



**CITY OF SURREY**  
Engineering Department

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File: 0889-032

REPLY TO: Utilities Division, Survey Section  
ATTENTION: Alan Zacharias, BCLS, CLS

To: Lower Mainland British Columbia Land Surveyors

**Re: Mandatory Digital Legal Survey Plans – Additional .PDF Requirement**

The City of Surrey has been receiving digital legal survey plans from B.C. Land Surveyors since March 2002. Digital plans have been a great success for the City and have resulted in improvements to the currency and accuracy of our cadastral data. As a further enhancement, effective May 1, 2004, an additional .PDF copy of the plan must accompany the City standard (.DWG) copy. Both the .PDF copy and the City standard (.DWG) copy will be required to fulfil the mandatory digital plan requirement and will be essential elements of the development approval process. The same cash in lieu option will continue.

The .PDF file must be an exact replica of the original mylar. The City Survey Section currently uses Adobe Acrobat 5.0 for .PDF creation, but there are also other products available from the Internet. A sample .PDF will be placed on the Lower Mainland Group Website together with this bulletin.

The same method for submitting the digital files via email will continue. Please forward the .PDF file together with the City Standard (.DWG) file directly to the Survey Section to both of the following addresses:

AJZacharias@city.surrey.bc.ca  
Survey@city.surrey.bc.ca

Please be sure to include the following information in your email:

1. Civic address of the site.
2. Name of client or applicant.
3. The City's development application file number.

If you have any questions please call me at (604) 591-4548.

Yours sincerely,  
Alan Zacharias, BCLS, CLS  
Project Land Surveyor

cc: Lower Mainland Group Executive  
Corporation Office  
Surveyor General