



October 4, 2014

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.

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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

For more information see the “*Saskatchewan CAD File & Georeferencing Specifications*” along with the “*Drafting Requirements for the Preparation of Plans*” on the ISC website.

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;
 - 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*

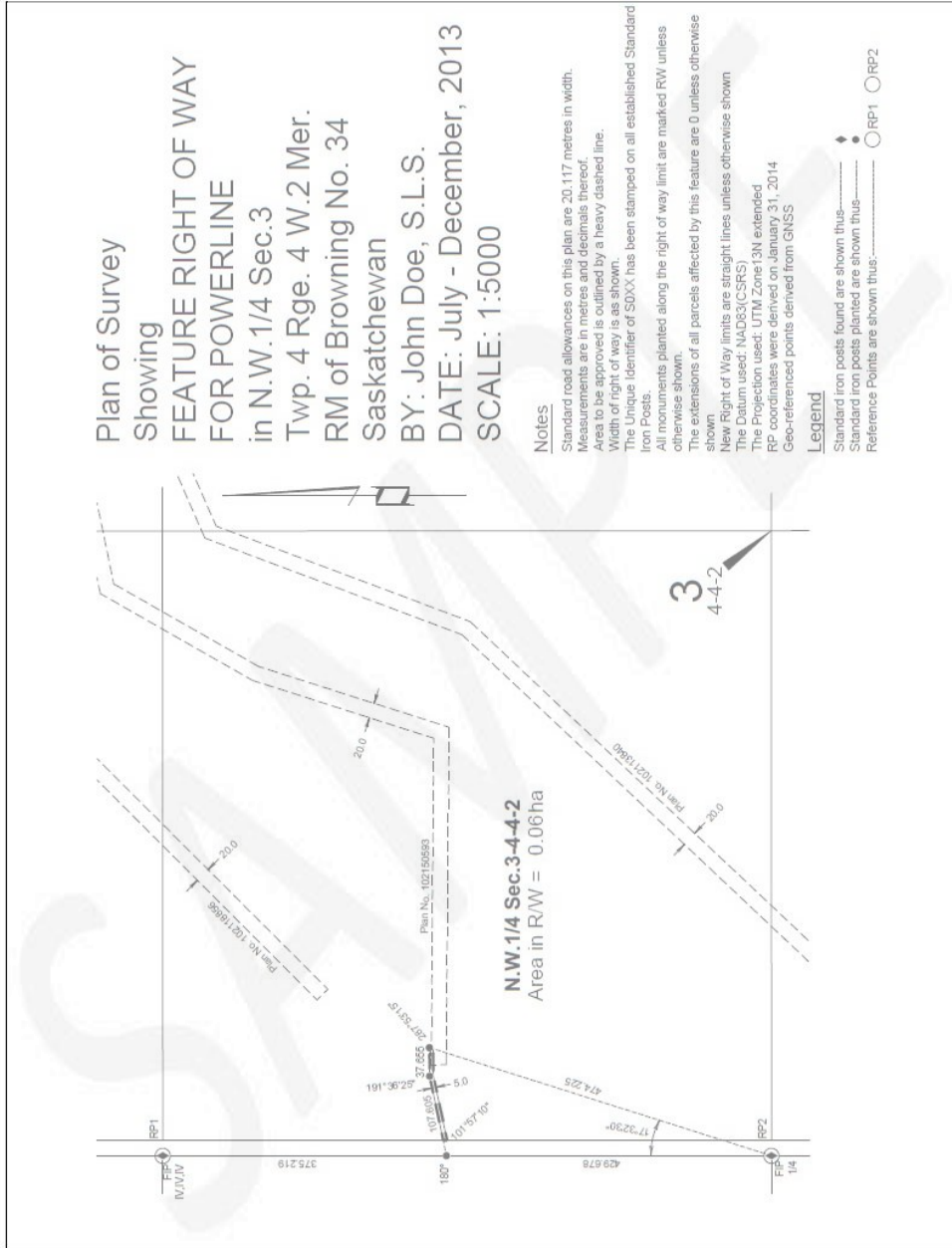
- Any surface lease over 10 years requires Community Planning Approval.
 - If the surface lease is under *The Northern Municipalities Act* (north) and road allowances, road parcels, streets, lanes, etc. are being affected, consent from Highways and Transportation is also required.
 - If the surface lease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

*Surface
Lease
Under
10 Years*

For an example of Feature Surface Lease see Appendix B.

Appendix A



Appendix B

