

The PDCA checklist has changed several times since 2003. This is the **February 2011 version** used by SNSMR as of writing (Spring 2012); PDCAs which were done under prior versions of this checklist, or regulations, are not necessarily “wrong,” but should be scrutinized and, where “best practices,” applicable authorizations, and available information permit, corrected/updated.

## PDCA Checklist for Clients

In the PDCA process, lawyers and surveyors (with the help of the owners) have responsibility for:

- ensuring the accuracy and completeness of the legal description,
- locating the parcel with reasonable accuracy (identifying the PID), and
- submitting properly completed PDCAs to the land registration system.

SNSMR has the responsibility for:

- certifying that the identified PID matches the legal description submitted.

**This checklist does not replace or limit the requirements relating description preparation and PDCA submission as set out in the law, the Land Registration Administration Regulations, Land Surveyors Act Regulations, PDCA Policy and Standards, or lawyers’ and surveyors’ professional standards.** PDCA submitters are expected to follow all regulations, rules, standards, and guidelines, regardless of whether or not they are listed on this checklist. If you have any questions please submit your question to [Ask Property Online a Question](#).

PDCA Standard	Authority
<b>Correct Description for PID:</b> I have reviewed the last document or plan on file at the Registry of Deeds in relation to this PID to ensure that the description is the correct description for this PID.	NSBS Prof Standard 2.1; Land Surveyors Act Regs secs 68-76
<b>Compared Map and Description:</b> With the help of my client (the current owner), I have located the parcel in Property Online with reasonable accuracy in relation to the current adjoiners. I have compared the description to the map and am satisfied that the description is for the parcel represented by this PID.	NSBS Prof Standard 2.1; LR Admin Regulation 5(5)(a), 5(5)(b)
<b>Proof-Read Description:</b> The re-typed legal description has been thoroughly proof-read and I have checked to ensure that all of the words and numbers used are accurate and the description is complete.	NSBS Professional Standard 2.1; PDCA Policy and Standards
<b>No Run-On Paragraphs:</b> Each new sentence describing a boundary or traverse of the parcel extent in a full text description begins a new paragraph and does not run in a continuous paragraph.	PDCA Policy and Standards
<b>Descriptions written from Property Online:</b> The description or pertinent information required to locate parcel was not obtained from Property Online.	PDCA Policy and Standards

<p><b>Names of Adjoiners/Location Information:</b> For any parcel described only in relation to former owners of neighbouring parcels (bounded by) or that is difficult to locate, I have asked my client for the names of two current adjoiners OR if unavailable, information about two identifying landmarks such as a local highway number, river, quarry, etc. to help the mapper locate the parcel. This information has been provided in the comments box and I have left the names of the old adjoiners in the description.</p> <p><b>Note:</b> PIDs cannot be used as abutters</p> <p><b>Note:</b> This information is not always required to approve the PDCA, but to avoid possible rejection, it is prudent to provide additional location information in the comments box for every PDCA.</p> <p><b>Note:</b> Civic numbering cannot be relied upon in Property On Line and therefore cannot be used as the sole way to locate a parcel.</p>	<p>LRA subsection 37(7); PDCA Policy and Standards</p>
<p><b>Compliance with MGA:</b> <b>A MGA Subdivision Compliance Statement</b> is required for all PDCA's <u>Exception:</u></p> <ul style="list-style-type: none"> <li>- condominium units</li> </ul> <p>A statement that the parcel complies with, is exempt from, or is not subject to the subdivision provisions of Part IX of the Municipal Government Act; and</p> <ul style="list-style-type: none"> <li>• the registration and other relevant details of how the parcel complies, or</li> <li>• the exemption relied upon and the facts supporting the exemption, or</li> <li>• an explanation of why the parcel is not subject to the subdivision provision.</li> </ul> <p><b>Note:</b> By policy, no MGA compliance statement is necessary for condominium units. This is because the unit was created under the <i>Condominium Act</i> and not under the MGA, and because since prior to the validation date of April 16, 1987, no condominium declaration has been accepted for registration without having first obtained an occupancy permit from the municipality.</p> <p><b>Note:</b> By policy, no MGA compliance statement was required on parcel descriptions created by the Property Online (LIN-NS) system before December 15th, 2010.</p>	<p>LR Administration Regulation 5(7)(f)</p>

<p><b>Plan References:</b> The registered plan reference(s) contain enough information to make the reference unique and retrievable in a particular Land Registry Office. (e.g. drawer no., registration year, etc. may be required).</p>	
<p><b>Plan References and Lot Identifiers:</b> All plan references and lot identifiers (e.g. Lot 5A) included in previous descriptions have been included in the description being submitted for certification. <b>Note:</b> This includes statements prior to or following the description that refer to the parcel (e.g. being and intended to be Lot 4 shown on a Subdivision plan ...). Similar statements that refer to back title can be removed.</p>	<p>NSBS Professional Standard 2.1; PDCA Policy and Standards</p>
<p><b>Full Text:</b> The main description is in full text. <b><u>OR</u></b> <b>Exception: Short Form:</b> The excepted parcels are described by unique lot identifiers in a plan of subdivision or a plan of survey previously registered under the Registry Act or LRA or now being recorded. The following are the standards that govern the use of short form descriptions:</p> <ul style="list-style-type: none"> <li>• The description must be referenced to a registered plan of survey or subdivision, or a plan or map under the certificate of the Registrar of Crown Lands. (Sketches, compiled plans, instruments of subdivision, etc. can <u>not</u> be used for a short form description).</li> <li>• The plan, if required to be signed, must be signed by a person qualified to do so (NSLS, PLS, etc.). If the plan is dated after March 26<sup>th</sup>, 1979, it must contain the surveyors certificate signed by a NSLS.</li> <li>• The plan can only be used if the lot is part of the subject land for which the survey was done and contains full survey information on at least one boundary line.</li> <li>• The boundaries must be clearly defined on the plan, that is: shown in solid line. Dashed lines are only acceptable when both the direction and the distance are specified.</li> <li>• All abutters must be indicated. Lot Numbers, if current, can be used as abutters.</li> <li>• The plan must contain an uniquely identifiable reference to the parcel. (For approvals where a parcel was added to an adjoining property and no lot identifier was given to the consolidated parcel, it is permissible to give <i>parcel A as addition to lands of Tom Jones</i> as a unique identifiable reference). <ul style="list-style-type: none"> <li>• An accurate and complete registry plan reference.</li> <li>• A short form description can only refer to <u>one</u> plan reference.</li> <li>• A short form description must use the registry plan reference of the plan that actually approved the lot or a subsequent plan of survey.</li> <li>• The registration district of where the plan is registered.</li> </ul> </li> </ul>	<p>LR Administration Regulation 5(10), 5(7)(b) PDCA Policy and Standards</p>

<p><b>Savings and Exceptings:</b> Parcels saved &amp; excepted from the main description are in full text. <b><u>OR</u></b></p> <p><b>Exception: Short Form:</b> The excepted parcels are described by unique lot identifiers in a plan of subdivision or a plan of survey previously registered under the Registry Act or LRA or now being recorded (<i>See Short Form description standards above</i>).</p> <p><b>OR</b></p> <p><b>Exception: By document reference:</b> by reference to the registration or recording particulars of a document that has been registered or recorded under the Registry Act or the Act, if the document contains a description in full text.</p> <p><b>Note:</b> Do not use arbitrary (500000000 series) document numbers as part of a document reference. Use the actual document number that appears on the document. If there is no document number appearing on the document, use only the book and page as the reference.</p>	<p>LR Administration Regulation 5(10), 5(7)(b)</p>
<p><b>Benefits and Burdens:</b> Each benefit and burden is described in full text. <b><u>OR</u></b></p> <p><b>Exception:</b> For any benefit and burden that is described (depicted) and identified uniquely on a plan on file in the Registry of Deeds, the registered plan reference to the plan is included.</p> <p><b>OR</b></p> <p><b>Exception:</b> Any benefit or burden can be referenced to the registration or recording particulars of a document that has been registered or recorded under the <i>Registry Act</i> or the Act, if the document contains a description in full text.</p> <p><b>Note:</b> References made to a document must include enough information to make the reference unique.</p> <p>Do not use arbitrary (500000000 series) document numbers as part of a document reference. Use the actual document number that appears on the document. If there is no document number appearing on the document, use only the book and page as the reference.</p>	<p>NSBS Professional Standard 2.1; LR Administration Regulation 5(7)(c), (5)(7)(d); PDCA Policy and Standards</p>

<p><b>All information pertinent to the use of easements:</b> All information pertinent to the use of easements are in full text. <b><u>OR</u></b></p> <p><b>Exception:</b> For any easement information pertinent to its use that is described in a document on file at the Land Registration Office, the document reference to the document is included, providing the referenced document contains the full text of the details pertinent to the usage of the easement and the wording for the document reference is as follows:  “Information pertinent to the use of the easement is described in Book/Page [or year and document number if no book &amp; page]”.</p> <p><b>Note:</b> References made to a document must include enough information to make the reference unique.  Do not use arbitrary (500000000 series) document numbers as part of a document reference. Use the actual document number that appears on the document. If there is no document number appearing on the document, use only the book and page as the reference.</p>	<p>NSBS Professional Standard 2.1; LR Administration Regulation 5(7), (5)(8)(b), 5(9), 5(10); PDCA Policy and Standards</p>
<p><b>Severed Parcels - New PIDs:</b> Parcels of land severed by a road or railway have been established as new PIDs and separate descriptions have been submitted for each parcel created by the severance.</p>	<p>NSBS Professional Standard 2.1; MGA Subdivision Regs; LR Admin Reg. 5(5)</p>
<p><b>Unrecorded Plans Submitted:</b> All plans that are not on file at the LRO but are referenced in the description have been/are being submitted to the LRO for filing (no recording fee). <b><u>OR</u></b></p> <p><b>Exception:</b> A comment explaining the reasons why the plan cannot be submitted has been made on the PDCA.</p>	<p>NSBS Professional Standard 2.1; LR Admin Regulation 5(11)</p>
<p><b>Condominiums:</b> A legal description that relates to a unit as defined in the <i>Condominium Act</i>, the description must contain only:</p> <ul style="list-style-type: none"> <li>(a) the name of the County where the condominium corporation is situate, together with the condominium corporation number as assigned by the registrar of condominiums; and</li> <li>(b) the description for the unit as detailed in the condominium declaration; and</li> <li>(c) a benefit, using the following wording: together with the common interest appurtenant thereto; and</li> <li>(d) a burden, using the following wording: subject to the Declaration and By-Laws <i>[remove reference to By-Laws if none have been registered]</i> of <i>[insert county initial(s)]</i> CCC No<i>[insert condominium corporation number]</i>.</li> </ul>	<p>LR Administration Regulation 5(8)  PDCA Policy and Standards; LRA 3(1)(m)</p>

<p><b>Note:</b> If PDCA submitters provide more information than what is defined in the declaration, (e.g. Declaration shows Unit 1, Level 1" and PDCA shows Unit 1, Level 1, Apt #..., Suite #..., etc.) the Correcting Description flag will be set and you will be required to remove this additional information.</p> <p><b>Note:</b> New condominium corporations must have their units defined uniquely by unit and/or level or parking unit and level in order for the units description to be generated by the system. If they are not, then descriptions for each of the units must be submitted to the PDCA queue before the condominium declaration can be registered</p>	
<p><b>Islands:</b> The PDCA description contains the latitude and longitude of the approximate center of the island as detailed in POL or, if the island is shown on a plan of survey or subdivision and can be located and identified in POL, the registered plan reference is provided.</p> <p>The description also includes any previously used description and/or name of the island.</p> <p>A comment must be given, if in the opinion of the submitter, the water which create(s) the apparent island(s) as shown on Property On Line, does not create a separate boundaries thus does not create separate parcels.</p> <p>A comment is to be given when islands shown on Property On Line are created as a result of flowage and are not considered to be separate conveyable parcels.</p>	<p>PDCA Policy and Standards</p> <p>Environment Act, Part X</p>
<p><b>Boundary Line Agreements:</b> Boundary Line Agreements are required to be acknowledged in the legal description. This can be done by reference to the registration particulars of the agreement or by a surveyor's amendment of the description incorporating the agreed boundary particulars.</p> <p><b>Note:</b> References made to a document must include enough information to make the reference unique.</p> <p>Do not use arbitrary (500000000 series) document numbers as part of a document reference. Use the actual document number that appears on the document. If there is no document number appearing on the document, use only the book and page as the reference.</p> <p><b>Note:</b> Using a "subject to" statement to reference a boundary line agreement document is not to be labelled as a burden.</p>	<p>PDCA Policy and Standards</p>
<p><b>Required Comments:</b> Comments are required for the following circumstances:</p> <ul style="list-style-type: none"> <li>► For updating the abutters or information about landmarks for a bounded by or difficult to locate descriptions.</li> </ul>	<p>LR Administration Regulation 5(5)(c)), 5(11)(b), 7(2), 7(3)</p> <p>PDCA Policy and Standards</p>

- ▶ For an Amending or Correcting PDCA (when reacting to a Correcting Description Required flag or when making a change to a description after conversion) commenting on what is being corrected or amended. If you are changing the location, boundary and/or the extent portion of the description then additional comments may required in the description changed section of the application.
- ▶ For when a PDCA is submitted prior to the full search being completed, a comment as follows: “The full title search has not been completed and an amending PDCA will be submitted if amendments to the description are required based on the title search results.”
- ▶ If the previous descriptions contained errors, and the description is not corrected on submission, an acknowledgement of those errors must be commented on. To correct an error in the description, it is recommended the submitter add the correcting information while leaving the erroneous information in the description. This should be done by using parenthesis to clearly indicate the difference between the two sets of information.
- ▶ When the submitted description has changed since the last conveyance, a comment acknowledging this must be included. (e.g. “Redundant easements have been removed, the legal description is changed to reflect a more accurate information based on a plan of survey - Registry Plan No. 1234.”). Additional comments are required in the description changed section of the PDCA if changes are being made to the location, boundary and/or the extent portion of the description.
- ▶ When an unrecorded plan is referenced in the description and it cannot be obtained for purpose of forwarding it to the Land Registry Office, a comment should be given explaining why the plan cannot be obtained
- ▶ When anomalies exist in the graphics that need to be corrected, it must be noted in the comments field. This includes savings and exceptions.
- ▶ When submitting a description recently consolidated by a de facto consolidation registered in the Registry of Deeds system, a comment which states the registry document number of the de facto is to be made.
- ▶ Any other information that is pertinent or helpful to the property mapper in processing the application should be noted.
- ▶ When a description includes apparent islands, acknowledge in your opinion, the watercourse does not create a natural boundary.
- ▶ When an island is created as a result of flowage.

**Considerations:** Before submitting a PDCA consider the appropriateness of using words such as *grantor*, *grantee* and *schedule* as they can be meaningless and/or confusing to a parcel register viewer.