

Policy and Procedure: Guidelines for Change Orders

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Owner Ministry of Justice - Controller of Surveys	Manual Surveys	Last Revision
Policy Name Guidelines for Change Orders	Effective Date February 28, 2006	Revised Date August 11, 2014

Policy Statement:

Plan corrections and amendments may be made to approved plans in accordance with Sections 41 and 42 of *The Land Surveys Act, 2000*. The following guidelines should further clarify the requirements necessary to correct and amend approved plans.

- ISC will review all applications for plan corrections or plan amendments on a case-by-case basis and determine whether or not to proceed with the correction.
- All fees will be waived for any Change Order, requested in accordance with Section 41 of *The Land Surveys Act, 2000*, that applies to a plan that was surveyed by a Saskatchewan Land Surveyor who no longer holds a valid license to practice under the provisions of *The Land Surveyors and Professional Surveyors Act*.
- Change orders will be used to correct or amend re-establishment plans as these plans cannot be cancelled.
- Change Orders will not be performed on abandoned or cancelled plans.
- Change Orders will not be used to change the graphical boundaries of parcels shown on plans. (i.e. move lines). However, in some cases, a width of a parcel, ROW, etc. may be amended slightly as long as the lines do not have to move.
- Change Order requests in accordance with Section 41 of *The Land Surveys Act, 2000* must be requested by a Saskatchewan Land Surveyor.
- For information on Change Order requests in accordance with Section 42 of *The Land Surveys Act, 2000*, see Street Names Changes document and Condominium Guide on the ISC Website.

Note: *In some cases, there may not be enough information available to amend a plan. In these situations, a detailed survey report should be included as a support document in the plan submission listing the problem areas and primary section corners that may be affected by the problem.*

Purpose:

The Controller of Surveys is responsible for the maintenance of the provincial survey system and the Land Surveys Directory. By waiving the fee for Change Orders in certain situations it is expected that our clients will be encouraged to submit applications for plan corrections in order to assist in the maintenance of the provincial survey system.

Approved By: Controller of Surveys

Date: August 11, 2014