

SCHEDULE "A"

INFORMATION REQUIRED FOR COMPREHENSIVE REVIEW

To conduct the Comprehensive Review, copies of your files for the identified plans are required. The resultant "DRAFT" Review report will be based upon the **support information supplied** and, therefore, your submission should include copies of all documentation considered, discussed and/or obtained during the preparation of the survey. The documentation should include **legible** copies of:

- Your plan (**1 signed white print**)
- Your field notes and/or survey report(s) (copies please, **NOT** originals). (If a data collector was used, provide a copy of the original data printout prior to initial manipulation.)
- Computer printout of closure(s) for **all PART(S)** on the plan.
- Calculation sheets and/or diagrams, including co-ordinate list(s).
- Registry Office search notes, copies of block maps, parcel register pages for each PIN, abstract pages (if applicable) and deeds, together with any other relevant research information for not only the subject property but those abutting. (If a water boundary is involved, all information used for its legal definition and to define its physical location, including contour definitions, Crown patents, original plans, field notes, instructions, diaries, etc., if applicable).
- Correspondence received and sent, including your report or letter to the client, and any instructions provided by the client or approval agencies.
- White prints of all underlying and adjacent one file in the Land Registry Office, i.e. – Deposited, Expropriate, Registered or Reference Plans.
- Prior field notes and/or plans by your firm used in performing the survey.
- Field notes and/or plans by other surveyors or of unknown origin used in performing the survey (record of surveyors contacted, if documented), including the field notes for plans obtained at the Land Registry Office.
- A partial copy of a county or 911 map to assist in the field review. (including site emergency number, municipal address, if possible)
- Any other information pertinent to the completion of the survey.
- Office Visit questionnaire.

NOTE:

- **Full-sized copies of plans are required for the Review unless it is not possible due to the vintage of the plan.**
- **We are not responsible for original field notes and/or plans as supplied.**