

## Bulletin 2024-04

## Land Titles Act

**Date: June 4, 2024**

## ePlans and LT+ Applications

Land Surveyors have found ePlans to be faster and more convenient than filing hard copy plans, and as a result, the use of ePlans has now expanded to include reference plans prepared in support of an Application for Absolute Title. Some modifications to the ePlan format and LTplus process are required to allow this improvement.

### Survey and Plan Readiness

The [LTCQ to LT+ Client Guide](#) uses the term “draft reference plan” to describe the plan prepared to illustrate the land under the application together with all its appurtenant and servient interests. While the plan is draft in that it has not been filed in the land registration system, the requirement in the Client Guide is for the plan to accompany the Notice of Application for Absolute Title to be complete, in final form, and ready for immediate deposit. There is no pre-approval for the draft reference plan prior to the registration of the Notice of Application for Absolute Title. The land registration system relies on the solicitor and surveyor to work together through the Notice process and ensure that the draft plan used in the Notice meets the requirements as set out in the Client Guide.

### ePlans

At the time of deposit of an ePlan, the certificate of deposit is completed by the land registration system. As such, a draft reference plan prepared in the ePlan format (a 'Draft ePlan') will not specify the name of the Land Registry Office. To provide clarity for those parties to be served with the Notice of Application for Absolute Title, the Draft ePlan that accompanies the Notice must include a statement below the Plan Schedule in the following format:

Land in this plan is in Land Registry Office No. <insert number.>

A PDF of the final, undeposited version of the Draft ePlan must accompany the pre-approval package for an Application for Absolute Title for review. Any suggested changes will be provided by the representative for the land registrar who has carriage of the request to the Applicant's land surveyor by email.

Once the Draft ePlan is approved by the representative for the land registrar, she/he will direct the land surveyor to submit a request through the OnLand.ca website for a plan pre-approval request as an 'ePlan Reference Plan'.

The notation 'Description Plan for Application for Absolute Title' must be added to the 'Details of the Plan Pre-Approval Request' field along with the name of the representative who approved the Application for Absolute Title. The land surveyor is required to provide the QP number by email to the representative who has carriage of the file. The representative will provide the PX number of the approved Draft ePlan.

Once the representative is ready to proceed with the registration of the Application for Absolute Title, the representative will advise the land surveyor for the Applicant to register the Application Deposit Plan. Once registered, the land surveyor is required to provide the registration number of the 'Application – Deposit Plan' document to the representative by email.

Questions on this process may be directed to an Assistant Examiner of Surveys.

Original signed by

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Examiner of Surveys