

# Parcel Description Certification Application

Land Registration  
Service Nova Scotia and  
Municipal Relations

In order to convert parcels of land into the land registration system, each land parcel must first be located in the provincial property mapping system and identified by a unique Parcel Identification Number (PID). The use of unique PIDs will, over time, eliminate the confusion that can arise in the old Registry of Deeds system where land ownership records are listed by the names of the owners, not by the location of the parcels. When land owners have identical or similar names or if their names are misspelled, it can be difficult to determine the appropriate parcel. After the land owner has located the unique parcel and its PID on the provincial property mapping system, the legal description is submitted electronically to the Land Registration Office (LRO) and staff members certify the match between the legal description and the unique PID. This process is known as a Parcel Description Certification Application (PDCA).

## Getting a PDCA Approved

1. In order to identify the correct PID, the owner will need the help of a lawyer or surveyor to ensure that the legal description is accurate and to compare the parcel's legal description with the information contained in the government's *Property Online* system. Boundaries and location information are not guaranteed by the system, but the property must be able to be located on the map.
2. The owner must provide enough information about the location of the parcel to enable staff to locate the parcel with reasonable accuracy in relation to its neighbours. For property descriptions that do not reference a registered survey plan, the names of at least two current neighbouring land owners, or local landmarks such as a river or road that is near the property, should be provided to help with this identification.
3. If the parcel cannot be found in *Property Online*, or it appears to be mapped as a portion of a larger lot, a Request for PID Assignment must be submitted. This form asks the LRO staff to map the parcel. The owner must provide a legible, written description of the parcel as well as a diagram of the parcel's location. When the parcel is identified and mapped, the lawyer or surveyor will submit the PDCA on behalf of the owner. There is no government fee for submitting the PDCA, however, the surveyor or lawyer will charge a fee for their professional assistance.
4. When the LRO staff receives a PDCA, they review the parcel's legal description and compare it with the provincial property map to identify the appropriate PID. In most cases, this is a straightforward process, and staff will certify that the assigned PID matches the legal description of the parcel and that the description meets the required standards. If necessary, staff will adjust the electronic map.
5. In a few cases, the legal description may not be clear enough to allow staff to locate the parcel. In those situations, the owner will be required to provide additional information about the parcel's size and location. A revised description may also be required.
6. When the LRO staff has certified the match of the PID to the legal description, the owner can proceed with the next step in converting the parcel to the land registration system - the Application for Registration (AFR) process. For information about this process, refer to the bulletin "Converting Land to the Land Registration System."

## Changing an Approved Description

If an approved parcel description needs to be changed as a result of a new survey that improves the description or because an error in the description needs to be corrected, changes can be made by submitting an amended description using the same PDCA process.

## Questions?

Call Toll Free: 1-800-670-4357

Website: [www.gov.ns.ca/snsmr/access/land](http://www.gov.ns.ca/snsmr/access/land)