

Consolidating Parcels through Information Services Corporation (ISC)

Property owners may wish to consolidate their lots if they have more than one adjacent parcel, especially if the land is being used for a common purpose and they have no plans to sell off individual lots. For additional information regarding parcel consolidation, please call 1-866-275-4721 to speak to an ISC customer service representatives or email ask@isc.ca.

NOTE: In order to submit plans to ISC you will need an ISC billing account. There is no cost to register for the account, and this can be done online at www.isc.ca.

The Parcel Consolidation is a 2 Step Process. Step 1 is through the Survey Plan Department, and involves getting approval to consolidate the parcels. Step 2 is through the Titling Department and involves getting the title for the new parcel being created.

STEP 1 – SURVEY PLAN APPROVAL

There are two methods for requesting a consolidation: the application can either be sent physically (Method 1) or electronically through ISC's website (Method 2). The processing time is slightly faster for Method 2.

Method 1

All forms required to be submitted to ISC Plan Processing can be found here: <https://www.isc.ca/ISCForms/SurveyPlans/Pages/PlanProcessingForms.aspx>

You will require the following forms, which must be submitted in the following order 1-3, or they will be rejected by ISC's system. The system is *very* particular and care should be taken to avoid any errors in filling out the forms. Please read the instructions for the forms and contact ISC if you have any questions at any point in the process.

1. Plan Processing Packet Cover Page
2. Plan Processing Request Form
3. Begin Attachment Sheet
4. Parcel Consolidation Plan Template (Note: This should be filled out electronically and printed so it is type-written)
5. Consent letter from the Municipality (Contact City Hall to obtain this letter)
6. Cover letter, requesting ISC Plan Processing to examine and approve your DP11 Text Plan Showing Surface Parcel Consolidation

You can fax, email, or mail your packet in. If you are submitting by mail, please send copies only, as the packet and its contents will not be returned to you.

Mail to:
Land Registry and Plan Processing Packets

e-Business Services Centre – Packets
1301-1st Avenue, Regina, SK, S4R 8H2

Email: packets@isc.ca

Fax: Fax packets to (306) 798-1525

Method 2

In the second method, a plan can be submitted to ISC is through their new online application called Plan Submissions Online. Information and a link to Plan Submissions Online application can be found at

<https://www.isc.ca/SignedInHome/Products/PlanSubmissions/Pages/default.aspx>. After selecting the supplied link a detailed user guide can be accessed by choosing *Plan Submissions Online Help* which is located near the bottom of the page. For this method the Parcel Consolidation Plan Template, Consent letter from the Municipality, and cover letter will still have to be supplied and all three documents must be uploaded in either PDF or TIF format.

Additional Information

As of July 10, 2016 the new fees for submitting the Plan in either method 1 or method 2 are as follows: \$165.00 base fee, plus \$55.00 for each new parcel created. Eg. If you are consolidating two (or more) lots into one new lot, the fee would be \$165.00 + \$55.00 = \$220.00. Up to date information on fees can be found at ISC's website.

To consolidate, the parcels must be adjacent to each other, and must be full parcels. Since no lot boundaries are being changed, a surveyor is not required.

Once the plan is approved a Transform Approval Certificate will be issued, and you will move on to Step 2.

STEP 2 – TITLING OF THE NEW PARCEL

Once you have received the Transform Approval Certificate from the Survey Department, you will need to complete a Transform Packet. All the required forms for this process can be found here: <https://www.isc.ca/ISCForms/LandTitles/Pages/Transforms.aspx>

Your completed packet should include:

1. Land Registry Packet Cover Page
2. Application for Transfer (Part I – Surrender) which require the following authorizations:
 - a. Transform Approval Certificate (from Step 1)
 - b. Applicable Transform Authorization (individual, corporate, etc.)
 - c. Consent of Mortgagee to Transform (if the property is mortgaged)
3. Affidavit for Reduced Fee Transactions (because the title will not be changing owners)

4. Affidavit of Value

5. Application for Transfer (Part II – Setup)

Several of these Affidavits and Authorization forms require a Commissioner of Oaths to witness your signature. You can bring your paperwork to City Hall to have a Commissioner of Oaths sign the forms.

The fee for the new parcel title is normally 0.3% of the title value, however, since the Affidavit for Reduced Fee Transactions is being used, the fee will be 0.1% of the title value given in the Affidavit of Value.

If you have any questions about the forms or this process, please contact ISC at 1-866-275-4721.