

**ASTTBC GUIDELINES FOR THE PREPARATION
OF SITE IMPROVEMENTS SURVEYS**

September 1996

REQUIRED CERTIFICATION:

ASTTBC members must be specifically certified, by the Association, for the provision of site improvements survey services before such services can be provided to the public. Certification requires proof of having a minimum of \$500,000 professional liability, errors and omissions, insurance coverage (\$1,000,000 recommended by ASTTBC) before these surveys can be initiated. The insurance may be purchased through the ASTTBC's ENCON insurance broker.

REQUIRED PROCEDURES:

1. Obtain the certificate of title and all available registered legal plans for the subject and surrounding properties from the appropriate Regional Land Titles Office and pertinent municipal records, including zoning bylaws. Field investigation will be performed to locate the established legal survey (cadastral) monumentation. Sufficient information should be obtained to ensure all monuments found in the field can be associated with a registered plan. A local survey control network will be established from which both the cadastral monumentation found and the prominent corners of the structure will be tied.
2. Once field survey ties have been made to all cadastral monumentation found, the survey should be examined to ensure that sufficient data exists to properly locate the structures with respect to the monuments for the subject property. This decision should properly reflect the accuracy required to meet the purpose of the survey plan and any client specifications. Should insufficient monumentation exist or measurements conflict with the registered plans, a British Columbia Land Surveyor should be consulted.

3. Clearly identify yourself and your professional registration to your client, and if necessary any existing regulations or provincial statutes which may limit the provision of your survey services. You should also identify yourself and who you are working for to any other affected property owners. You must ensure that you have permission to trespass.
4. Under no circumstances should property corners that are not monumented be demarcated in any way as part of the survey. In addition, materials used for field survey markers will not resemble cadastral monumentation used by British Columbia Land Surveyors. Only markers that will not lead to misinterpretation by the public should be used.
5. Once satisfied with the integrity of the field ties, the location of the structure can be computed and the resulting plan can be prepared in relation to the monuments found.

THE PLAN:

The plan should show the structure and only sufficient dimensions to satisfy the purpose of the survey. The appearance should resemble the supplied example and more specifically:

- i) all plans will include the exception statement:
"The location of the features certified by this plan has been determined from existing survey monumentation and does not purport to be a location certified in relation to the property boundaries."
- ii) the members will clearly identify themselves by using their initials (A.Sc.T./C.Tech.) and placing either Applied Science Technologist or Certified Technician under their signature. A crimp seal should also be used over the signature.

- iii) the main title of the plan should be worded
"PLAN SHOWING THE LOCATION OF IMPROVEMENTS
UPON ...(legal description)...."
- iv) the scale will be indicated and in addition, all
measurements should be metric. The minimum plan size
would be a letter size sheet and the maximum size a legal size
sheet.
- v) all dimensions shown will be the registered lot
dimensions as per the Land Title Office records. A
statement on the plan will also indicate this.
- vi) all cadastral monument ties will be recorded on field
notes or computer records only and will not be required to be
shown on final plans.
- vii) all easements, right-of-ways, encroachments and
covenants as registered in the Land Titles Office will be
indicated along with any other items required by the client.
*NOTE*** - some easements and right-of-ways, etc. may
not be defined by plan at the Land Titles Office, but may be
defined by some prior charge that is prior to the lot coming
into effect. Research is required in these cases in order to
determine where the easement or right-of-way is in relation to
the property Re-establishment of boundaries through the
research process is deemed to be the purvey of the British
Columbia Land Surveyor by the Corporation of Land
Surveyors of British Columbia.
- viii) the plan will also include a north arrow, relevant street names
and property address.
- ix) the date of completion and members corporation
address should also appear on the plan.

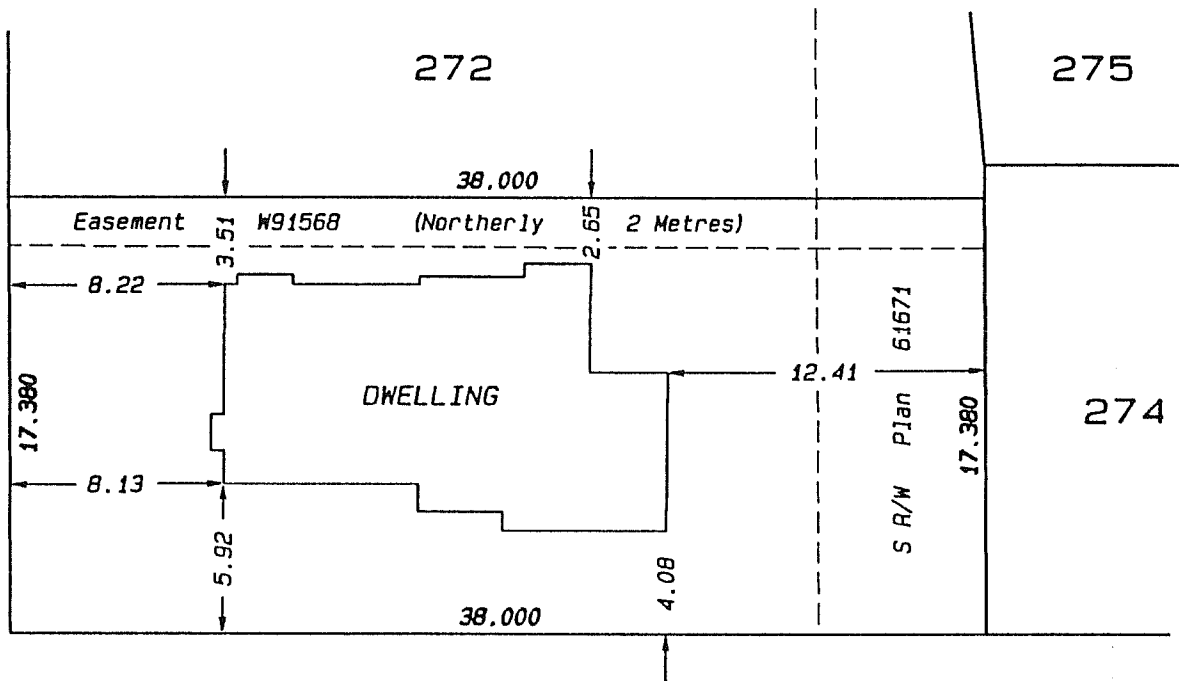
EXCEPTIONS:

Client specifications may dictate a style of plan that differs from the Guidelines, while this is permissible, items i), ii), and v) above will still be required.

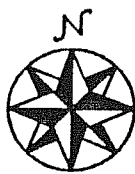
There are circumstances in which providing a site improvements survey or plan is not acceptable professional practice and will be avoided by ASTTBC members. These circumstances involve "zero" lot line situations in which the structure being located could be coincident with the property line. Examples include fence lines, commercial buildings located on the property line and condominium or strata projects. In addition, when a structure's dimensions coincides with the limits of municipal setback requirements it is also considered to be a "zero" lot line circumstance. These examples could be construed as defining a boundary, a restricted practice limited to a B.C.L.S.

PLAN SHOWING THE LOCATION OF IMPROVEMENTS SITUATED UPON
 LOT 273, SECTION 14, TOWNSHIP 1, NEW WESTMINSTER DISTRICT,
 PLAN 66129

154TH STREET



19TH AVENUE



The location of the features certified by this plan has been determined from existing survey monumentation and does not purport to be a location certified in relation to the property boundaries.

[Signature]
 D. Prokopetz, ASCT
 Applied Science Technologist

29th day of September, 1995

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 15417 19th Avenue
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Our file: 3-10-95

Note:

No responsibility accepted for unauthorized use.
 Property dimensions from Land Title Office records.

Scale: 1:300 - All dimensions are metric.

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