



**DIRECTIVE
Land Registry**

SECTION: PID Databank

NUMBER: 3001- 008

**SUBJECT: Parcel Description and Digital
Property Map Graphics
Reconciliation**

BACKGROUND:

Section 4.3 of the Subscription Agreement states:

Subject to clause 4.4, a Statement of Appropriateness shall form part of the Web-based submission for each application by a Subscriber under subsection 10.1(2) of the Act and shall be worded as follows:

"I have examined the current Digital Property Map for the parcel associated with this application and I am satisfied that the Digital Property Map appears to depict appropriately the description of the parcel of land in the application."

PURPOSE:

To outline the process for reconciliation of a parcel description that does not match the SNB Digital Property Mapping graphics prior to submission in a PID Databank Application (PDBA).

DIRECTIVE:

A parcel description for a PID to be submitted to the PID Databank must appropriately match the Digital Property Mapping graphics.

The PDBA **must not be** submitted until the graphics/description have been corrected.

The problem with the description or the graphics must be fixed **prior** to submission.

If it is the description (i.e. missing saving and exception), the subscriber is responsible to update the description.

If it is the Digital Property Mapping graphics, SNB must be notified of the discrepancy and the subscriber must forward the information that substantiates the required change to the Provincial Land Registration Office. A mapper will review and discuss the resolution with the subscriber.

The Parcel Description and Digital Property Map Graphics Reconciliation request shall be sent by Email to the Provincial Land Registration Office.

NOTE:

Each discrepancy should be thoroughly investigated and the parcel description **must not** be arbitrarily changed to facilitate the reconciliation.