

STANDARDS OF PRACTICE

Association of Nova Scotia Land Surveyors



Approved by the membership on the 15th day of October, 2015
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STANDARDS OF PRACTICE

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1.0 Introduction

- 1.1 The provisions of this document shall govern the standards of practice of professional land surveying and shall apply to an active member, candidate, and holder of a corporate permit.
- 1.2 Notwithstanding these provisions where an applicable federal, provincial or municipal regulation relating to professional land surveying imposes a higher standard, the higher standard shall be followed.

2.0 Definitions

- 2.1 In these Standards, "Association", "Executive Director", "Council", "active member", "professional land surveying", "member", "candidate", and "corporate permit" shall have the meaning as defined in the Act.
- 2.2 "Act" means the *Land Surveyors Act*.
- 2.3 "closed traverse" means a traverse which begins and ends at the same point or points whose relative positions have been determined independently;
- 2.4 "co-ordinate monument" means a monument for which co-ordinates in the Nova Scotia Coordinate Referencing System (NSCRS) have been adopted by the body having jurisdiction over the said System;

- 2.5 "description" means a written definition of the boundaries of real property;
- 2.6 "direction" includes quadrant bearings & full circle angular measurement.
- 2.7 "GNSS" means Global Navigation Satellite System, a satellite-based system used for navigation, positioning and survey measurements;
- 2.8 "Nova Scotia Coordinate Referencing System" means the referencing system based on the NAD83 (CSRS) Epoch 2010.0 and the Canadian Geodetic Vertical Datum 2013, CGVD2013.
- 2.9 "offset" means the perpendicular measurement of a straight line from a point fixed by survey to a reference or boundary line;
- 2.10 "ordinary high water mark" (as per Regulations)

For non-tidal waters, the limit or edge of the bed of a body of water where the land has been covered by water so long as to wrest it from vegetation or as to mark a distinct character upon the vegetation where it extends into the water or upon the soil itself;

For tidal waters, the mark on the seashore reached by the average of the mean high tides of the sea between the spring and neap tides in each quarter of a lunar revolution during the year excluding only extraordinary catastrophes or overflows.

- 2.11 "radial observation" means a unique determination of the position of one survey station or monument relative to another;
- 2.12 "revision" means a change to an approved or completed plan that corrects an error or adds or deletes information that should or should not have been part of the plan at the time of the survey;
- 2.13 "survey" means professional land surveying as defined in the Act;
- 2.14 "surveyor" means a member, candidate, or holder of a corporate permit;
- 2.15 "survey firm" means a holder of a corporate permit, a partnership or a member carrying on a sole proprietorship in the practice of professional land surveying;
- 2.16 "triangulation" means a survey network consisting of triangles in which angles are measured to a high degree of accuracy and selected sides are measured to provide scale;

- 2.17 "trilateration" means a survey network consisting of triangles in which only the sides of the triangles are measured, and which contain sufficient redundancy of lines to permit a determination of the required accuracy and to reveal gross errors.

3.0 **Respecting the Manner of Making Surveys**

- 3.1 The surveyor shall examine pertinent documentary and parol evidence relating to the land being surveyed and the lands adjoining the land being surveyed or any other such documentary and parol evidence that may affect the determination of the location of boundaries under survey.
- 3.2 When surveying previously established boundary lines, effort shall be made to find physical evidence that would determine, or assist with the determination of the location of the boundaries of the land being surveyed.
- 3.3 The surveyor shall examine pertinent documentary and parol evidence relating to the land being surveyed that may indicate the presence of property rights associated with the land being surveyed.
- 3.4 When carrying out a survey effort shall be made to find physical evidence that would determine, or assist with the determination of property rights associated with the land being surveyed.
- 3.5 Where physical boundary evidence no longer exists, pertinent information concerning its original position shall be considered in the re-establishment thereof.
- 3.6 All survey equipment used in the making of surveys will be of sufficient precision to meet or exceed the required closures made under these standards.
- 3.7 The position of a natural boundary under survey shall be determined from boundary points selected as frequently as the re-establishment of the irregular boundary requires. Boundary points shall be located by methods such as traversing with periodic offsets to the boundary, radial techniques, controlled photogrammetry or other methods that meet the requirements and specifications of the project.
- 3.8 In the case of water boundaries ordinary high water mark shall be used as the feature defining the boundary, except where existing rights are to the contrary.
- 3.9 When surveying previously established boundary lines, care shall be exercised not to destroy or disturb old evidence.

- 3.10 Elevations used in the determination of a property boundary shall be based on the Canadian Geodetic Vertical Datum 2013, CGVD2013.
- 3.11 When trial lines are run during the course of a survey, no trees shall be blazed or any permanent marks established; should a line be run and marked with the intention of establishing a boundary and thereafter found incorrect, all placed monuments shall be removed.
- 3.12 Directions of a property boundary under survey shall be derived from two or more suitably spaced monuments of the Nova Scotia Coordinate Referencing System, or by GNSS observations.
- 3.13 All surveys, shall be referenced to the Nova Scotia Coordinate Referencing System with a direction and distance from a coordinate monument, or by coordinate values for a boundary point(s) at the site of survey.
- 3.14 All boundaries under survey shall be measured directly or shall be determined by closed traverse, triangulation, trilateration, GNSS observation or radial observation.
- 3.15 Boundary dimensions may not be determined from adjusted traverses when the angular error, exceeds $30\sqrt{n}$ seconds (where "n" equals the number of angles measured in the traverse) or after angular adjustment, the error of closure exceeds one part in five thousand plus 30 millimetres (1:5000 plus 30 mm); If the error of closure is to be distributed, the compass rule or a superior adjustment shall be used.
- 3.16 Sufficient measurements shall be taken, and appropriate field techniques shall be employed to ensure that blunders have been eliminated.
- 3.17 All surveys shall be referenced to the Nova Scotia Coordinate Referencing System, NAD83 (CSRS), 3 degree modified transverse Mercator projection system, Epoch 2010.0, effective 31 December 2017.

4.0 **Preparation of Field Notes**

- 4.1 Field notes are to contain a clear detailed account of everything observed, found, and done in the field in the course of a survey, including:
 - 4.1.1 a neat, detailed sketch with a north arrow to indicate the orientation;
 - 4.1.2 the name of the owner of the property or the client or designation of area being surveyed or project number;
 - 4.1.3 the date of the observations on each page;
 - 4.1.4 the type and identification of all measuring equipment used;

- 4.1.5 the names or initials of all personnel on the survey and their duties;
 - 4.1.6 the weather conditions under which the field work was done;
 - 4.1.7 a complete description of boundary evidence found and notes indicating when boundary evidence looked for, is not found;
 - 4.1.8 a complete description of monuments, placed or restored and of every permanent structure referencing a monument;
 - 4.1.9 the entry of or reference to all measurements and other such quantitative data;
 - 4.1.10 parcel evidence gathered at the time of survey.
- 4.2 Field notes are to be recorded at the time of observation.
- 4.3 Field notes shall be of such quality to facilitate their clear reproduction.
- 4.4 Measurements and other such quantitative data may be recorded by electronic means and a reproducible record of the data must be maintained.

5.0 **Monumentation of Boundaries**

- 5.1 Placed monuments shall be classified as follows:
- 5.1.1 "survey marker": a round iron or round steel post with a minimum diameter of 15 millimetres and a minimum length of 750 millimetres fitted with an aluminum, brass or other approved identification cap on top
 - 5.1.2 "rock post": a metal shaft secured in concrete, bedrock or boulder to the full depth of the shaft with an aluminum, brass or other approved identification cap. The cap may be omitted where it constitutes a demonstrable hazard.
 - 5.1.3 "cut cross": a mark in the form of a cross 80 millimetres in both width and length, cut into bedrock or concrete or boulder so that the width and depth of the cut mark is 10 millimetres.
 - 5.1.4 "drill hole": a circular hole cut into bedrock, concrete or boulder with a minimum diameter of 10 millimetres, cut to a minimum depth of 30 millimetres.
 - 5.1.5 The identification cap to be fitted on a survey marker or rock post is to be cast or stamped with the lettering "SURVEY MARKER - PENALTY FOR REMOVAL", or such other lettering as may be approved by Council, together with the member's number, letters or a symbol which will identify the member or survey firm responsible for the placement of the monument. The use of such letters or a symbol must be approved by Council. The Executive Director of the Association shall maintain a list for the identification of any letters or symbols to be used on survey monuments.

- 5.2 Notwithstanding Section 5.1 boundary points, may be defined by found evidence which, in the opinion of the surveyor, adequately marks the boundary.
- 5.3 Damaged, deteriorated or disturbed monuments shall be replaced with monuments in accordance with Section 5.1.
- 5.4 Where it is impractical to place a monument as defined in Section 5.1, because of the nature of the location of a boundary point, a boundary point shall be defined by a monument that would appear to others to have been set by a surveyor or referenced by at least three measured ties from the boundary point to permanent objects.
- 5.5 When a survey is made, all angles and points of curvature of the boundary or boundaries under survey, being either retraced or created, shall be defined by one of the monument classifications prescribed in Section 5.1.
- 5.6 When a survey includes boundaries along an existing road, it is sufficient to monument the intersections of the road boundary and the property boundary.
- 5.7 Monuments shall be placed on boundaries at suitable locations to a density of at least one per kilometer.
- 5.8 Where it is impossible or inadvisable to monument a true angle or point of intersection, or where it is determined that the location of a monument will place it in immediate danger of destruction, one witness monument shall be placed at a suitable point as near as practicable to its intended location on one of the boundaries, or its prolongation, under survey. A record shall be made of the distance from the witness monument to the true corner. Where the placed monument is fitted with an identification cap, the identification cap shall be stamped “WIT”.
- 5.9 Where a boundary line terminates at a natural boundary, a monument shall be placed on the boundary line far enough from the natural boundary as to be reasonably safe from destruction. A record shall be made of the distance along the boundary line between the natural boundary and the monument.
- 5.10 When placing monuments, sufficient measurements shall be taken and appropriate field techniques shall be employed to ensure blunders have been eliminated.
- 5.11 All boundary lines through wooded areas shall be well brushed out, unless such action will have an adverse effect on the value or the aesthetics of the property under survey or the adjoining properties. A record of all boundary lines not brushed out shall be kept;

- 5.11.1 Notwithstanding the provisions of Section 5.11, boundary lines between lots being consolidated are not required to be brushed out.
- 5.12 In accordance with Section 5.11, in any instance where the distance between two monuments on a particular line exceeds 200 metres the line shall be blazed as follows:
- 5.12.1 suitable trees standing within one metre of the line shall be blazed fore and aft and on the side toward the line, or the trees shall be blazed at forty-five degree angles to the line,
- 5.12.2 suitable trees standing between one and two metres from the line shall be marked with a single blaze facing the line,
- 5.12.3 trees left standing on a boundary line shall be marked with a single blaze fore and aft,
- 5.12.4 all blazes shall be made with an axe,
- 5.12.5 new blazes shall be made so as not to obscure the age of an old line,
- 5.12.6 blazes shall be placed at no more than 5 metres along the line, where possible.
- 5.13 When sufficient evidence exists along a boundary line so as to render its location distinguishable, the boundary line need not be brushed or blazed as the case may be.
- 5.14 Road, street or highway boundaries need not be brushed or blazed as the case may be.
- 5.15 Where the boundaries of an air space or of land covered by water are to be defined, their location shall be referenced to the Nova Scotia Coordinate Referencing System (NSCRS) and the Canadian Geodetic Vertical Datum 2013, CGVD2013
- 6.0 Preparation of Plans**
- 6.1 Any plan of a retracement survey will be prepared according to Section 6.0 of the Standards.
- 6.2 All surveys that result in monuments being placed, shall have a plan prepared according to Section 6.0 of these Standards.
- 6.3 Plans prepared shall be registered in the appropriate registration district.
- 6.4 A plan is not required when the placed monument is in compliance with an existing registered plan of survey tied to the NSCRS or certified after March 27,

1979. A plan is also not required when found evidence is replaced with a new monument in accordance with section 5.0 to preserve the original location of the found evidence and the surveyor is confident that the monument being placed is located in the original position of the found evidence and represents the true angle, point of curvature or a point on a boundary line of a parcel.

- 6.5 Plans shall be drawn to scale.
- 6.6 Plan sheet sizes shall conform to the list of dimensions below. The ISO A0 size is defined as having an area of one square meter. Each smaller sheet size is exactly half the area of the previous size

Designation	Size of sheet	
	A <i>mm</i>	B <i>mm</i>
A0	841	1189
A1	594	841
A2	420	594
A3	297	420
A4	210	297
A5	148	210
A6	105	148

- 6.6.1 Plan dimensions shown represent the distance from trim line to trim line. Plan sizes in excess of A0 will be permitted if they are some multiple of the dimensions A4 size.
- 6.6.2 There shall be a borderline on each plan located at least 10 millimetres from each edge of the sheet and the area outside the borderline shall be limited to internal references.
- 6.7 A plan shall be neat and clear and in fit condition for making legible reproductions.
- 6.7.1 When preparing a plan, the lettering shall be done by mechanical lettering guides or digital fonts.
- 6.7.2 Surveyed boundaries, shown on the plan, shall be drawn so as to be easily distinguished by its greater weight from all other lines on the

- plan. Surveyed boundary directions and distances shall be displayed using font sizes that plot no less than 0.08" or 2mm. All other information shall be displayed using font styles and sizes that will allow for clarity of reproduction of scanned images.
- 6.7.3 To ensure clarity of information, those portions of the plan that contain considerable and congested detail shall be shown in tabular form or as large scale insets.
- 6.7.4 The diagram on the plan shall be oriented so that north is towards the top of the plan.
- 6.7.5 Plans shall be lettered so as to be read from the bottom and right side only.
- 6.8 A plan shall contain a location map, clearly showing the location of the property under survey and a north arrow oriented the same as the diagram.
- 6.9 A plan shall contain a legend containing the following:
- 6.9.1 An explanation of monument symbols and abbreviations shown on the plan as follows:
- (i) The designation on a plan for a survey marker is "⊙" and, if used, the official abbreviation is "SM".
 - (ii) The designation on a plan for a rock post is "●" and, if used, the official abbreviation is "RP".
 - (iii) The designation on a plan for a cut cross is "⊗" and if used, the official abbreviation is "CC".
 - (iv) The designation on a plan for a drill hole is "○" and, if used, the official abbreviation is "DH".
 - (v) The designation on a plan for any evidence found shall be shown and identified appropriately in the legend.
- 6.9.2 The horizontal and vertical (if applicable) datum used;
- 6.9.3 State the scale factor used or a notation that scale factor was not applied.
- 6.9.4 A notation of the direction system used, how it was derived and its reference meridian.
- 6.9.5 A notation indicating whether boundary directions and distances, shown on the plan, were derived from adjusted traverses and if adjusted, the adjustment method used.
- 6.9.6 The dates of the field work.

- 6.10 A plan shall contain a surveyor's certificate in the following form:

Surveyor's certificate

I, _____, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the *Land Surveyors Act*, regulations and standards made thereunder. Dated this ____ day of _____, 20_____, _____, NSLS.

- 6.10.1 The surveyor's certificate shall be accompanied by the member's stamp which shall be obtained from the Association in the form approved by Council.
- 6.11 A plan shall contain a title block, located in the lower right hand corner, which shall be comprised of:
- 6.11.1 A descriptive heading in the following form or other like form:
"Plan of Survey of _____",
"Plan of Subdivision",
"Plan of Resurvey of _____",
"Plan of Survey of the northern boundary of _____";
"Plan of Survey of the northwestern corner of _____";
- 6.11.2 Where all boundaries of a lot or parcel of land have not been surveyed, the descriptive heading shall not imply that the plan represents a survey of the complete parcel;
- 6.11.3 The identifiers of the lot(s) or parcel(s) being surveyed.
- 6.11.4 The name(s) of the most recent owner(s), on record, of the lot(s) or parcel(s) being surveyed.
- 6.11.5 the location of the lot(s) or parcel(s) being surveyed, in terms of street, city, county and province or highway, district, county and province or in similar terms;
- 6.11.6 The name of the member or survey firm;
- 6.11.7 The date of the plan which shall be the date of the Surveyors Certificate as defined in Section 6.9 of the Standards;
- 6.11.8 The scale of the plan;
- 6.11.9 A bar scale.
- 6.12 A plan shall contain a diagram showing the following:
- 6.12.1 The accurately plotted boundaries under survey.
- 6.12.2 Identifiers of the lot(s) or parcel(s) being surveyed, if known. If there is no identifier for the lot(s) or parcel(s), an identifier will be assigned with the following notation to the plan: Lot (Parcel) identifier(s) _____ originate on this plan."

- 6.12.3 The graphic indication of the co-terminal boundaries of all adjoining properties;
- 6.12.4 All natural boundaries plotted to an accuracy consistent with the field techniques used to define such boundaries;
- 6.12.5 The directions and distances of the boundaries as determined by the survey, and where the boundary follows along a curve, the length along the curve, the radius of the curve and where points of curvature are not tangential, a direction to the radius point;
- 6.12.6 Sufficient data to permit the calculation of a closure of each parcel surveyed. When a parcel contains a natural boundary, the terminal points shall be mathematically related so as to enable closure of the parcel.
- 6.12.7 Directions of a surveyed boundary shall be expressed in full circle bearings which means the bearing of any line is the angle measured clockwise from 0 degrees up to 360 degrees where 0 degrees is the northerly bearing of any line parallel to the reference meridian, or quadrant bearings, rounded to no greater than 10 seconds and no less than one second.
- 6.12.8 Distances of a surveyed boundary shall be expressed in metres, and decimals thereof, rounded to no greater than 0.01m and no less than 0.001m..
- 6.12.9 When referencing along or to a natural boundary distances shall be illustrated to the appropriate accuracy.
- 6.12.10 The area of each parcel surveyed expressed in square meters, rounded to the nearest 0.1sq m, (hectares if appropriate) except in the case of properties with natural boundaries, where the area shall not be shown with greater apparent accuracy than can be obtained from the methodology used to determine the natural boundary.
- 6.12.11 The accurately plotted extent of property rights encountered during the course of the survey if applicable.
- 6.12.12 The directions and distances of the extent of property rights or sufficient quantitative data to determine a unique or unambiguous location.
- 6.12.13 The published and/or observed coordinates of the Nova Scotia Coordinate Referencing System monument(s) used, adjusted ID, its horizontal reference frame and one or more coordinate values of boundary points.
- 6.12.14 The accurate location and type of all monuments found or placed; monuments shall be shown on the plan by symbols or by symbols and abbreviations consistent with the legend; where in the course of a survey evidence from a previous survey is located, that evidence shall be completely described and all references to it prefixed by the abbreviation "Fd". If survey markers are found, the member's registration number or name or company identifier will be shown on the plan after "Fd".

- 6.12.15 In the case of a witness monument, the symbol of the monument shall be prefixed with the abbreviation "WIT";
 - 6.12.16 In the case of a witness monument, the distance from the monument to the boundary corner;
 - 6.12.17 In the case of a monument placed on a boundary line terminating at a natural boundary, the distance along the boundary line between the natural boundary and the monument.
 - 6.12.18 A complete description of the monument used when a boundary point is marked in accordance with Section 5.4 and the measured ties from the boundary point to the permanent objects.
 - 6.12.19 A note indicating any lines not brushed out in accordance with Section 5.12.
 - 6.12.20 Any trial lines run that could be interpreted as a boundary line.
 - 6.12.21 All fences, walls, blazed lines, monuments, and any other evidentiary items which were found and considered as evidence of or related to any boundaries under survey;
 - 6.12.22 All buildings lying within 3 meters of either side of any surveyed boundary together with the minimum perpendicular distance from the building to the boundary;
 - 6.12.23 All visible encroachments on or emanating from a lot or parcel of land defined by a surveyed boundary and the magnitude of such encroachments;
 - 6.12.24 Where a significant discrepancy is found while surveying an old line or a line run by another surveyor, the magnitude of the discrepancy between the evidence representing the line found and the line being surveyed will be fully described on the plan;
 - 6.12.25 The location and direction of flow of all watercourses that intersect the boundaries under survey and their names if known;
 - 6.12.26 The name of the owner(s) of the parcel(s) dealt with by the survey and the name of the owner(s) or the identifier(s) of all adjoining properties;
 - 6.12.27 Property identification numbers (PID) of the parcel(s) being surveyed, if assigned, and all adjacent parcels;
 - 6.12.28 The perpendicular or radial width of all streets, rights-of-way and easements encountered during the course of the survey;
 - 6.12.29 References to documentary evidence considered in boundary determination and plan preparation.
 - 6.12.30 Any information that would assist with understanding how evidence was considered in determining boundaries.
 - 6.12.31 A simple north symbol, in a conspicuous position.
- 6.13 A Practice Review Department stamp shall, in accordance with the administrative procedures, be affixed on all original plans and surveyor's location certificates certified by a member in such a fashion that the stamp is legible on all copies of the plan or surveyor's location certificate produced from the original, printed at an appropriate scale.

- 6.14 A review by the Practice Review Department of any plan or surveyor's location certificate certified or work conducted by a member shall not be construed to warrant in any way, to any member or any person, the accuracy or correctness of the plan or work.
- 6.15 Revisions made to a plan shall be identified, dated and initialed by the member making the revision. Any change that alters the location of boundaries or changes the integrity or intent of the plan, that is not the result of an error or omission, is not considered a revision.

7.0 Preparation of Descriptions

- 7.1 This Section applies to descriptions prepared from surveys and plans made under these Standards.
- 7.2 A description of a surveyed parcel of land shall be clear, unambiguously worded and shall not contain conditions that may be impossible to fulfill.
- 7.3 The preamble of a description shall include:
- 7.3.1 the name of the street, city, town, village, district or municipality, county and province where the parcel is located;
 - 7.3.2 the parcel identifier, plan registration number if available, title and date of the plan and the name of the member who signed the plan.
- 7.4 The point of beginning shall be carefully chosen so as to be a point capable of being re-established at any time with technical and legal certainty.
- 7.5 The direction and length of each boundary line shall be clearly stated, and the name of the owner(s) of the parcel(s) or the identifier(s) of all adjoining properties;
- 7.5.1 if the bearings refer to an astronomic or grid meridian, the location of such meridian shall be specified;
- 7.6 The terminal points of a natural boundary shall be mathematically related so as to enable closure of the parcel under description.
- 7.7 Where a description includes a course along a curved boundary, the direction of the curve, the length of the curve, and the radius of the curve shall be given.
- 7.8 The area shall be specified for each parcel being described.
- 7.9 The description shall refer to the title document for the parcel.

- 7.10 The description shall refer to property rights, associated with the lot(s) or parcel(s) as shown on the plan.
- 7.11 Nothing in this section restricts members from preparing a parcel description in accordance with standards set forth by the Land Registration Act and Regulations made there under.

8.0 Surveyor's Location Certificates

8.1 In this Section:

- 8.1.1 "building" means any structure used for the purpose of supplying shelter, storage or services;
- 8.1.2 "improvement" includes any item constructed or placed on, over or under land;
- 8.1.3 "parcel" means the unit of land, lot or block which is the subject of the Surveyor's Location Certificate;
- 8.1.4 "Surveyor's Location Certificate" means a document prepared for the purpose of certifying the location of any improvement or building relative to the boundaries of a parcel of land.

8.2 Preparation of Surveyor's Location Certificate with a diagram

- 8.2.1 A Surveyor's Location Certificate with a diagram in plan form, shall be prepared in plan form and fit for making legible reproductions, shall have lettering by mechanical lettering guides or digital fonts and shall include:
 - 8.2.2 the title "Surveyor's Location Certificate";
 - 8.2.3 a notation of the party's name to whom the Surveyor's Location Certificate is being certified in the form, "Certified to _____";
 - 8.2.4 the scale of the diagram;
 - 8.2.5 a north symbol with meridian reference or date, if applicable;
 - 8.2.6 the designation of the parcel including the applicable lot number, subdivision name, as well as the plan reference or current document reference;
 - 8.2.7 the owner or identifier of all adjoining properties;
 - 8.2.8 the civic address, if applicable, and location of the parcel;
 - 8.2.9 property rights contained in the current deed and or referenced in the parcel register at the time of the survey which affect the parcel;
 - 8.2.10 boundaries of the parcel which have been accurately plotted;
 - 8.2.11 the linear dimensions of the parcel as derived from the deed, plan or field measurements which shall then be noted on the diagram as "D" "P" and "M", respectively;
 - 8.2.12 evidence found which was used to support the location of the boundaries of the parcel;
 - 8.2.13 the location of principal buildings within the parcel shown by means of perpendicular distances from at least two sidelines and from any road boundary;
 - 8.2.14 with the exception of the buildings referred to in clause (8.2.13), all other buildings shown graphically;
 - 8.2.15 an indication of the surface of the building from which the measurements were made and, in the case of incomplete buildings, the stage of construction;

- 8.2.16 the date of the field survey;
- 8.2.17 all known and visible encroachments on or emanating from the parcel and the magnitude of such encroachments;
- 8.2.18 a notation regarding encroachments known and visible, which could have a significant impact on the value, use or enjoyment of the parcel or any adjacent parcel;
- 8.2.19 the following notation:
"This Surveyor's Location Certificate shall not be used for boundary definition or as a reference document for the preparation of legal descriptions."
- 8.2.20 the following certification:
"I, _____, Nova Scotia Land Surveyor, hereby certify that this Surveyor's Location Certificate was prepared under my supervision and in accordance with *Land Surveyors Act*, regulations and standards made there under. Dated this ____ day of _____, 20_____,
NSLS.
- 8.2.21 the surveyor's stamp.
- 8.3 Preparation of Surveyor's Location Certificate without a diagram
- 8.3.1 A Surveyor's Location Certificate without a diagram may be prepared when:
- 8.3.1.1 in the Surveyor's opinion there is insufficient field evidence or Nova Scotia Coordinate Referencing System values to accurately define the boundaries without undertaking the methodology of a survey as set out in Section 3.0 of these standards,
- 8.3.2 A Surveyor's Location Certificate without a diagram shall include:
- 8.3.2.1 a notation of the name of the party to whom the Surveyor's Location Certificate is being certified, in the form, "Certified to _____";
- 8.3.2.2 the following certification:
"I, _____, Nova Scotia Land Surveyor, of _____ hereby certify that this Surveyor's Location Certificate was prepared under my supervision and that sufficient research and measurements have been made as I deemed necessary to certify that the _____ (is) (is not) located entirely within the boundaries of the subject parcel as those boundaries are described or shown by _____; no further certification is implied or to be inferred hereby. Dated this ____ day of _____, 20_____, NSLS.

- 8.3.2.3 the date on which the field survey was conducted;
- 8.3.2.4 the surveyor's stamp.

8.4 Notwithstanding the provisions of Sections 8.2, a surveyor may prepare a Surveyor's Location Certificate to certify the location of specific buildings or improvements relative to specific boundaries of a parcel of land, provided it contains the following notation: "Note: Other improvements and buildings may exist on the subject parcel. No field survey has been undertaken to determine their location or to verify the existence of encroachments, other than those shown."

8.5 Preparation of Surveyor's Location Certificate - Addendum to Survey Plan

A Surveyor's Location Certificate may be incorporated on a plan of survey prepared in accordance with Section 6 of these Standards, and the plan shall contain a certification in the following form:

"I, _____, Nova Scotia Land Surveyor, further certify that the _____, (is) (is not) within the boundaries of _____, as that parcel is shown on this plan.

Dated this _____ day of _____, 20_____, NSLS.

9.0 Project File

- 9.1 Each survey shall have a supporting file kept by the member or survey firm, containing:
 - 9.1.1 field notes including electronic data
 - 9.1.2 a record of all searches made for evidence (physical, documentary or verbal) and the results of such searches;
 - 9.1.3 references to photographic material, old plans, old conveyances and other material used for information;
 - 9.1.4 all pertinent computations;
 - 9.1.5 the survey contract or client's instructions; and
 - 9.1.6 a copy of any plans, descriptions and reports prepared as a result of the survey.
- 9.2 All original field notes plans and supporting files shall belong to the member or survey firm whose responsibility it shall be for their safekeeping.
- 9.3 All plans or a reproducible copy of same shall be retained by the member or survey firm
- 9.4 When a member or survey firm ceases to do business in the Province, notice shall be filed with the Executive Director of the Association advising of the address where the project files owned by the member or survey firm will be kept.

- 9.5 A member or survey firm ceasing the practice of land surveying may request the Association to accept project files for safekeeping.
- 9.6 A plan may be accompanied by a report, signed and dated by the member.

10 Practice Review Requirements

- 10.1 A record of all plans and surveyor's location certificates certified by a member shall, in accordance with the administrative procedures, be submitted to the Survey Review Department within 30 calendar days of signing, or in the case of plans of subdivision, within 30 days of final approval under the Municipal Government Act.
- 10.2 Upon the request of the Survey Review Department, a member shall submit a copy of the full plan or surveyor's location certificate requested within 14 calendar days of receipt of the request.
- 10.3 The Survey Review Department may request in writing that a member supply additional information with respect to any plan or surveyor's location certificate or work under review.
- 10.4 The member shall submit any information requested under section 10.3 within 14 calendar days of the receipt of the request.
- 10.5 It is the duty of every member to fully co-operate with the Survey Review Department.
- 10.6 If a member fails to co-operate with the Survey Review Department during or otherwise with respect to a systematic review, a comprehensive review or recommended training, the Survey Review Department shall report that lack of co-operation to the Complaints Committee for their consideration.