



**DIRECTIVE  
Land Registry**

**SECTION: Subsequent Registrations**

**NUMBER: 9040-001**

**SUBJECT: Plans of Survey**

**PURPOSE** To establish **registration requirements** for Plans of Survey.

**BACKGROUND**

In an effort to facilitate the registration of survey plans and better descriptions for parcels in PID Databank, SNB has revised the policy with respect to registration.

**REFERENCE** *Registry Act and Land Titles Act - Definition of Instrument  
Registry Act Sections 46 (2) & 46(3) ( b.1) & 46 (3) (c)  
Land Titles General Regulation 83-130 Section 15 (1)*

**DIRECTIVE**

**EXISTING PARCELS:**

Plans of Survey, for "**existing parcels or boundaries**", may be submitted for registration, as standalone instruments (no accompanying document) per the following:

**Land Titles System:**

Plans of Survey for "**registered lands**" may be submitted without an accompanying document and without being stamped "Exempted or Approved", by a Development Officer.

**Registry System:**

Plans of Surveys for existing "**non Land Titles**" lands may be submitted **without an accompanying document**. :

**Provided:**

1) The Plan of Survey **is** stamped, "Exempted or Approved", by a Development Officer.

**DATE EFFECTIVE 2001-12-01 ISSUED 2001-12-01  
REVISED 2009-04-01, 2013-06-27**

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**Or**

2) Without being stamped "Exempted or Approved" by the Development Officer, if the deed of title referred to on the survey plan for the subject lands, meets the requirements of or criteria for applying section 46 (3) (b.1) or 46 (3) (c) of the Registry Act:

*(b.1) an instrument accompanied by an affidavit of a barrister and solicitor of The Court of Queen's Bench of New Brunswick, in the form prescribed by regulation, deposing that the instrument does not subdivide land within the meaning of the Community Planning Act;*

*(c) an instrument that contains a statement that the land transferred thereby is the same land as was transferred previously by a registered instrument bearing a certificate mentioned in subsection (1), and which statement refers to such previous instrument by its registration data;*

**Both Systems:**

Plans of Survey, for "**existing parcels or boundaries**", may be submitted for registration **with an accompanying document**.

**NEW PARCELS:**

Plans of Survey that define "**new parcels (subdivision or consolidation)**" to be created by "subdivision deed or transfer" **must** be accompanied by the deed or transfer document and will be accepted for registration if:

(1) The Schedule "A" in the accompanying document is a complete "Metes and Bounds" description that matches the attached plan and the "description" is stamped, "Exempted or Approved", by the Development Officer.



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**Or**

(2) The Schedule "A" in the accompanying document is a "referential" description that simply refers to lands as shown on the attached plan and **both** the description and attached plan are stamped, "Exempted or Approved", by the Development Officer per section 46 (2) of the Registry Act.

In a situation where the development officer refuses to stamp the document, the Registrant shall present a letter/email, confirming the development officer's refusal to sign both the plan and the document, for the registration process to continue.

**Notes:**

Plans of Survey that are filed in the Registry system to expedite conversion to Land Titles can be referenced in the parcel description contained in the PID Databank application.

A new metes and bounds description is not required, as long as the lot being described can be uniquely identified on the survey plan.

For the purposes of this directive, Plans of Survey may also include "Surveyor's Real Property Report" plans.