans.</li> <li>➤ Change Orders will not be used to change the graphical boundaries of parcels shown on plans. (i.e. move lines) However, in some cases, a width of a parcel, ROW, etc. may be amended slightly as long as the lines do not have to move. Exceptions may also be made for Metes and Bounds Plans. Metes and Bounds Plans are copies of pre-conversion titles that have been assigned a plan number and are stored in the Land Surveys Directory.</li> <li>➤ Change Order requests in accordance with Section 41 of <i>The Land Surveys Act, 2000</i> must be requested by a Saskatchewan Land Surveyor.</li> <li>➤ Change Orders requested in accordance with Section 42 of <i>The Land Surveys Act, 2000</i> requesting LLD changes may be submitted by a representative of the municipality and must be accompanied with a copy of a passed bylaw indicating the required change.</li> <li>➤ Street name changes will only be completed to the plan that created the street. None of the subsequent plans showing the street name as a reference will be changed. An hourly fee may be applied (upon approval by the Manager of Surveys) if a large number of plans require the street name change.</li> </ul>		

*Note: In some cases, there may not be enough information available to amend a plan. In these situations, a detailed report should be submitted as a PPS Packet through the ISC E-business Services Centre listing the problem areas and Primary Section corners that may be affected by the problem. On the Plan Processing Request page of the packet submission, enter "1" for the "Total Plans Submitted" and complete the packet as you would for any other plan submission. The report will be entered into the Land Surveys Directory as an Inspection Plan. The report will be given a nine-digit plan number and reviewed by an examiner. Once approved, the report will be accessible on the ISC website for any future searches of these areas. When the problem is resolved, the Inspection Plan (report) will be removed from the ISC website.*

*\*\*\*There is no fee for submitting Inspection Plans.*

**Purpose:**

The Controller of Surveys is responsible for the maintenance of the provincial survey system and the LAND Surveys Directory. By waiving the fee for Change Orders in certain situations it is expected that our clients will be encouraged to submit applications for plan corrections in order to assist in the maintenance of the provincial survey system.

**Approved By:**

**Name:** *Ed Desnoyers, Controller of Surveys*

**Signature:**

**Date:** *February 28, 2006*