



TOWN OF DRAYTON VALLEY

Subject:	Assigning Legal Description Policy	Policy:	PD-03-14
Department:	Planning & Development		
Approval Date:		Review Date:	
Associated Policies:	Addressing and Naming Policy		

Assigning Legal Description Policy

Purpose

The lot and block survey system is the system used in Canada to identify land, particularly for lots in densely populated metropolitan and suburban areas when those areas are subdivided from their original quarter sections.

General Policy

When subdividing lands, an Alberta Land Surveyor shall be responsible for the creation of a Subdivision Plan for registration with Land Titles Office. In assigning legal descriptions for each parcel being created, the following process shall apply:

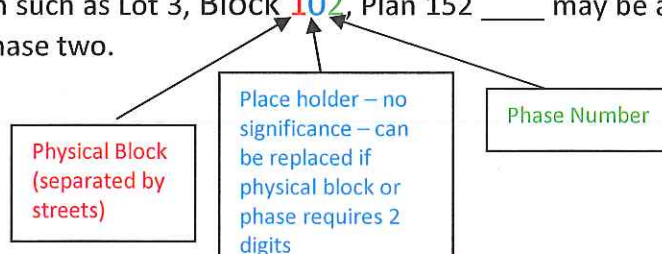
Lot Numbers

Shall be assigned in a consecutive manner, beginning with Lot 1 and continuing on, such as is shown on the attached subdivision plan (page 3).

Block Numbers

A block is the smallest area that is surrounded by streets. Each of these areas, which can be distinguished by their separations by streets and avenues should be assigned a Block number. Ideally, this number should also reflect the phase of subdivision if the lands are part of a larger subdivision area.

For example, if a quarter section is being developed into residential lots, this will typically be done in phases. Accordingly, if "XYZ Estates" is being developed in 10 phases, a legal description such as Lot 3, Block 102, Plan 152 ____ may be assigned to the third lot in the first block of phase two.



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Plan Numbers

This number represents an identifier assigned by Alberta Land Titles Office, though we are able to pre-determine the first three digits. The first two digits in a Plan number represent the year in which the plan is registered, while the third digit indicates the Land Titles Office location (1 for Calgary, 2 for Edmonton). The remaining four digits are then assigned by Land Titles Office.

As an example, the plan which is attached (page 3) was submitted by the Surveyor to Land Titles Office with a Plan number of 142 ____ (being registered in 2014 in Edmonton). The blank was then filled in by the Examiner at Land Titles Office upon registration, which resulted in the final Plan number being 142 1048.

A complete legal description for one of the lots shown below would then be:

Lot 4

Block 2 (this is one digit only, as the subdivision was done all as one phase)

Plan 142 1048



 Town Manager

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