



**DIRECTIVE
Land Registry**

SECTION: Subsequent Registrations

NUMBER: 9050-001

**SUBJECT: Subdivision Plans - Process for
annexing parcels.**

PURPOSE

The process as outlined below is to be used for the processing of Parcel A type subdivision plans. Situations that do not fit the standard scenario described below should be forwarded to the Registrar General for instructions.

REFERENCE

DIRECTIVE

Parcel A, subdivision plans are required to be accompanied by a deed/transfer on presentation for registration. By definition under the Land Titles Act, this deed is a trigger and requires an AFR.

Listed below are the process steps that must be followed to complete the conversion process.

1) Prior to presentation of the Parcel A plan and accompanying document, the parcel from which the Parcel A is being created (Parent Parcel) must be converted to Land Titles. (PDBA & AFR).

2) If the parcel to which the Parcel A is intended to be annexed is not under Land Titles and a future ** Administrative Consolidation is anticipated, the parcel to which the Parcel A is "to be annexed" must also be converted to Land Titles. (PDBA & AFR). Steps should also be taken at this time to ensure that the conditions for Administrative Consolidation can be met i.e. tenancy, encumbrances, etc.

** Step 2 is optional if no Administrative Consolidation is anticipated, however it will mean that Parcel A and the parcel to which it was intended to be annexed, must remain mapped as separate parcels. (*Doing step 2 is the recommended procedure.*)

3) The subdivision plan for Parcel A can then be submitted accompanied by a Land Titles Transfer, complete with a Schedule "A". Processing must be done as a package with the plan being processed first and then the PID for Parcel A being inserted on the transfer and the transfer being registered. The Parcel Identifier field on the form must state - "See Schedule "A" - or words to that effect and the description contained in the Schedule "A" must have Development Officer approval.

4) The Parcel A will become a Land Titles parcel upon registration of the plan, and will be typically mapped as a separate parcel.

5) An application can then be requested for an Administrative Consolidation. If all the required conditions are met, then the Parcel A and the parcel to which it was intended to be annexed can then be mapped as a single PID.

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