

Descriptive Plan Type I Manual

NOTE:

This document constitutes instructions from the Controller of Surveys 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.

Revision History

Version #	Revision Date	Description of Changes	Page Number
1	April 15, 2003	Initial manual forwarded to all surveyors in Controller of Surveys Briefing Document #6 on April 24, 2003	
n/a	December 1, 2003	Descriptive plans slide presentation to SLSA, based on manual – effective Jan. 1, 2004	n/a
n/a	December 9, 2003	December 1, 2003 slide presentation forwarded to all surveyors	n/a
n/a	May 13, 2004	Relaxation in farm site requirements forwarded to all surveyors	n/a
n/a	March 28, 2007	Clarification of DP1 lot boundary re-arrangements to accommodate existing encroachments only	n/a
2	June 14, 2007	Revised manual forwarded to all surveyors on July 5, 2007	n/a
3	September 10, 2007	Revised manual forwarded to all surveyors on Sept. 10, 2007	n/a
4	October 4, 2014	Revised manual with the removal of plan preparation requirements and the addition for PSO requirements	6
5	September 4, 2020	Revised manual for Visual Identity requirements	all
6	November 23, 2020	Item 9 - removed “at the discretion of the Controller of Surveys” and clarified the 1800 m exception	13

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OVERVIEW

Descriptive Plan Type I, as stated in [The Land Surveys Regulations](#), was designed to replace the old metes and bounds descriptions and to allow for something other than a full plan of survey. A Descriptive Plan Type I will reduce the impact on individuals who may have been eligible to use a metes and bounds description under the old land titles system. The two most common situations that will allow for a Descriptive Plan Type I are:

1. Lot boundary re-arrangement in conjunction with Section 51(2)(a) of [The Land Surveys Regulations](#).
2. Farmyard site parcel in conjunction with Section 51(2)(b) of [The Land Surveys Regulations](#).

NOTE: A Descriptive Plan Type I must be prepared by a Saskatchewan Land Surveyor.

COMBINED PURPOSE PLANS

In some cases, it is acceptable to use a plan for more than one purpose. A combination of any or all of the plan types (Plan of Survey, Descriptive Plan Type I or Descriptive Plan Type II) may be used. However, plans must be specific to each land layer. A combination plan will not be allowed if it affects surface and mineral layers, mineral and feature layers or surface and feature layers.

NOTE: Condominium plans cannot be combined with any other plan type or land layer.

NOTE A Descriptive Plan Type I Farmyard Site may only be combined with a Descriptive Plan Type II Parcel Consolidation if the consolidation does not include the farmyard site. In some situations, a parcel consolidation must take place to allow for the farmyard site but in all cases the farmyard site must be an individual parcel separate from any consolidations that may take place.

Some examples of situations where combined purpose plans can be used are:

- To create new subdivisions by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I.
- To re- arrange a lot boundary by Descriptive Plan Type I and create a consolidation by Descriptive Plan Type II.
- To create a new subdivision by plan of survey and re-arrange a lot boundary by Descriptive Plan Type I and consolidate the remainder of a parcel by Descriptive Plan II.

The title block must state the plan type with the highest hierarchy (Plan of Survey being the highest level, Descriptive Plan Type I being next and Descriptive Plan Type II being the lowest). The land layer (surface, mineral or feature) must be shown next. Then each plan purpose must be listed in order of its hierarchy.

The line of approval must include all new parcels.

PLAN REQUIREMENTS

For more information see the *“Saskatchewan CAD File & Georeferencing Specifications”* along with the *“Plan Preparation and Procedure Manual”* on the ISC website.

LOT BOUNDARY RE-ARRANGEMENT

Rules for Lot Boundary Re-arrangement

1. Lot boundary re-arrangements are only allowed for urban situations to re-arrange the boundary of a lot.
2. Lot boundary re-arrangements are only allowed to accommodate encroachments of existing structures. *Encroachments*
3. The lot must not be for commercial purposes.
4. Metes and bounds (descriptive) lines cannot be re-arranged using a Descriptive Plan. *Metes & Bounds Plans*
5. There must be the same number of lots before and after the boundary re-arrangement unless a combination type plan involving the consolidation of parcels is submitted. *Same # of Lots*
6. Only one boundary re-arrangement by descriptive plan is allowed within the lots affected by the re-arrangement. *One per Lot*
7. Found, established, or re-established monuments must be shown. *Found Monuments*
8. The new boundary must be a single straight line. *New Boundary*
9. The line of approval shall only encompass the re-arranged lot. The remaining portion of the adjacent lot affected by the re-arrangement shall be shown as a remaining parcel with a new extension number assigned to it. An exception to this may be if consolidations are involved. *Approval Line*
10. At least one survey monument must be found, re-established, or established on a previously established or newly created corner of the re-arranged lot shown within the line of approval. However, at the discretion of the Controller of Surveys, where relevant survey evidence is not available, a monument may not be required on the boundary of the re-arranged lot. In this situation a surveyor’s report is required to explain the extent of the investigation and what was found. *Required Monuments*
11. Distances must be shown between the position of the previous lot boundary and the new lot boundary to clearly show the position of the new boundary. *Ties to Previous Boundary*
12. Measured angles and distances must be shown. *Measured Measurements*

- Copied measurements do not have to be shown on the plan. However, if copied distances from other plans are shown, they must be shown as “copied” or with the abbreviation “Cop”. Deduced or calculated distances shall not be shown.

Copied Measurements

Support Documents

- Community Planning Approval as stated in [The Planning and Development Act, 2007](#).
- Certificate of Surveyor (Please note that the plan title block must be displayed on the Certification of the Surveyor. This links the certification with the plan).
- Letter of submission/Surveyor’s report confirming that the plan is intended to resolve the encroachment of an existing structure. The report must include a description of the structure.

CPA

Surveyors Certificate

Surveyors Report

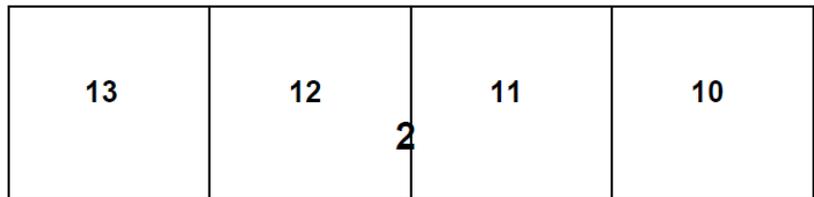
Examples of Lot Boundary Re-Arrangements

The following scenarios are examples of situations where lot boundary re-arrangements are allowed using a Descriptive Plan Type I:

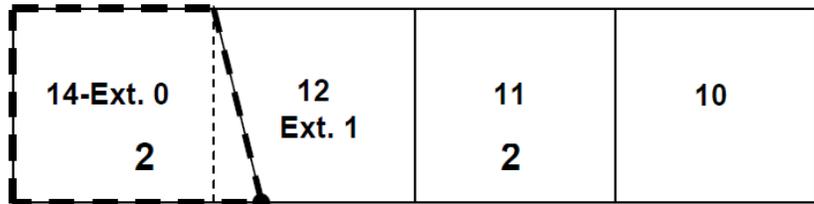
Scenario #1

Re-arrange surveyed lot boundary

Existing 4 lots by Survey plan



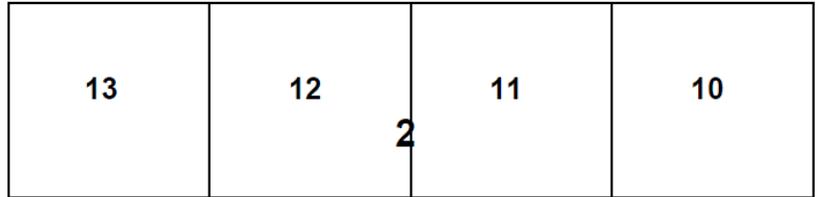
- Re-arrange east boundary 13
- At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
- Create new 14 Ext.0 and 12 Ext.1



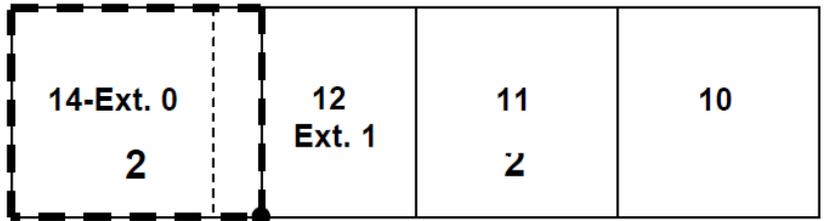
Scenario #2

Re-arrange surveyed lot boundary and consolidate remaining lot with adjacent lot.

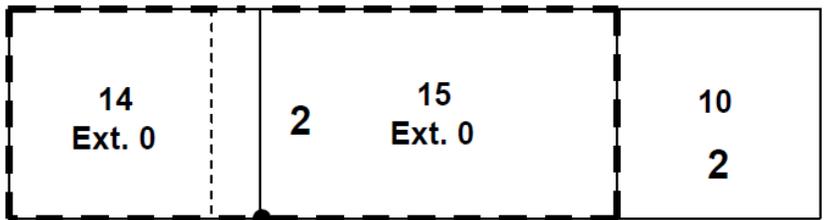
Existing 4 lots by survey plan



1. Re-arrange east boundary 13
2. At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
3. Create new 14 Ext.0 and 12 Ext.1



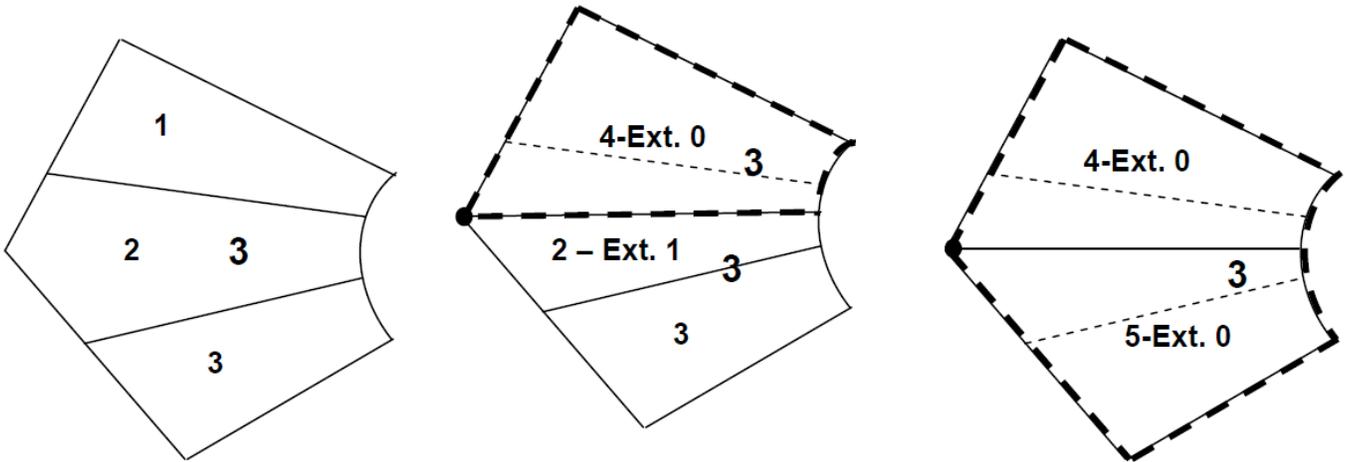
4. Consolidate 12 - Ext 1 and 11 into 15 – Ext. 0
5. At least one monument on re-arranged lot or find or re-establish a monument on the old limit.



6. Re-arrangement and consolidation may be done on one Descriptive Plan Type I combination plan.
7. Consolidation may be done separately using a Descriptive Plan Type II.

Scenario #3

Re-arranging a surveyed lot boundary on a pie shaped lot and consolidate the remaining lot with the adjacent lot.



Existing Lots 1, 2, and 3 by plan of survey

To Re-arrange SW boundary of Lot 1

1. At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
2. Create Lot 4 and Lot 2 – Ext. 1
3. DP1 plan required

To Consolidate Lot 2 – Ext. 1 with Lot 3

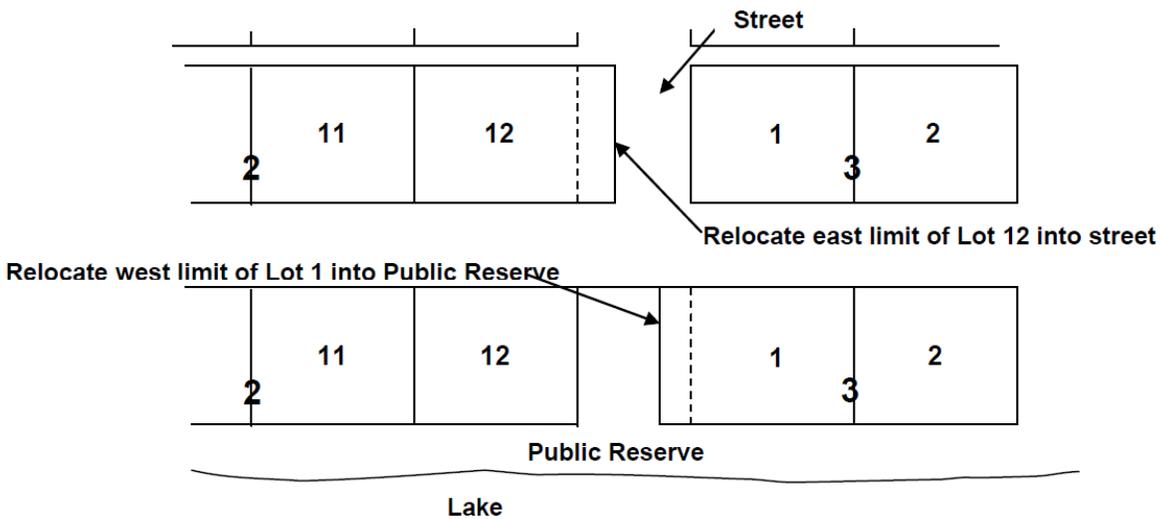
1. At least one monument on re-arranged lot or find or re-establish a monument on the old limit.
2. DP1 Combination plan required.

Examples of Disallowed Lot Boundary Re-Arrangements

The following scenarios are examples of situations where lot boundary re-arrangements are not allowed using a Descriptive Plan Type 1. A plan of survey by a Saskatchewan Land Surveyor is required for these situations.

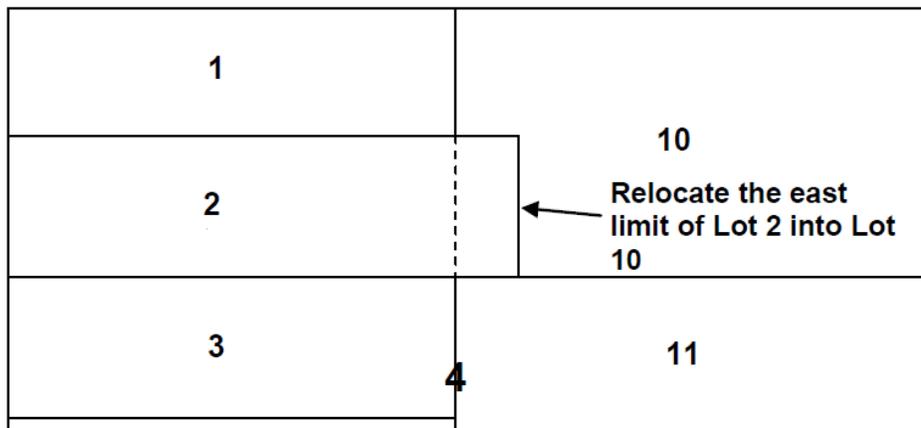
Scenario #4 (Plan of Survey required)

Re-arrange a lot boundary into a street, lane, public reserve, etc.



Scenario #5 (Plan of Survey required)

Re-arrange a lot boundary into a portion of an adjacent lot



NOTE: For an example of a Descriptive Plan Type I plan showing a lot boundary re-arrangement, see Appendix A.

FARMYARD SITE PARCEL

Definition

The phrase ‘existing farmyard site’ means a site that includes a dwelling and may include other buildings, water infrastructure (dugout, wells, etc.) sewage infrastructure, trees, fences, etc. It is not necessary for anyone to be living on the site. It is not intended to include additional areas of cultivation or pasture other than area required to comply with health and municipal zoning requirements. The site must concur with any bylaws that may restrict parcel size.

A dwelling is defined as a house or other permanent structure in which a person or persons can live; a residence; abode; etc. An old foundation or dilapidated house does not qualify under this definition.

Rules for Farmyard Site Parcels

1. Must be the first secondary subdivision within Primary Subdivisions such as quarter sections or river lots. A Descriptive Plan Type I **cannot** be used if there was a Metes and Bounds description existing prior to conversion or a registered (approved) parcel existing within the Primary Subdivision. Legal Subdivisions are also considered secondary subdivisions. However, in some situations it may be possible for the secondary subdivision to be consolidated back to the Primary Subdivision, which would allow for the DPI farmyard site parcel.

*First
Subdivision*

2. Although parcel consolidations are allowed in the above situations, the resulting farmyard site cannot be consolidated with adjacent parcels. The farmyard site must remain a separate individual parcel.

*Separate
Parcel*

NOTE: A first secondary subdivision does not include public road right of ways and railways.

3. A Descriptive Plan Type I can only be used to sever an existing farmyard site from a Primary Subdivision. The surveyor must declare that the Descriptive Plan Type I is for an existing farmyard site.

Declaration

4. The new parcel must be quadrilateral and approximately rectangular or square in shape. All boundaries of the new parcel must be parallel or perpendicular to an existing surveyed boundary. Exceptions will be made for deflections or road widenings.

*Parcel
Configuration*

5. The new parcel must abut a public road.

6. Found, established or re-established monuments must be shown.

7. Measured angles and distances must be shown.
8. Sufficient survey information must be shown to define the parcel limits.
9. A minimum of one monument is required on the new parcel at a corner that adjoins the road limit. However, in situations where relevant survey evidence is not available, this requirement may be waived. If any of the required monuments cannot be found within 1800 metres of the new parcel, the boundary corners of the new parcel are not required to be monumented.

Waiver of Monuments

Support Documents

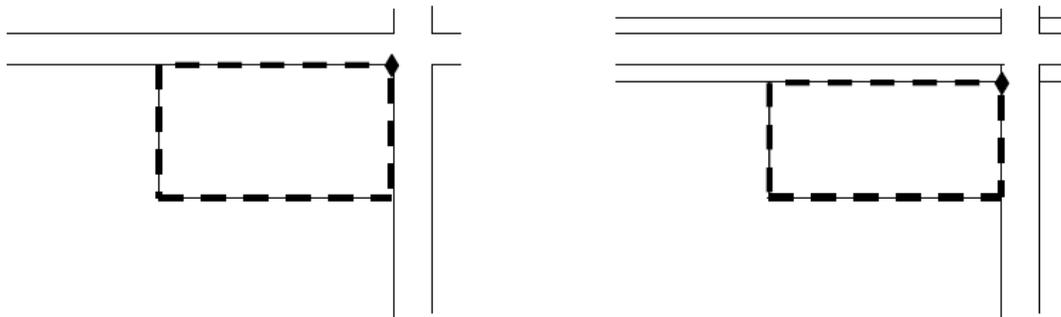
1. Community Planning Approval as stated in *The Planning and Development Act, 2007*. *CPA*
2. Certificate of Surveyor (Please note that the plan title block must be displayed on the Certification of Surveyor. This links the certification with the plan.) *Surveyors Certificate*
3. Letter of submission/Surveyor’s report is mandatory and shall include a declaration that the parcel is an existing farmyard site. *Surveyors Report*

NOTE: The following scenarios are examples of situations where farmyard sites are allowed using a Descriptive Plan Type I:

Allowable Scenarios

Scenario #1

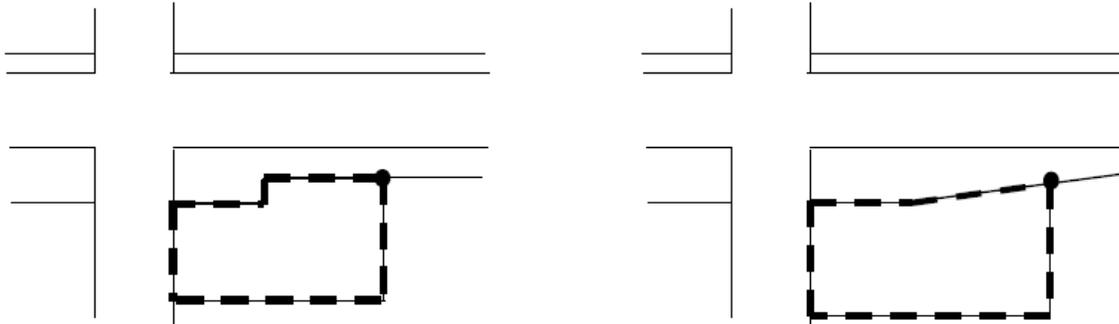
Farmyard site is adjacent to a road allowance or road widening where an existing monument may be used to mark a corner of the new parcel. The existing monument cannot be marking a deflection or change in width within the limit of the new parcel.



- A monument must exist or be established on a new corner of the parcel intersecting the road limit (road allowance or road widening).

Scenario #2

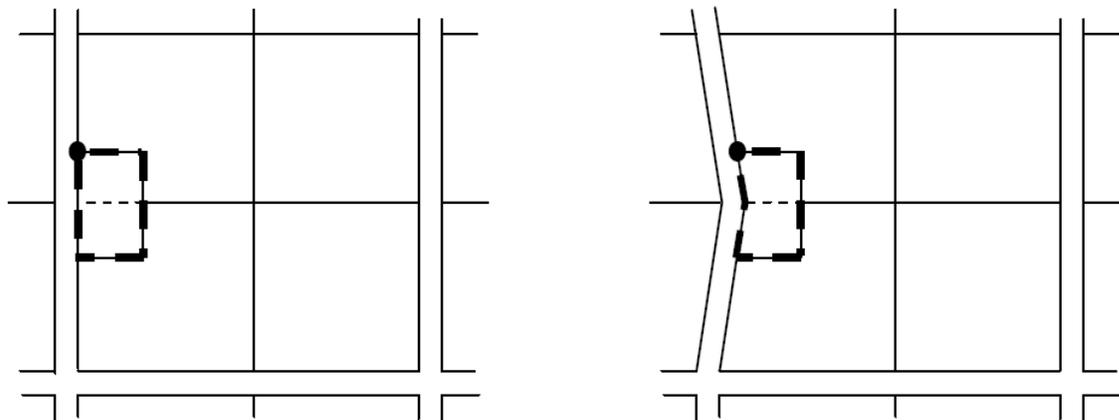
Farmyard site is adjacent to a road widening where deflections or changes in width exist.



- Deflections or changes in road widenings must be adjacent to an existing road allowance or cross-country road. A DPI is not allowed when the new parcel is adjacent to a road diversion.
- A monument must exist or be established on a new corner of the parcel intersecting the road limit (road allowance or road widening). Existing or planted monuments at the deflection or jog are not considered a new corner of the parcel.

Scenario #3

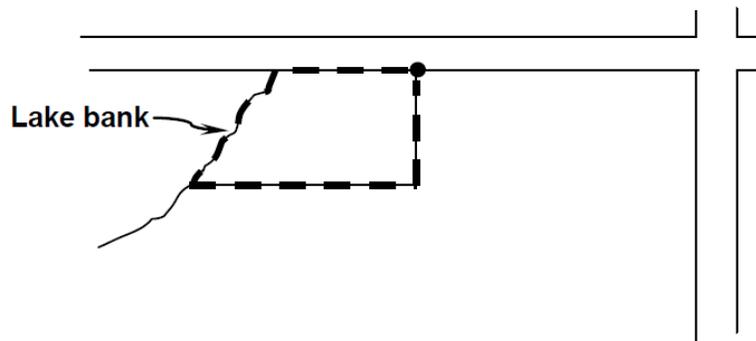
Farmyard site straddles two quarters.



- A new monument shall be established on a new corner of the parcel intersecting the road allowance. Existing or planted monuments at the quarter are not considered a new corner of the parcel.

Scenario #4

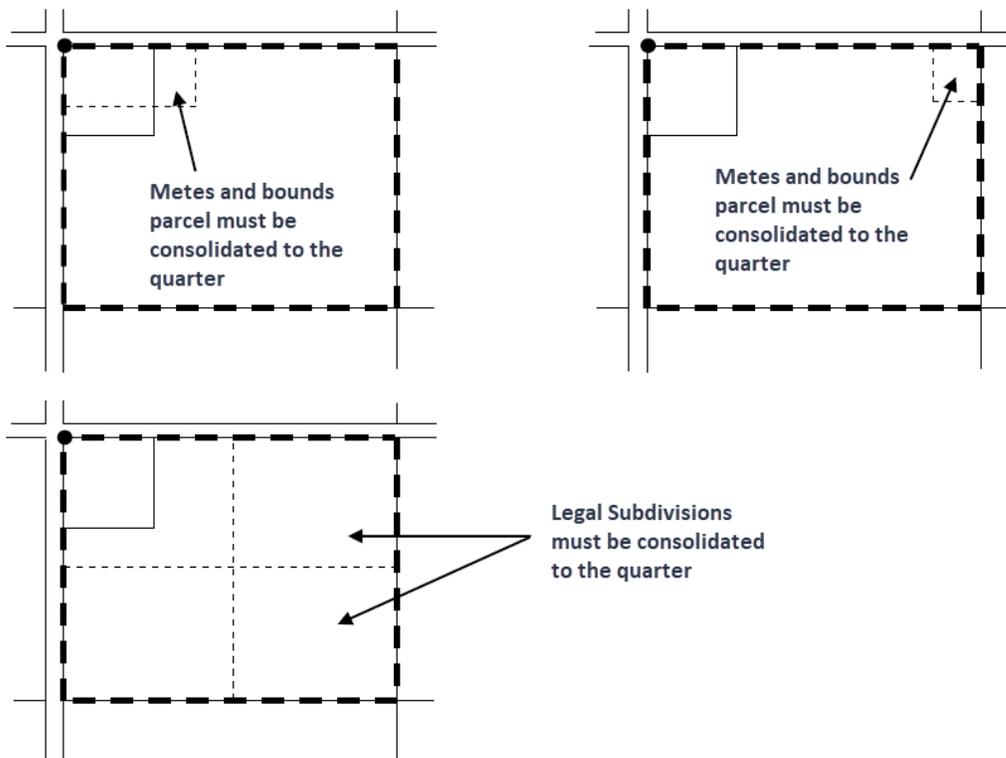
Farmyard site abutting a water body.



- Show bank as described on the pre-converted title or in GIS.

Scenario #5

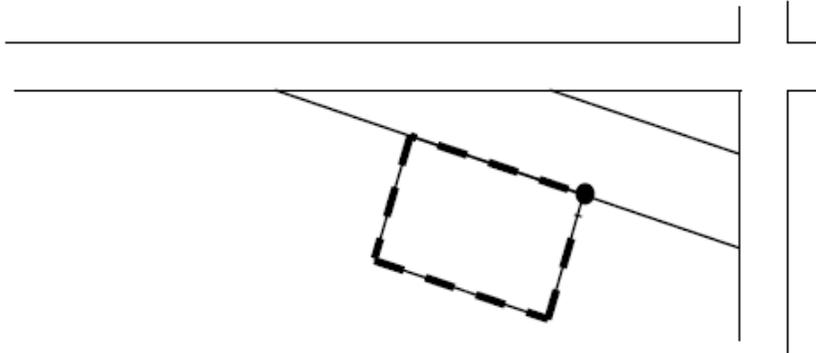
Farmyard site within a quarter section where a metes and bounds parcel or Legal Subdivision exist.



- A Descriptive Plan Type I farmyard site parcel must be the first secondary subdivision of the quarter section (exceptions are made for roads and railways). If a metes and bounds parcel exists within the quarter section, it must be consolidated back to the quarter before the farmyard site can be created.
- Requires a Descriptive Plan Type I surface subdivision (minimum) in combination with a consolidation plan.

Scenario #6

Farmyard site adjacent to a cross-country road.

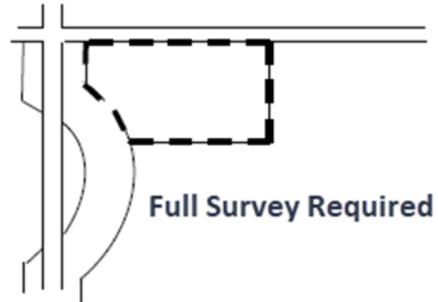
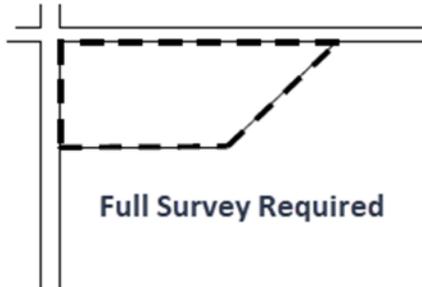
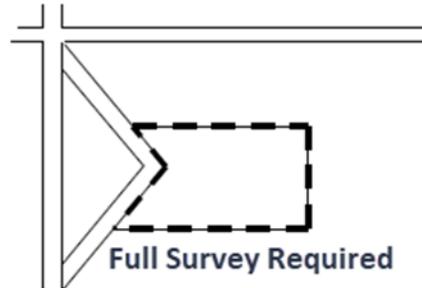
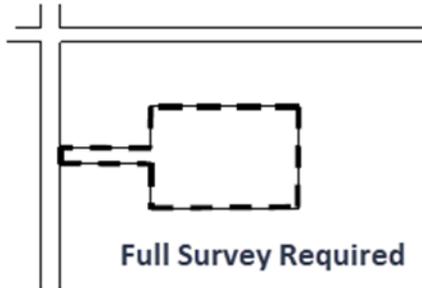


- Exceptions may be made to the first secondary subdivision of the quarter section when roads and railways are involved.
- All new boundaries must be parallel or perpendicular to existing boundaries of the road.
- The parcel cannot be adjacent to a curve portion of the road.

Disallowable Scenarios

The following scenarios are examples of situations where farmyard site parcels are **not** allowed using a Descriptive Plan Type I. These situations will require a legal survey by a Saskatchewan Land Surveyor.

NOTE:



NOTE:

For example of complete Descriptive Plan Type I plan showing farmyard site parcel, see Appendix B.

APPENDIX B – Farmyard Site

PPS #102254598
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