

 Saskatchewan Registry Services	POLICY AND PROCEDURE	Number GO-04/009
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Owner/Manual Surveys and GIS Data	Section	Last Revision July 1, 2014
Policy Name Charging for Resubmissions	Effective Date June 24, 2004	Revised Date June 1, 2022
<p>Policy Statement:</p> <p>This policy applies to any plan submitted to ISC using Plan Submission Online (PSO). Plan Submissions Online is a web-based plan submission and checking tool which auto-verifies that all mandatory information is included in a plan before the customer submits the plan to ISC Plan Processing. Warnings let customers know if any necessary plan information is missing, or appears to be incorrect, allowing the customer to correct work in progress. The PSO tool expedites filing and approval and has the potential to reduce packet rejections and the rework associated with rejections.</p> <p>To encourage customers to review warnings and to reduce the number of plans returned to the customer for correction, additional fees will apply in the following situations:</p> <p>Charges when PSO Warnings Acknowledged but Errors still exist: ISC will charge additional fees when plans are submitted to ISC and the submitter acknowledges errors, including approving the Map Check, but does not correct those errors in the plan submission.</p> <p>Charging for Resubmissions: ISC will not charge customers for plans that are resubmitted to ISC for examination following the initial rejection of the plan. However, ISC will charge additional fees when plans are returned more than once, regardless of the reason for rejection.</p> <p>ISC will charge additional fees when plans and support documents are returned more than once, regardless of the reason for rejection.</p> <p>Additional fees will be charged based upon ½ hour increments, with a minimum 1 hour charge. A standard note will be added to the examination memo indicating that a fee will be charged when resubmitted.</p> <p>Note: The return of a plan unexamined or only partially examined by ISC counts as a submission.</p> <p>Note: Fees will not be charged when the memo is for informational purposes only (example – memo indicates the plan is approved for survey content, pending plan collision, etc.).</p>		
<p>Purpose:</p> <ul style="list-style-type: none"> • Return rates for plans remain high despite the use of PSO. • Resubmissions are given priority over new plan examination, resulting in the delay of examination of other plans in the queue. • If a customer makes changes to a plan that is resubmitted and the examiner has no knowledge of the changes, the plan could be approved without the changes being examined. • Resubmissions contribute significantly to customer costs and ISC plan examination costs. 		