



CITY OF SURREY
Engineering Department

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January 14, 2002

File: 0889-032

REPLY TO: Support Services
ATTENTION: Alan Zacharias, BCLS, CLS

TO: Lower Mainland British Columbia Land Surveyors

Dear Sir/Madam:

Re: Mandatory Digital Legal Survey Plans

The City of Surrey intends to implement a mandatory digital legal survey plan requirement on March 1, 2002, for all registrable legal survey plans submitted to the City. The digital submission will become an essential element of the development application process.

Since 1996, the City has been receiving digital plans from B.C. Land Surveyors on an occasional and voluntary basis, and the time has now come for us to make this requirement mandatory.

The preferred approach for submitting the digital files is via e-mail directly to the Survey Section to both of the following addresses:

AJZacharias@city.surrey.bc.ca
Survey@city.surrey.bc.ca

Please be sure to include the following information in your email:

1. Civic address of the site.
2. Name of client or applicant.
3. The City's development application file number.

Alternatively, digital returns can be submitted on disk together with the mylar hard copies to the appropriate City Department (i.e., the same department that you would normally deliver the hard copies to).

All digital files will be checked for adherence to the City's Digital Legal Survey Plan Standard. The Digital Plan Standard was last updated on January 14, 2002, and is posted on the Lower Mainland Group Website.

Only British Columbia Land Surveyors can prepare the digital submissions, but a cash in lieu option will be available to development applicants who do not wish to provide the digital data. The cash in lieu option will be based on the following cost structure:

- *\$200.00 per plan (2 lots or less)*
- *plus \$20.00 per additional lot*
- *maximum fee of \$650.00 (25 lots or more)*

*individual Statutory Right-of-Way, Easement, RC, or road dedication areas are considered parcels.

If you have any questions, please call me at (604) 591-4548.

Yours truly,

Alan Zacharias, BCLS, CLS
Project Land Surveyor

AZ

c.c. - Lower Mainland Group Executive
Corporation Office