Using the LSR Survey Records Database

SEARCHING INSTRUCTIONS

1) Open the **LSR Web Site** at **www.landsurveyrecords.com**
(Remember to always use the full screen version on your monitor)

2) In the left-hand frame on the **Home Page**, click on "**PUBLIC SURVEY SEARCH**", then click **"Begin"**

3) There are 3 options to choose from: "**SEARCH WIZARD"**, **"GENERAL SEARCH"** and **"REGISTERED DOCUMENTS SEARCH ONLY"**

SEARCH WIZARD INSTRUCTIONS

(This is the default selection)

Then click on **"Continue"**

4) **"Canada"** and "**Ontario"** automatically appear. Complete the **County/region/district is the survey within"** information using the **Drop Down Menu**

Then click on **"Continue"**

5) If you are looking for a survey by using **Lot and Concession**, you use the **left-hand side** of the screen

For the **Lot,** you use numbers only. (i.e. do not use "east, west, north or south half of" before the numbers)

TIP: You will need to know the **Original** Township for the survey. You select this from the **Drop Down Menu**

Then click on **"Continue"**

OR

6) If you are searching for a **Lot** located on a **Registered Plan**, you use the **right-hand side** of the screen

Then click on **"Continue"**

7) The next screen will show the number of surveys available to you

Then click on **"Continue"**

8) Whichever method you select, the next screen lists all of surveys available to you, sorted by the appropriate calendar year

9) Select the survey you wish to view by choosing it at **"SELECT TO VIEW**" and then click on **"VIEW THIS DRAWING**"

10) The **"FULL VIEW"** provides you an overview of the selected plan in "Low Resolution". This version is for your viewing purposes only to help you verify that this is the required plan

TIP: Selecting "**ZOOM 1**" lets you view **Title Block** information. "**ZOOM 2**" lets you view the name of the Surveyor or Firm that prepared the survey. After reviewing the plan verification information, your options are:

11) If you wish to view the other plans, click on "**BACK TO SURVEY LIST" and click on "Select to View".**

12) If you wish to purchase this plan, click on "**ADD TO SHOPPING CART**"

13) Once you select the "**SHOPPING CART**" screen, you have a choice of methods to deliver the plan. Select the delivery method you prefer and click on "**RECALCULATE TOTAL**". **Note:** If you have selected "**PRINT FOR PICK-UP**, you will need to select a pick**-up location** for the plan after you select the **"CHECKOUT**" option

14) If you decide not to purchase any plans, click "**DELETE**" or "**EMPTY CART**" to empty your shopping cart

15) If you want to purchase additional plans, click on **"KEEP SHOPPING"**

16) If you have completed your shopping and want to purchase the plan, click on **"CHECKOUT"**

17) The **ACCEPTANCE TERMS & CONDTIONS** governing the sale of the plan needs to be reviewed and accepted

18) Fill in your **Billing Address** and **Credit Card** information. Those areas with red asterisks must be filled out. LSR accepts **Visa** and **Master Card**. **Be sure to keep a record of your Transaction I.D. Number on the lower right-side of the screen**

19) Confirm your purchase by clicking on "**PROCESS THE TRANSACTION**"

20) The next screen you will see allows you to print your receipt and **"View"** or **"Save"** your purchased surveys immediately. Whichever option is selected: for delivery, an additional receipt copy will be e-mailed to you

GENERAL SEARCH INSTRUCTIONS

Select **"GENERAL SEARCH"**

Then click on **"Continue"**

Select the **Registration Office** from the **Drop Down Menu**

Then fill in the information you have available. It is recommended that you use **Registered Plan** and **Lot Number** or **Lot and/or Concession** and **Municipality**

Tip: Follow the recommendations in 6. When searching for Islands use **Name** and/or **Number** and the **Municipality**

A window listing the surveys available will appear (sorted by yea) on the bottom left side of your screen. Now you can **VIEW** (following instructions **10, 11 & 12** in the **Search Wizard Instructions** on Page 2)

Then you can select **"BUY"** for one or more drawings after checking the box beside each drawing that you require. Selecting "**PURCASE SELECTED DRAWINGS**" will then take you to the shopping cart

Follow the remaining instructions beginning with number 15 in the **Search Wizard Instructions** on Page 2

REGISTERED DOCUMENT SEARCH RULES

Select "**REGISTERED DOCUMENTS SEARCH ONLY"**

Then click **"Continue"**

Select the **Registration Office** from the **Drop Down Menu**. Fill in only one field

If the survey is available for purchase, a window showing the survey will appear at the bottom left side of your screen. You can **VIEW** (following instructions **10, 11 & 12 in** the **Search Wizard Instructions** on Page 2). Select **BUY** to order one or more drawings. Then select "**PURCHASE SELECTED** DRAWINGS" which takes you to the shopping cart

Follow the instructions numbered from **15** on in the **Search Wizard Instructions** on Page 2