



City of  
Richmond

## Legal Plans Signing Requirements

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

[www.richmond.ca](http://www.richmond.ca)

Tel: 604-276-4000 Fax: 604-276-4052

*Please Quote Our File Number On All Queries.*

The property owner and the bank or mortgage holder must sign your legal subdivision or reference plans, which will be filed by the City of Richmond. Right-of-way plans do not need to be signed.

These are your plans; you are encouraged to take a paper print of each plan for your own records. It is suggested that if you must get a bank to sign your plans, then you may want to make **one** trip to the bank taking your plans and the document at the same time.

1. Use black **permanent** waterproof ink; no other colour is acceptable, and the ink must be **permanent**. You will have an original, one mylar and 12 paper prints to sign.
2. Under each signature, **print** out the full name of the signatory; no initials.
3. The witness will also print out his full name, profession, address and phone number; no name stamps will be allowed. The witness does not need to be a lawyer or notary; anyone over 19 years and who is not a party to the lands may witness.
4. These are the **Land Title Office** rules; and only plans that have been signed correctly will be accepted by the **Land Title Office**.
5. It is your responsibility to get **all**\* signatures, and to ensure that the plans have been signed correctly.
6. After you have all signatures, please return the plans to the **Development Applications Division** of the Planning and Development Department.
7. After the **Development Applications Division** have received your plans and the Law Division have received all the required signed documents, and provided that there are no outstanding items, your plans will be signed by the Approving Officer, and handed to the Law Division. In the Law Division, your plans and documents will be prepared for filing in the Land Title Office. We “file” most every Wednesday, which means that your plans and documents must be delivered back to City Hall by the previous Monday. (This gives us time to get the City’s authorized signatories to sign and the Approving Officer time to check the status of your project.)

\* Except the City of Richmond.