

eSubmission

Submitting a Preliminary SRW Survey Plan

eSubmission is the online portal for permit holders to submit a variety of operational data directly to the Commission in order to meet regulatory and conditional data submission requirements. Access to each application within eSubmission is restricted to users with a [Commission user account and the appropriate security role](#).

Step 1. Sign into eSubmission**Step 2. Expand the 'Permit Administration' menu option****Step 3. Select 'Statutory Rights of Way Preliminary Survey Plan'**

Search for a permit by entering one or more search criteria.

Step 4. Select 'Query Permit'

Select a permit from the search results.

Step 5. Select 'I Accept Responsibility'**Step 6. Add the mandatory Preliminary SRW Survey Plan files**

Ensure files adhere to the eSubmission Spatial Data Submission Standards prior to being added.

- Add the .ZIP file containing the Land Area polygons tenure is being applied for.
- Add the .PDF file containing the Preliminary SRW Survey Plan.
- Select a spatial reference.

Step 7. Click 'Upload' to submit the files**Step 8. Review the uploaded spatial data in the map viewer. Select 'Confirm'****Step 9. Enter the Survey Plan Number, Survey Company and Contact Person****Step 10. Select 'Submit to OGC'**