MyCLSS v.2 Critical Issues and Amend Checklist





After receiving final returns, SGB staff will perform a review according to a list of critical items. If the SGB finds an issue with your final submission, you will receive a critical issue notice by e-mail explaining in detail what the issue is. The **My Projects** page will then show:

My Projects



You will have two options in addressing critical issues:

- Option 1: You accept that there is a critical issue, amend the survey document, and submit an amended checklist.
- Option 2: Contact the SGB to remove the critical issue notice if you are appealing it.

Click on the hyperlinked **Project Number** to access the Options page. The Critical Issue Found page opens up

Project: Test-file (SGB #201522008)

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PROJECT INFORMATION SURVEY DOCUMENTS ▲ SDoc-1 Add □ CREATE SURVEY DOCUMENT
 ☑ ② COMPLETE CHECKLIST ♥ SUBMISSIONS O Survey document type Explanatory Plan **ACLS Checklist Name** CL-1 5030 ACLS Checklist Number **CLSR Number** Not available **CLS Professional Review** Complete Complete **ACLS Levy Form** Finalization and Submission In progress **SGB Final Submission Review** Critical issue foun **Resolution Options** The following options are available to you to resolve the issues identified: **Option 1: Amend Survey Document** The ACLS requires completion of an amended checklist if addressing the critical issue requires changes to the survey document. Amend checklist Option 2: Appeal the Critical Issue You can contact Surveyor General Branch (SGB) to appeal the critical issue. The contact information can be found on the Critical Issue notice. If successful with your appeal, the SGB will withdraw the Critical Issue Notice after which SGB will continue the recording process. SGB Contact:

Option 2: The surveyor appeals the critical issue decision. This appeal could be that the surveyor contacts SGB and convinces SGB that it is not a case of critical issues. The SGB will then remove the critical issue message and approve the plan. The **SGB Final Submission Review** status will then change to "COMPLETE".

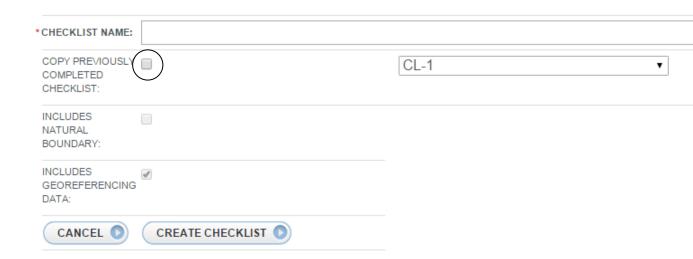
Option 1:

- Perform the required corrections to the plan
- Click on the Amend Checklist hyperlinked text in the previous slide
- You will be back to Checklist page for that document

Create Checklist 201522008 - Testing application PROJECT: TYPE OF **Explanatory Plan**

SURVEY:

SURVEY DOCUMENT: SDoc-1 - Explanatory Plan SURVEYOR: Ottawa, Support SGB2 ALPINE LAND SURVEYS LTD. PERMIT HOLDER:



- You have to give another name to the checklist
- You can either decide to complete a new checklist or modify an existing one for the same project
- To modify an existing one, click on Copy Previously Completed Checklist

When checking of «Copy» a drop down menu appears showing previously completed lists. Select the one you need

Create Checklist

201522008 - Testing application TYPE OF **Explanatory Plan** SURVEY: SDoc-1 - Explanatory Plan DOCUMENT: SURVEYOR: Ottawa, Support SGB2 ALPINE LAND SURVEYS LTD PERMIT HOLDER: *CHECKLIST NAME: CL-1a COPY PREVIOUSLY CL-1 COMPLETED CHECKLIST: INCLUDES NATURAL BOUNDARY: INCLUDES GEOREFERENCING CANCEL 0 CREATE CHECKLIST

- Click on Create Checklist and you get the new checklist filled as in the next slide
- You go through same process as when you created the first list except that questions are already answered. You just have to amend answers that need to be changed

VIEW / PRINT CHECKLIST BACK TO PROJECT		VIEW / PR	VIEW / PRINT EXTENDED CHECKLIST		
		VIEW NOT	VIEW NOTICE OF FEES VIEW PRACTICE REVIEW)
PROJECT: 2	01522008 - Testing applic	ation			
TYPE OF BURVEY:	Explanatory Plan				
SURVEY S	Doc-1 - Explanatory Plan				
SURVEYOR: C	Ottawa, Support SGB2		PERMIT HOLDER:	ALPINE LAND SURVEYS LT	D.
AMENDS CHECKLIST:	CL-1				
CHECKLIST NA	ME: CL-1a				
NCLUDES NATURAL BOUNDARY:					
NCLUDES GEOREFERENC DATA:	CING P				
SAVE CHEC	CKLIST RESE	T CHECKLIST	DELETE CHECKL	IST ①	
	•			h category sub-list and address ity to submit the completed che	
	Plan Title Legend Signatures Plan Diagram Background Inform Plan legibility, form Survey Report		1	12 of 12 complete 12 of 12 complete 9 of 9 complete 23 of 23 complete 7 of 7 complete 8 of 8 complete 3 of 3 complete	
				SUBMIT YOUR CHECKLIST	

- Once list is amended, click on the Submit Your Checklist button
- The remainder of the process is the same. The Levy Form comes up showing the new checklist number. There will not be a plan fee, since it was included in the invoice the first time. But you need to include a number in # of New Monuments Placed if you placed new monuments since the first Plan Submission (0 for none) and click on Calculate Fees

ACLS Levy Form

Checklist Name: CL-1a Checklist Number: 5030A

Checklist Number: (5030A)								
Add your checklist number on the plan								
Billing Address	116A -1151 Sidney Street, Canmore, AB, T1W3G1 ▼							
# new monuments plac	red	CALCULATE FEES						
PLAN FEE:	0.0	0						
MONUMENT FEE:	0.0	0						
Total:	0.0	0						

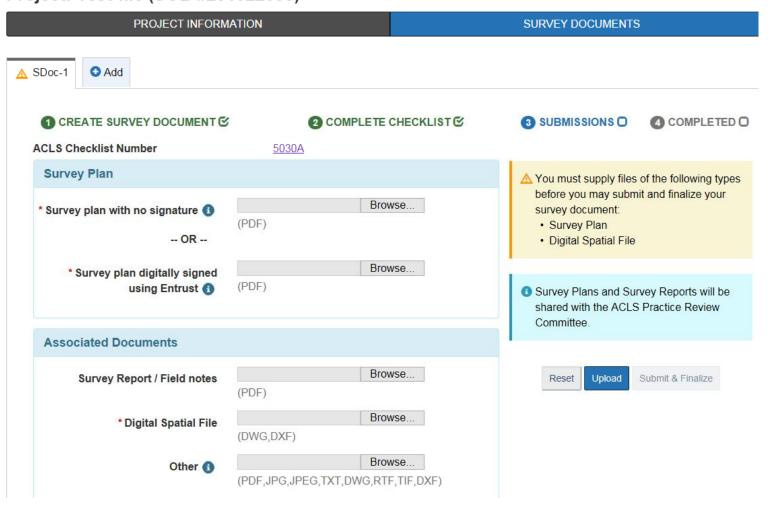




- Click on **Submit** to send the Levy form
- The Final Submission page comes up Upload files and submit
- Remember to add the amended checklist number to your amended plan before submission

Critical Issue – Final Submission

Project: Test-file (SGB #201522008)



Critical Issue – Final Submission Completed

When submission is completed the Critical Issue alert is removed and **SGB Final Submission Review** status changes to **In Progress**

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