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# Plan Processing - Overview

As of June 25, 2001, the Chief Surveyors Office and the Controller of Surveys have been amalgamated into one group - Plan Processing.

All plans of survey for the province have been converted and are available for viewing on the ISC website ([www.isc.ca](http://www.isc.ca)).



NOTE

All Plan Processing-related questions should be directed to ISC Customer Support. Call us toll free at 1-866-ASK-ISC1 (1-866-275-4721) or send an email to [ask@isc.ca](mailto:ask@isc.ca). ISC Customer Support will answer your question or route it to an expert who can assist you.

## Approval of Plans for Titling

In the new LAND System, the creation of parcels and the issuing of titles to those parcels are seen as two separate functions.<sup>1</sup> The Land Titles Registry will only issue titles to parcels that have been approved by the Controller of Surveys under *The Land Surveys Act, 2000*.

The alterations of parcels will require approval when:

- A former larger parcel is subdivided.
- More than one former parcel is consolidated.
- There is any other change to the boundaries of a parcel (such as when two parcels become three parcels or vice versa).

The plan approval process will include checking for prerequisites that make the plan valid, including the approvals of the owners, utilities (if necessary), and planning approval under *The Planning and Development Act, 2007*.

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<sup>1</sup> In the Old Paper-based System, plans were approved by the Chief Surveyors Office and the Controller of Surveys, but were registered in the Land Titles office, which registration had the effect of creating the parcels and issuing of titles to them. This is now a two-step process.

*Unless a valid parcel number is quoted, the automated system will reject any application to issue the new title*

Once the approval is given, a new parcel number will be assigned to each of the approved parcels and the Land Titles Registry will be able to issue titles. Unless a valid parcel number is quoted, the automated system will reject any application to issue the new title. Therefore, it will not be possible to bypass the plan approval process.

## Plan Types

*The Land Surveys Act, 2000* permits the Controller of Surveys to approve two types of plans: plans of survey and descriptive plans. Metes and bounds descriptions are no longer permitted.

### **Plans of Survey**

*The Land Survey Act, 2000 uses the definition of “plan” to apply to both plans of survey and description plan.*

The general rule is that a “plan” must be a plan of survey. A Saskatchewan Land Surveyor prepares a plan of survey following a full survey of the land. This is commonly referred to as a “plan”. You should note that *The Land Survey Act, 2000* uses the definition of plan to apply to both plans of survey and description plan.

The benefit of having a plan of survey done is that the surveyor will find any previously established monuments on which the measurements will be based; therefore, it is much less prone to error, because the surveyor will have the benefit of seeing any existing structures or natural features that are intended to be included in the new parcel. As well, if a surveyor cannot locate a monument that is required to conduct the survey, she/he must re-establish it using the nearest found monument and the best possible evidence of its location. This benefits existing and future owners both on the parcel being surveyed and adjacent parcels.

## ***Descriptive Plans***

The exception to the rule requiring a plan of survey is provided by *The Land Surveys Act, 2000*, which permits the regulations to prescribe situations when something less than a plan of survey may be used.

The regulations provide two types of descriptive plans. Type 1 Descriptive Plans must be prepared by a surveyor and be prepared in conjunction with a survey. Type 2 Descriptive Plans need not be prepared by a surveyor.

As the requirements to submit a Type 1 or Type 2 Descriptive Plan vary, you should consult *The Land Surveyors Regulations*, to determine which type of descriptive plan is required.

## ***Features***

Certain interests in land that are registered against a title to land affect less than the full parcel. These are known as features. Examples include common law easements, statutory easements, and leases for less than the full parcel of land. *The Land Surveys Act, 2000* also permits plans (including plans of survey and descriptive plans) to be submitted to the Controller for approval in those situations. The advantage of having a plan approved for such interests is that they will show up on any search of the plans affecting that parcel and on the Parcel Picture.

## Monuments Govern

There is a provision in *The Land Surveys Act, 2000* relating to circumstances under which monuments do and do not govern to mark the boundaries and corners of a parcel. Essentially, if monuments are established to define the boundaries of a parcel, they do define those boundaries, and even if they do not represent the intention of the parties, are placed erroneously in a place other than where they were expected (regardless of where they are shown to be located on a plan of survey). The exceptions to this include where the owner of the land participated or colluded in a fraud to place the monuments and where the monument creates a boundary that conflicts with a previously-established boundary.

This is not significantly different from the old rules, but provides additional certainty to owners.

*The Land Titles Act, 2000* confirms that parcel boundaries or the extent or area determined by boundaries are to be determined in accordance with *The Land Surveys Act, 2000*.

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# Survey Plan Searches

A Survey Plan Search can retrieve information for the following document types:

- Plans
- Change Order
- Support Documents
- Request Status
- Original Field Notes

Each document type can be searched using a defined set of search criteria specific to that document type. Each Survey Plan Search will have its own specific fee attached to it, if applicable.

## **Survey Plan Fees**

The current fees for plan searches can be accessed from the ISC website ([www.isc.ca](http://www.isc.ca)), under [Survey Plans Fees](#).

## **Session Costs**

*You can view the total cost of your search session at any time by selecting the 'View fees for this visit' button. This will advise you of the current total cost.*

Whenever the Fee icon  displays next to an icon or button, a fee may be charged for selecting that icon or button. You can determine the amount of the fee (if any) by selecting the Fee icon  located next to the icon or button that you wish to select. If no Fee icon  displays, no fee will be incurred for selecting an icon or button. Selecting the 'View fees for this visit' button will show the total fees that you have incurred to that point of the session.



To ensure your most recent actions have been appropriately added to the session total cost, select the  button.

# Plan Search

A Plan of Survey can be completed for many purposes:

- Boundary Confirmation
- Boundary Confirmation Maintenance
- Cemetery
- Complicated Titles Plan
- Condominium Bare land
- Condominium Normal
- Consolidation
- Far North NTS Tiles
- Grid Road
- Highway
- I.R. Boundary
- Indian Reserve Roadway
- Inspection File
- Integrated Survey Area
- ISS Inertial Survey
- M and B Descriptions - Surface
- Mineral Disposition
- Mineral M & B (Conversion)
- Mineral Subdivision
- Municipal Expropriation
- Municipal Expropriation Road
- Municipal Road
- P.F.R.A.
- Parcels
- Primary Survey line
- Provincial Boundary Survey
- Public Improvements
- Railway
- Reference Survey
- Re-plot
- Restoration/Re-establishment
- Right of Way
- Road Easements
- Roadway
- Roadway (Abandonment/Closure)
- Special Survey Block
- Special Survey Total
- Street, Lane Opening
- Subdivision
- Surface Lease
- Surrendered I.R. Subdivision
- Surveyed Line
- Township Plat
- Water Lot



*NOTE*

A Plan of Survey includes Descriptive Plans.

To conduct a Survey Plans search by Plans:

- Sign-in to ISC website ([www.isc.ca](http://www.isc.ca)).
- Select PLAN SEARCH under the Survey Plans section

Plans of Survey can be searched for by any of four methods:

- Attribute
- Feature
- Number
- Township

### ***Plan Search by Attribute***

To conduct a Plan Search by Attribute:

- Select Plan (By Attribute) from the Plan Search dropdown menu.



Scroll down to the section related to the attribute you wish to search by.

### ***Plan Site***

There is a list of about 3,000 place names where the Plan of Survey may have been completed. The user can enter as many letters of the plan site as is known. For example: entering just the letter "e" will retrieve a list of over 80 plan sites for the user to consider and select the specific plan site of interest. If the user enters "ea", the list is only 10 plan sites. This approach allows the user to correctly select plan sites that may have several variations in spelling.



***NOTE***

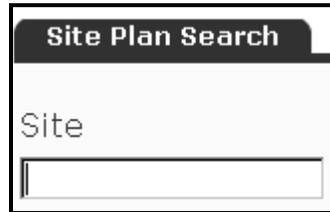
If no site is specified then all sites are included in the search.

To execute a Plan Search by Plan Site:

- Select the Plan Site data field box.



- Select **Add**.
  - A secondary Site Plan Search window will appear.



- Place cursor within the Site entry field, and either
  - Enter the actual site name (if known), or
  - Enter the first letter or first several letters of a site.
    - "e" will bring up all sites beginning with "e" and
    - "el" will bring up all sites with combination "el" in it (e.g. Elbow).

- Select **Search**.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Plan Search screen.
    - Repeat this **Search** and **Add** process as required.
  - Select **Close** once all your Plan Site searches have been completed.
    - This will return you to the main search screen and will reflect the information you have chosen to search within the search box.
- Scroll down and select **Search** to complete the search.
  - Search result(s) will be displayed based on the criteria you entered.

To close this window Select **Close** or the standard window feature of the "X" in the upper right hand corner of the secondary window.

 **NOTE**

A list of search results can be sorted by Plan, Corner, Quarter, Urban and Riverlot LLD's. NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

## Plan Purpose

A list of Plan Purposes is presented on the screen when searched by this attribute. The user can pick which purpose(s) are relevant for each search.

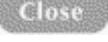
 **NOTE** If no Plan Purpose is specified then all Plan Purposes are included in the search.

 **NOTE** A search can be completed using a combination of a specific Site and a list of specific Plan Purposes.

To execute a Plan Search by Plan Purpose:

- Select the Plan Purpose data field box.

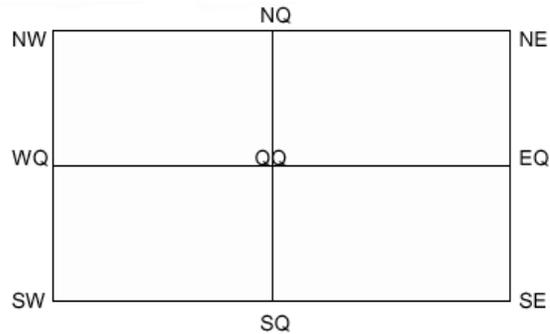


- Select .
  - A list of Plan Purposes is presented on the screen.
  - Select the appropriate purpose(s) by selecting the check box  beside the description name(s).
  - Select  to insert all checked plan purposes into the search box located in the main Plan Search screen.
  - Select  once all your Plan Number searches have been added.
    - This will return you to the main search screen and the search box will include the Plan Purpose(s) you have chosen to search.
- Scroll down and select  to begin the search.
  - All search result(s) will be displayed based on the criteria you entered.
  - Please refer to the "Plan Search Results" section for more information regarding these search results.

## Corner LLD

A search by Corner LLD is used to search for plans related to a specific corner of a quarter section.

The convention used to designate corners of a section is shown below:



The drop down lists of quarters, sections, townships, ranges and meridians include only valid values.



**NOTE**

The areas known as Saint Laurent Settlement and Prince Albert Settlement are accommodated within the Legal Land Description (LLD) using the following convention:

	Township	Range	Meridian
Saint Laurent Settlement	S	L	S
Prince Albert Settlement	P	A	S

The values S-L-S and P-A-S will appear in the drop down lists for township, range and meridian.

The values below allow you to find all the plans that impact the particular corner of a section selected.

- Use the drop down menus to choose your search criteria.

*All fields are required (\*) and must have values selected.*

- Select **Add** once all required (\*) fields are completed.

Corner LLD

Quarter Section:\* Section:\* Township:\* Range:\* Meridian:\*

NE 33 06 10 3

NE 33-06-10-3

Add Remove

- The criteria shown in the LLD field boxes (e.g., Quarter Section, Section, Township, Range, Meridian) will be added to the main search screen field box.
  - Repeat as necessary.
- Proofread the criteria before proceeding.

 *NOTE*

For several corners in the same Section (S), Township (T), Range (R), Meridian (M), only the corners have to be selected. The S-T-R-M will automatically be selected and used in the search list when **Add** is selected.

- Scroll down and Select **Search** once you have proofread your information and are ready to proceed with your search
  - Search result(s) will be displayed based on the criteria you entered.

 *NOTE*

A list of search results can be sorted by Plan, Corner, Quarter, Urban and Riverlot LLD's. NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

### **Quarter LLD**

A search by Quarter LLD is used to search for plans related to a specific quarter section of land.

The convention used to designate quarters of a section is shown below:

<b>NW</b>	<b>NE</b>
<b>SW</b>	<b>SE</b>

The drop down lists of quarters, sections, townships, ranges and meridians include only valid values.



NOTE

The areas known as Saint Laurent Settlement and Prince Albert Settlement are accommodated within the Legal Land Description (LLD) using the following convention:

	Township	Range	Meridian
Saint Laurent Settlement	S	L	S
Prince Albert Settlement	P	A	S

The values S-L-S and P-A-S will appear in the drop down lists for township, range and meridian.

The values below allow you to find all the plans that impact the particular quarter section:

- Select your search criteria from the Quarter LLD dropdown menus.

*Required fields are marked with an asterix (\*) and must be completed. Completing the other fields will further narrow down search results.*

- Select **Add**.
  - The criteria shown in the LLD field boxes (e.g. Quarter Section, Section, Township, Range, Meridian) will be added to the main search screen field box.
    - Repeat as required.
  - Proofread the criteria before proceeding.

- Scroll down and select **Search** once you have proofread your information and are ready to proceed with your search.
  - Search result(s) will be displayed based on the criteria you entered.



*NOTE*

A list of search results can be sorted by Plan, Corner, Quarter, Urban and Riverlot LLD's. NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

### **Urban LLD**

To execute a Plan Search by Urban LLD:

- Select the Urban LLD data field box.

- Select **Add**.
  - A secondary Urban LLD Search box will appear

- Select within the Plan Number data entry field to position the cursor there.
- Enter the plan number and Block/Parcel (if you know it) in the appropriately named fields.
  - If you do not know the Block/Parcel number leave the asterisk (\*) default in the data field.

- The \* will act as a “wildcard” and return any/all block/parcel information pertaining to that plan.

To close this window Select  or the standard window feature of the “X” in the upper right hand corner of the secondary window.

- Select  .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select  to insert your selections into the search box located in the main Plan Search screen.
  - Select  once all your searches have been added.
    - This will return you to the main search screen and will reflect the information you have chosen to search.
  - Scroll down and Select  .
- Search result(s) will be displayed based on the criteria you entered.

 **NOTE**

A list of search results can be sorted by Plan, Corner, Quarter, Urban and Riverlot LLD's. NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

### **NTS Mapsheet**

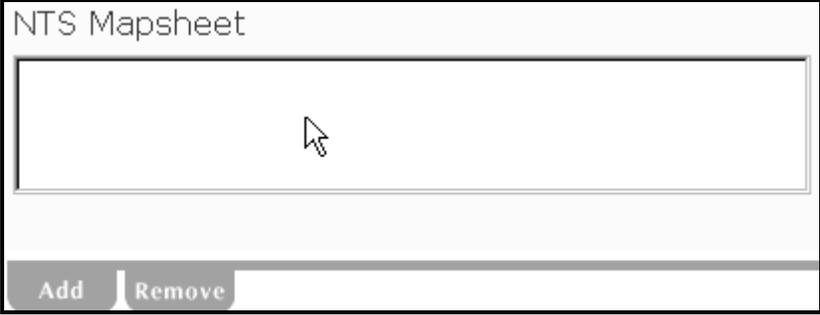
You may wish to search for plans contained within one or more particular National Topographic Series (NTS) Mapsheets (1:50,000).

Plan Search by NTS Mapsheet allows you to select an NTS Mapsheet and search for any plans associated with that sheet.

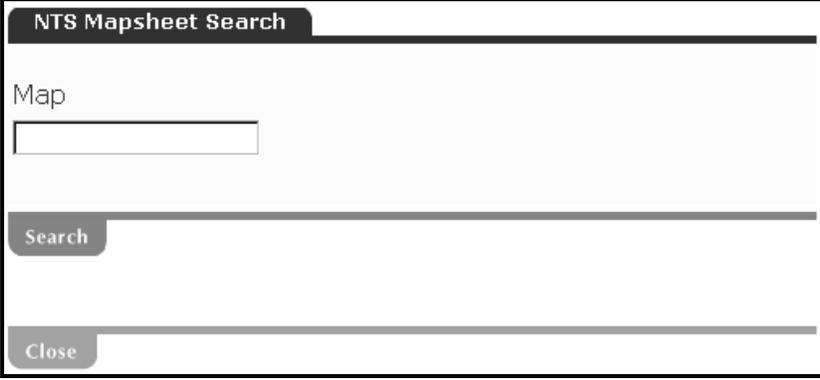
NTS Mapsheet searches are particularly relevant for the northern part of Saskatchewan. The search result is a list of plans for the specific NTS Mapsheet number entered in the search.

To conduct a Plan Search by NTS Mapsheet:

- Select the NTS Mapsheet data field box



- Select **Add**.
  - A secondary NTS Mapsheet Search window will appear.



- Enter the NTS Mapsheet information into the Map field.
- Select **Search**.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Plan Search screen.
  - Select **Close** once all your mapsheet searches have been added.
    - This will return you to the main search screen and will reflect the information you have chosen to search.
  - Scroll down and Select **Search** to complete the search.
- Search result(s) will be displayed based on the criteria you entered.



NOTE

NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

### Indian Reserve

You may wish to conduct a search for plans involving Indian Reserves. Plan Search by Indian Reserve allows you to select an Indian Reserve and conduct a search for any plans associated with that Reserve.

To conduct a Plan Search by Indian Reserve:

- Select the Indian Reserve data field box.

Indian Reserve

Add Remove

- Select .
  - A secondary Indian Reserve Search window will appear.

*The user can enter either the first several letters of the Indian Reserve name or the Reserve number, if known.*

Indian Reserve Search

Indian Reserve

Search

Close

*If you know the Indian Reserve number, you may also enter it in this data field.*

- Select within the Indian Reserve data entry field to position the cursor there.
  - Enter the actual Reserve name or number (if you know it), OR
  - Enter the first letter (or first several letters) of the Reserve (e.g., entering "p" will bring up all Reserves beginning with "p" and entering "pia" will bring up all Reserves beginning with the letter combination "pia").
- Select **Search** .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Plan Search.
  - Select **Close** once all your Indian Reserve searches have been added.
    - This will return you to the main search screen and the search box will reflect the information you have chosen to search.
  - Scroll down and Select **Search** to complete your search.
- Search result(s) will be displayed based on the criteria you entered.

 **NOTE**

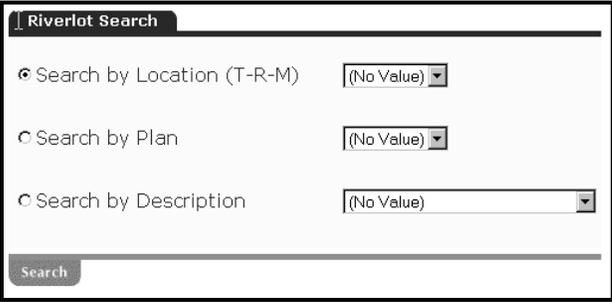
NTS Mapsheet and Indian Reserve search results cannot be sorted.

- Please refer to the "Plan Search Results" section for more information regarding these search results.

## Riverlot

You may wish to conduct a search for plans in relation to Riverlots. A Plan Search by Riverlot allows you to conduct a search for any plans associated with Riverlots.

*The user can search by Location (Township-Range-Meridian), Plan and/or Description.*

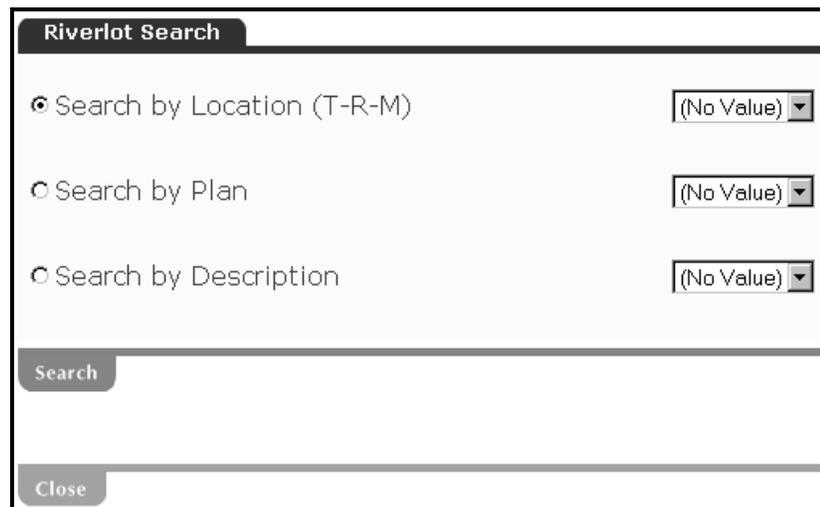


To conduct a Plan Search by Riverlot:

- Select the Riverlot data field box



- Select **Add**.
  - A secondary Riverlot Search window will appear.



- Select the radio button  beside the search criteria you wish to search the Riverlot by:
  - You have the choice of Search by Location, Plan and/or Description.
    - You can also further your search by selecting an option from the dropdown menu that corresponds to your chosen search criteria.
- Select **Search**.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Plan Search screen.

To close this window Select **Close** or the standard window feature of the "X" in the upper right hand corner of the secondary window.

- Select **Close** once all your Riverlot searches have been added.
    - This will return you to the main search screen and the information you have chosen to search will be reflected in the search box.
  - Scroll down and Select **Search** to complete the search.
- Search result(s) will be displayed based on the criteria you entered.

 *NOTE*

A list of search results can be sorted by Plan, Corner, Quarter, Urban and Riverlot LLD's. NTS Mapsheet and Indian Reserve search results cannot be sorted.

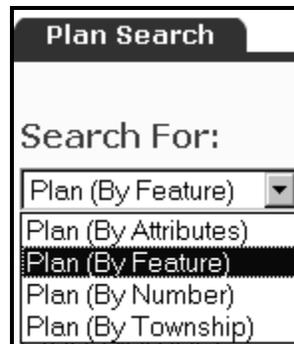
- Please refer to the "Plan Search Results" section for more information regarding these search results.

### ***Plan Search by Feature***

A Feature Plan is any plan that describes a linear interest in land. Some examples would be a pipeline corridor or Right-of-Way plan that may be used to define a linear interest in land such as a pipeline.

To conduct a Plan Search by Feature:

- Select Plan (By Feature) from the Plan Search dropdown menu.

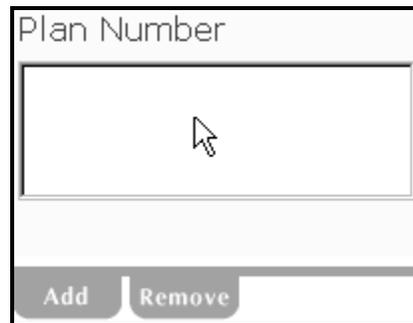


Two search options are available:

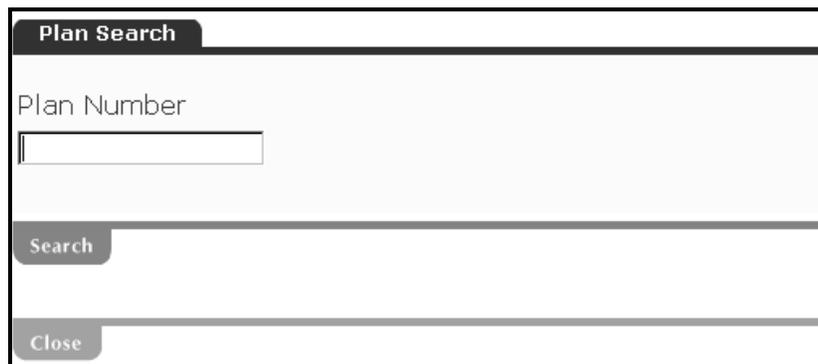
- Plan Number
- Feature Number

## Plan Number

- Select the Plan Number data field box.



- Select **Add**.
  - A secondary Plan Search window will appear.

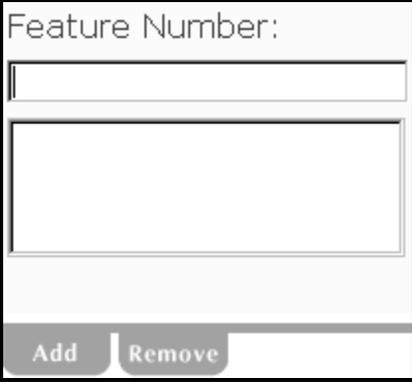


- Enter the feature plan number (if you know it) into the Plan Number data entry field.
- Select **Search**.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selection(s) into the search box located in the main Plan Search screen.
  - Select **Close** once all your Plan Number searches have been added.
    - This will return you to the main search screen and the information you have chosen to search will be reflected in the search box.
- Scroll down and Select **Search** to complete the search.
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

To close this window Select **Close** or the standard window feature of the "X" in the upper right hand corner of the secondary window.

## Feature Plan Number

- Select the Feature Number data field.



- Enter the Feature Number and Select **Add**.
  - Repeat as necessary.
    - Each time **Add** is selected, the contents of the Feature Number field is added to the search box directly below.
- Select **Search**.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Plan Search screen.
  - Select **Close** once all your Plan Number searches have been added.
    - This will return you to the main search screen and the information you have chosen to search will be reflected in the search box.
- Scroll down and Select **Search** to complete the search.
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

To close this window Select **Close** or the standard window feature of the "X" in the upper right hand corner of the secondary window.

## Plan Search by Number

To conduct a Plan Search by Number:

- Select Plan (By Number) from the Plan Search dropdown menu.

*If you know the **Plan Number** it is highly recommended that you only use the Search by Plan Number search option (i.e. do not include other search criteria in your search) when accessing plan information from the ISC website.*



This search engine allows you to search by:

- Plan Number
- Highway Plan Number

### **Plan Number**

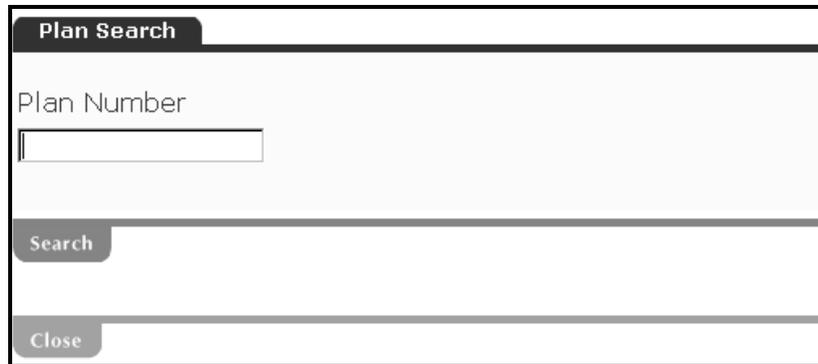
Searching by Plan Number can be executed using either the old Registered Plan number or the new Plan number.

- Select the Plan Number data field box.



- Select .
  - A secondary Plan Search window will appear.

You can use either the **old world registered plan number** or the **new world 9-digit plan number** when using the Search by Plan Number option in the Survey Plan search menu. Both numbers will retrieve identical results.



To close this window Select **Close** or the standard window feature of the “X” in the upper right hand corner of the secondary window.

- Enter the plan number into the Plan Number data entry field (this plan number can be either the old registered plan number or the new plan number).
- Select **Search**. A search results list will display.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box.
    - Repeat this **Search** and **Add** process as required.
  - Select **Close** once all your Plan Number searches have been completed.
    - This will return you to the main search screen and will reflect the information you have chosen to search within the search box.
- Scroll down and Select **Search** to .complete your search.
  - Please refer to the "Plan Search Results" section for more information regarding these search results.

### **Highway Plan Number**

The Ministry of Highways and Infrastructure (MHI) have assigned a highway plan number to the plans involving MHI activities.

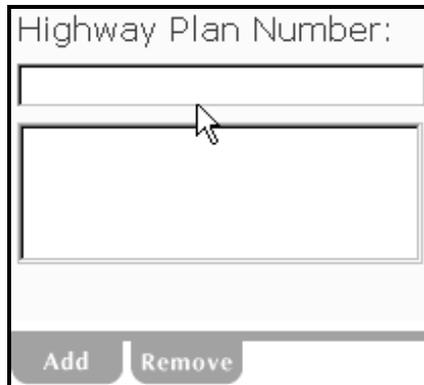
Users must enter the known Highway plan number exactly as the MHI has designated it.

- Select the Highway Plan Number data field.

When searching by Highway Plan Number you must type the number **exactly** with the proper letters (usually in CAPS), numbers and a space, hyphen (-), and/or slash (/).

If you do not enter the information exact you will not receive any results.

To close this window Select **Close** or the standard window feature of the "X" in the upper right hand corner of the secondary window.



- Enter the Highway Plan Number and Select **Add**.
  - Repeat as necessary.
    - Each time **Add** is selected, the contents of the Highway Plan Number field is added to the search box directly below.
- Select **Search**.
  - If there are multiple results a list will be displayed.
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the main search screen field.
  - Select **Close** once all your searches have been completed.
    - This will return you to the main search screen and the search box will reflect the information you have chosen to search.
  - Scroll down and Select **Search**.
- Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

## Plan Search by Township

A search by Township is used to search for plans related to a specific Township.

The drop down lists of townships, ranges and meridians contain only valid values.



NOTE

The areas known as Saint Laurent Settlement and Prince Albert Settlement are accommodated within the Legal Land Description (LLD) using the following convention:

	Township	Range	Meridian
Saint Laurent Settlement	S	L	S
Prince Albert Settlement	P	A	S

The values S-L-S and P-A-S will appear in the drop down lists for township, range and meridian.

- Select your search criteria from the Township LLD dropdown menus.

*Required fields are marked with an asterisk (\*) and must be completed. Completing the other fields will further narrow down search results.*

Plan Search Client Reference:

**Search For:**  
Plan (By Township) ▼

**Township:\*** (No Value) ▼      **Range:\*** (No Value) ▼      **Meridian:\*** (No Value) ▼

**Add** **Remove**

**Search**

[Back to top](#)

- Select **Add**.
  - The criteria shown in the LLD field boxes (e.g., Township, Range, Meridian) will be added to the main search screen field box.
  - Repeat as necessary until all Township LLD's are displayed in the search box.
- Scroll down and Select **Search** once you have proofread your information and are ready to proceed with your search.
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

## Change Order

Change Orders reflect changes made to a plan by the Controller of Surveys. They are always linked to a Plan of Survey (includes Descriptive Plans).

To conduct a Survey Plans search by Change Order:

- Sign-in to ISC website ([www.isc.ca](http://www.isc.ca)).
- Select CHANGE ORDER SEARCH.



*NOTE*

Plan number (old registered plan number or new plan number) is the only search criteria available for change orders.

- Select the Plan Number data field box.

- Select **Add**.
  - A secondary Plan Search window will appear.

To close this window Select  or the standard window feature of the "X" in the upper right hand corner of the secondary window.

- Enter the plan number into the Plan Number data entry field.
- Select  .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select  to insert your selections into the search box located in the main Plan Search screen.
  - Select  once all your Plan Number searches have been added.
    - This will return you to the main search screen and the information you have chosen to search will be reflected in the search box.
- Scroll down and Select  to complete the search.
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

## Support Documents

Support Documents include all other types of information such as letters and survey reports that may add to understanding the Plan of Survey. These Support Documents may be linked to a Plan of Survey or a Change Order.

To conduct a Survey Plans search by Support Documents:

- Sign-in to ISC website ([www.isc.ca](http://www.isc.ca)).
- Select SUPPORT DOCUMENT SEARCH.

The following search criteria can be used to search for support documents:

- Plan number (old registered plan number or new plan number).
- Change Order Number.
- Support Document Type:
  - Letters
  - Field Notes
  - Report on Survey
  - Photograph
  - Evidence Sheet
  - Memorandum
  - Internal Notes
  - Supporting Plan
  - Other
  - Certification
  - CPA
  - App. Change Order
  - Parcel Tie Amendment
  - Affidavit
  - Resurrection Request
  - Consent
  - Condo Corp. Number

### ***Plan Number***

Searching by Plan Number can be executed using either the old Registered Plan number or the new Plan number.

To conduct a Support Document search by Plan Number:

- Select the Plan Number data field box.



- Select **Add**.
  - A secondary Plan Search window will appear.

To close this window Select **Close** or the standard window feature of the “X” in the upper right hand corner of the secondary window.

- Enter the plan number into the Plan Number data entry field.
- Select **Search** .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select **Add** to insert your selections into the search box located in the main Support Document Search screen.
  - Select **Close** once all your Plan Number searches have been added.
    - This will return you to the main search screen and the information you have chosen to search will be reflected in the search box.
- Scroll down and Select **Search** to complete the search.
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

### **Change Order Number**

To conduct a Search by Change Order Number:

- Select the Change Order Number data entry field.

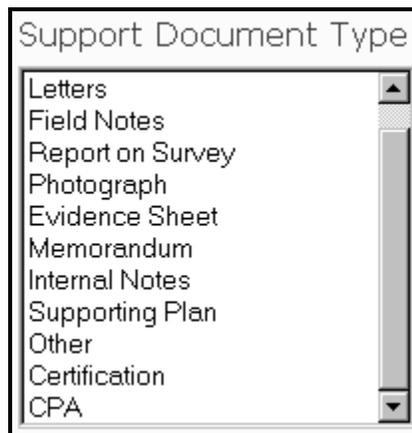
To close this window Select  or the standard window feature of the "X" in the upper right hand corner of the secondary window.

- Enter the Change Order Number and Select  .
  - Repeat as necessary.
    - Each time  is selected, the contents of the Change Order Number field is added to the search box directly below, without a new window opening.
- Select  .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select  to insert your selections into the main search screen field.
  - Select  once all your searches have been added.
    - This will return you to the main search screen and will reflect the information you have chosen to search.
- Scroll down and Select  .
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

### **Support Document Type**

To conduct a Support Document search by Support Document Type:

- Select the support document type you desire to search from the Support Document Type menu.



To close this window Select  or the standard window feature of the "X" in the upper right hand corner of the secondary window.

- Select  .
  - Select the checkbox  beside the name(s) displayed in the results list that you wish to add.
  - Select  to insert your selections into the main search screen field.
  - Select  once all your searches have been added.
    - This will return you to the main search screen and will reflect the information you have chosen to search.
- Scroll down and Select  .
  - Search result(s) will be displayed based on the criteria you entered.
- Please refer to the "Plan Search Results" section for more information regarding these search results.

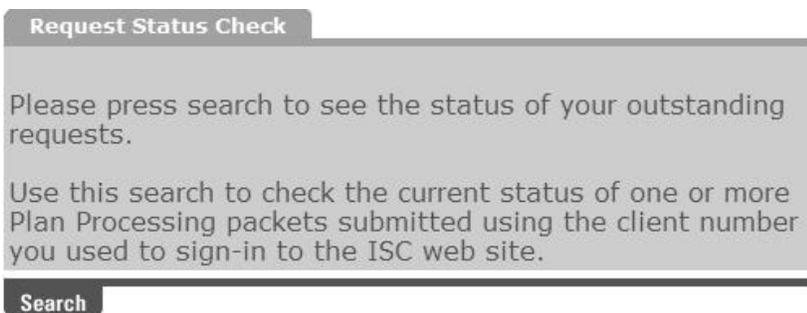
## Request Status Check

Plans of Survey for examination are submitted using the Packet/Request format. Each Request has a unique number.

A Request Status search returns information pertaining to the status of the plan attached to the request. The status will be the current Work In Progress (WIP) event such as "in process", "rejected", "returned to client", etc.

To conduct a Survey Plans search by Request Status:

- Sign-in to ISC website ([www.isc.ca](http://www.isc.ca)).
- Select REQUEST STATUS SEARCH.
  - The following screen will display.



**Request Status Check**

Please press search to see the status of your outstanding requests.

Use this search to check the current status of one or more Plan Processing packets submitted using the client number you used to sign-in to the ISC web site.

**Search**

- Select  .
  - The status of you outstanding requests will be displayed.

*Note: Only the Requests submitted using the client number used to sign-in to the ISC web site will be listed.*

# Plan Search Results

## Viewing a Plan Report

Once you have entered your search criteria and selected , the Plan Search Results window will display all results that correspond to your search criteria.

Plan Search Results								
Select	Report	Image	Plan Number	Registered Plan Number	Plan Description	Plan Type	Plan Purpose	Highway Plan Number
			100702796	R5253	DIVERSION	Plan of Survey	Roadway	H-161

1 Record Returned.

Output

 *NOTE* Search results should include a Plan Report  and/or a Plan Image .

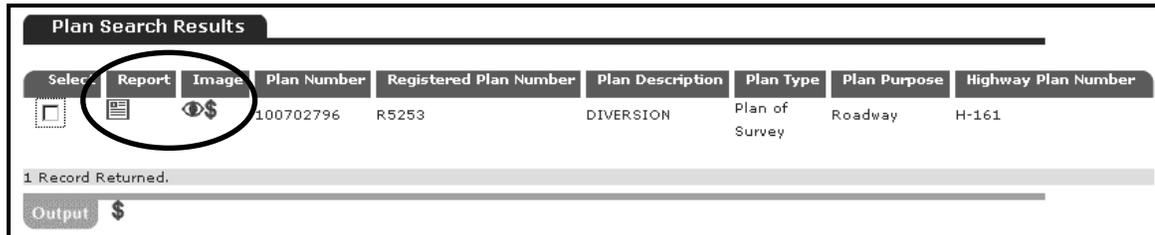
- Select  (the report icon) to view the plan report.
  - There is no charge to view the report.

This report can be viewed and printed on your local printer.

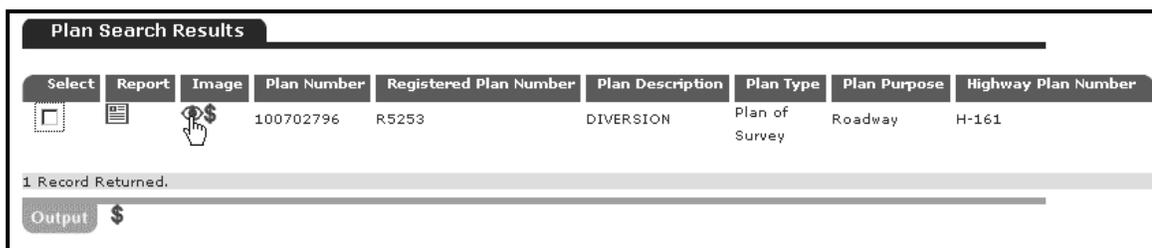
 *NOTE* The Plan Report provides **FREE** information relating to Parcel Numbers and Land Descriptions that can be used to search titles in the Land Registry. The Plan Report also contains other plan attributes such as Plan Purpose, Surveyor information and Chief Surveyor's Office data.

## Viewing/Downloading a Plan Image

Once you have entered your search criteria and selected **Search**, the Plan Search Results window will display all results that correspond to your search criteria.



- NOTE** Search results should include a Plan Report and/or a Plan Image .
  - NOTE** Plans are in TIFF file format. You will require an image viewer installed on your computer to view Plans. There are many TIFF viewers available at no cost on the Internet.
  - NOTE** There is a fee to view the plan image. The cost of viewing a plan will be displayed when the icon is selected.
  - NOTE** If a plan image is available, it will be reflected by the presence of an image icon . You can download the image to view, save it to a file on your computer or print it on your local printer/plotter.
- Select from the plan search results row that reflects the plan image you wish to view.



- The following screen will display.

To view this image you will require an image viewer. See [Software Recommendations](#) for more information.

If you choose to download an image viewer, please use the "Back" button on your browser to return to this screen. Failure to use the "Back" button to return to this screen may result in being charged twice to view this image.

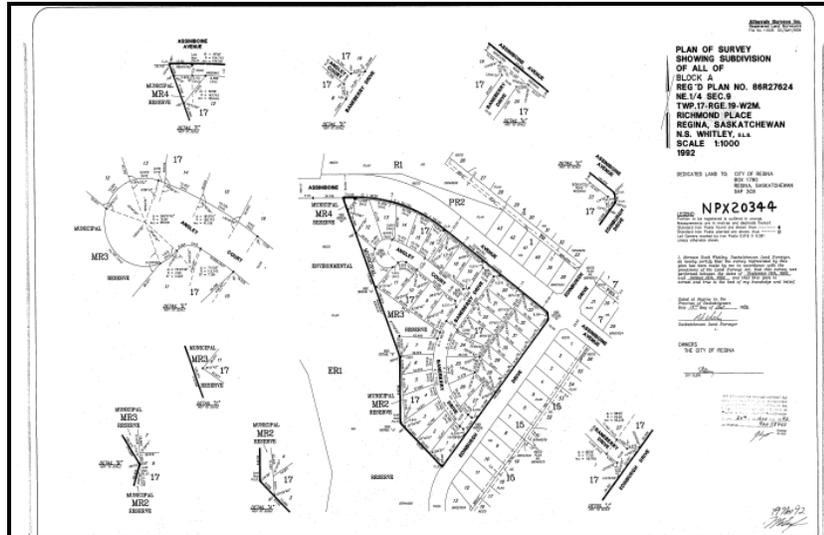
If you already have an image viewer, then you may begin downloading the image

[Download Image](#)

- Select the Download Image link.
  - A message box with two options will display.
    - Open this file from its current location. OR
    - Save this file to disk.
- The plan image will then display.

*You can right-click the Download Image link and select 'Save Target As...'.  
This will allow you to save a copy of the Plan to your computer for future use.*

*This will allow you to save a copy of the Plan to your computer for future use.*



 **NOTE**

Contact the Controller of Surveys Office for instructions on how to access larger files.

## Requesting a Copy of a Plan Image

 **NOTE**

There is an output fee for this service. Please refer to the Fees List which is accessible by selecting the **\$** to the right of the **Output** button.

To request a copy of a plan (or plans):

- Select the check box  beside the appropriate plan(s) that you require a copy of from the Plan Search Results list.

Search Parameters								
Quarter LLD: NE-15-25-25-3								
Plan Search Results								
Select	Report	Image	Plan Number	Registered Plan Number	Plan Description	Plan Type	Plan Purpose	Highway Plan Number
<input checked="" type="checkbox"/>			100028821		Twp plat: 25-25-3 1st Edition - 18 Aug 1884	Plan of Survey	Township Plat	
<input type="checkbox"/>			100424966	P4037	150' UNPOSTED RAILWAY	Plan of Survey	Railway	
<input checked="" type="checkbox"/>			100450808	62MJ08936	No description available	Plan of Survey	Roadway	7-36
<input type="checkbox"/>			100471845	68MJ07532	PIPELINE R/W	Plan of Survey	Right of Way	P-2672
<input type="checkbox"/>			100587876	84MJ08255	NEW ROAD	Plan of Survey	Roadway	H-27139

5 - Records Returned.  
If your Internet connection is slow, you may want to select a Plan and click on the 'Output' button to receive the Plan by mail or e-mail.

Output

- Select **Output** .
- The following screen will display.

*This window confirms what selections (plans) were chosen. Please be sure to proofread this information to ensure all your selections are listed.*

**Item Requested For Delivery**

You have requested the following item(s) to be delivered:

Plan: (100706284) is selected for output. (0.71 MB)

Email  
 Fax  
 Paper  
 CD-ROM  
 Copies  
\*paper only

*At least one output option must be selected. Make sure to complete the \*Required fields for whichever delivery method you choose (e.g., Mailing Address, Email or Fax). Multiple copies can only be chosen when requesting paper copies via mail.*

**Delivery Details**

Please provide delivery details for each of the delivery methods selected above.

**Mailing Address**

Firm Name: Information Services Corporation of Saskatc \* Required  
Last Name: \* Required  
First Name: \* Required  
Address Line 1: 300 - 10 Research Drive \* Required  
Address Line 2: \* Required  
City: Regina \* Required  
Province/State: Saskatchewan \* Required  
Postal Code: S4S7J7 \* Required  
Alt Postal Code: \* Required  
Country: Canada

**Email**

Email Address: ask@isc.ca \* Required

**Fax**

Fax Number: 1 ( ) \* Required

- **Submit**
- Complete the necessary information (marked \*Required) regarding where and how you would like to receive the plan.
- Select **Submit** .
- You will receive a confirmation notice that you have requested output.

Thank you. Your output request has been received and is being processed. You can now close this window.