

## SCHEDULE "A"

## INFORMATION REQUIRED FOR ALL COMPREHENSIVE REVIEWS

To conduct the Comprehensive Review, copies of your files for the identified plans are required. **For "Hardcopy" submissions, we require all support information for EACH project be separately bound together by clip, elastic, file folder, etc. so that the information for each project is easily identified. For "Digital" submissions, we require all support information for EACH project be placed in separate directories as outlined in the Addendum attached.**

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 copies of:

- Your plan for each selected project.
- 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 prior to closure and adjustment – please format the data in a readable style.)
- 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.
- All underlying and adjacent plans in the Land Registry Office, i.e. – Deposited, Expropriation, 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:**

- **For Hardcopy submissions, 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.**