

# Real Property Report, Surveyor's Certificate, Building Location Certificate

A Real Property Report, Surveyor's Certificate, or Building Location Certificate is a survey document that clearly illustrates the location of permanent above ground structures in relation to the property boundaries. The document consists of a Plan (referred to as a Sketch in Yukon) showing the location of the structures with a corresponding written report outlining the details of the property. The written report is commonly combined with the Plan on a one or multiple page document. All Plans and Reports issued must be up-to-date, based on a current field survey and title.

If you are updating an RPR that you have previously signed; at minimum a site inspection should be conducted, and a note added to the Report that a site inspection was conducted, and the Report reflects the current conditions of the property.

When requested to complete a Real Property Report, Surveyor's Certificate, or Building Location Certificate, the client may require additional information in excess of the scope of work outlined below. It is prudent to confirm the client's requirements and expectations when preparing an estimate and prior to commencing the project.

Where a Provincial Land Surveying Association has adopted standards for the preparation of Real Property Reports, Surveyor Certificates, or Building Location Certificates, the provincial standards should be considered as a minimum requirement when carrying out this type of work on Canada Lands within that Province. This practice will provide a product that is consistent with what is expected by municipalities, banks, developers, etc. within that Province.

The scope of work when preparing an RPR should include the following:

- Obtain and review a copy of the current title, easement documents, rights-of-way and other registered interests
- Locate and verify sufficient survey monuments to determine the location of the subject property boundaries
- Locate all permanent structures, including buildings, sheds, pools, retaining walls, fences, etc., with respect to the property boundaries
- Locate any encroachments onto or from the property, including both structures and evidence of occupation. Encroachments should be noted on the report.
- Locate above ground utility lines and utility boxes with respect to the property boundaries

The Plan and Report is a legal survey document and should include the following:

- If the Plan and Report are not prepared as one document, then the Plan should indicate that it is part of the Real Property Report
- The legal description of the property (e.g. Lot #, Block #, Plan ##### CLSR, ### LTO)
- The municipality the property is within, if applicable

- The municipal address, if applicable
- The surveyed boundaries of the property with dimensions and bearings
- The plan should be drawn to scale and show enlargements where required
- Significant discrepancies between legal survey plan information and the surveyor's own determination of the boundaries should be clearly identified.
- Locations and descriptions of the permanent structures and their minimum distances to the property boundaries
- The location of easements and rights-of-way should be shown on the plan
- The location of encroachments onto or from the property and their minimum distances to the boundaries
- The location of encroachments onto easements or rights-of-way and their minimum distance to the interest boundaries
- The date of the field survey or site inspection
- The certification of the plan by signature, date and embossed or digital seal
- Copyright symbol and year
- North Arrow
- Scale and scale bar
- Source of azimuths/bearings (eg. UTM Zone XX, NAD83 CSRS, copied from Plan ##### CLSR, etc.)
- If elevations are shown, state the source of the elevations (eg. Elevations are derived from NRCan PPP, CGG 2013, or from BM #)
- A statement such as, "This Real Property Report was prepared for (name of client) and is not valid unless it is the sealed original copy issued by the Surveyor." This statement can be amended to suit the needs of the client or Surveyor.
- The date of the title search, certificate of title number and other land status information. A copy of the title can be attached to the Plan and Report.
- A list of all easements, rights-of-way and other registered interests that affect the property

## **Distribution of Real Property Reports**

A copy of a Real Property Report can be sent to the client in paper or digital format. If provided on paper it should include an embossed seal. If you are providing the report in a digital format it should be signed and sealed digitally in a format that cannot be edited or altered.