

Ministry of Natural Resources Registry

NOTICE OF BUTTERNUT IMPACT

User Guide for Forms

Prepared by:
Ontario Ministry of Natural Resources

Last Revision Date: November 26, 2013

For more information, please contact:
Ministry of Natural Resources
Registry and Approval Services Centre
Telephone: 1-855-613-4256 (toll free)
Email: mnr.rasc@ontario.ca

© Queen's Printer for Ontario, 2013

1.0 INTRODUCTION

As of July 1, 2013, the requirements have changed for undertaking an activity that will impact (kill, harm or take) a Butternut tree. The new requirements are reflected in section 23.7 of Ontario Regulation (O. Reg.) 242/08 under the *Endangered Species Act, 2007* (ESA).

Individuals and businesses planning to undertake an activity that will impact ten (10) or fewer Category 2 Butternut trees can now register with MNR by submitting a *Notice of Butternut Impact Form* to the *Ministry of Natural Resources Registry* (MNR Registry).

This guide provides information on completing and submitting a paper copy of the *Notice of Butternut Impact Form* to the *Ministry of Natural Resources Registry* for activities that impact ten or fewer Category 2 Butternut trees.

For information on the Notice of Butternut Impact under O. Reg. 242/08 section 23.7, visit www.e-laws.gov.on.ca or call 1-800-668-9938 (Toll Free across Canada). For any additional assistance, contact the **MNR Registry and Approval Services Centre** by calling toll free **1-855-613-4256**.

It's important to remember that a permit under the ESA will still be required if more than ten (10) Category 2 Butternut trees will be impacted by the activity (or if the activity will affect any Category 3 trees). In these cases, please contact your local MNR office. For a listing of local MNR offices, contact MNR's Registry and Approval Services Centre or visit MNR's Registry webpage at www.ontario.ca.

This guide contains the best available information as of the publishing date. The Ministry of Natural Resources may update this user guide regularly to ensure that it provides accurate information and guidance for users.

Note: The Notice of Butternut Impact Form can also be submitted electronically through MNR's On-line Registry. For more information or to access the automated system, please contact the MNR's Registry and Approval Services Centre or visit MNR's Registry webpage at www.ontario.ca

1.1 DISCLAIMER

This guide should not be construed as legal advice. All legislative requirements for the activities to be registered on the MNR Registry are set out in O. Reg. 242/08 of the ESA.

A registrant must determine whether they are eligible to use the regulation to undertake the activity and can fulfil all of the conditions within the applicable section of the regulation. Failure to do so could result in a contravention of the ESA and could lead to prosecution under the Act.

Where a registrant uses a third party to undertake all or part of the activity, the registrant remains responsible for ensuring the regulatory conditions are satisfied. It also remains the registrant's responsibility to ensure that all other permissions, approvals, and authorizations are acquired for the proposed activity.

WATCH FOR THESE SYMBOLS



PLEASE TAKE NOTE



TIPS / BEST PRACTICES



BEFORE YOU BEGIN



DON'T FORGET!

2.0 SUBMITTING A NOTICE OF BUTTERNUT IMPACT FORM



BEFORE YOU BEGIN

- Before registering, it is the registrant's responsibility to confirm that the activity is eligible for this registration. Please consult the information available on the *Butternut-trees-your-property* information page for more details, and section 23.7 of *Ontario Regulation (O. Reg.) 242/08* under the ESA for legal requirements.
- The regulation outlines the methods for planting, tending and monitoring the Butternut seedlings that must be followed (as well as the records that must be kept).
- Only Category 2 Butternut trees, as designated by a Butternut Health Assessor (BHA), are eligible for this registration.
- The Butternut Health Assessor's assessment report must be sent to the appropriate District Manager of the MNR at least **30 days** before registration and the start of the proposed activity that will kill, harm or take Butternut.

Who is required to register an activity on the MNR Registry?

For activities related to O. Reg. 242/08, it is the legal entity or person who is responsible and accountable for the activity that is likely to result in an impact on Butternut or its habitat that is required to register on the MNR Registry.

There are three steps to register a *Notice of Butternut Impact Form* and receive a Confirmation of Registration:

STEP 1: OBTAIN A NOTICE OF BUTTERNUT IMPACT FORM

This form can be obtained from any of the following:

- **Phone:** call toll free 1-855-613-4256 and request that the form be mailed to you
- **In Person:** visit a Service Ontario centre and request a paper copy of the form in person.
- **Print a copy** from the Ministry of Government Services Forms Repository:
www.forms.ssb.gov.on.ca

STEP 2: COMPLETE AND SUBMIT THE NOTICE OF BUTTERNUT IMPACT FORM

You will need to complete all of the required information on the form and then submit it to the MNR Registry. Please refer to section 3.0 of this guide for more detailed information on completing a *Notice of Butternut Impact* form.

You can submit your completed form to:

MNR Registry and Approval Services Centre
300 Water Street
Peterborough, ON K9J 8M5

Important Note: be sure to retain a copy of your completed form as proof of registration while you wait for receipt of your official Confirmation of Registration.

STEP 3: RECEIVE (AND RETAIN) CONFIRMATION OF REGISTRATION

After completing and submitting the *Notice of Butternut Impact Form*, you will receive a Confirmation of Registration within 15 business days that includes information about the species and the activity that you registered. Please contact MNR by phone at 1-855-613-4256 if you do not receive your Confirmation of Registration within this timeframe.

You must keep your Confirmation of Registration in compliance with O. Reg. 242/08.

MAINTAINING YOUR REGISTRATION

If any details provided in the registration change throughout the course of the activity, you must update your Registry submission to reflect those changes. Any changes must be updated in the Registry within 10 business days of the change. It is the responsibility of the registrant to ensure MNR has the most up to date information.

To update your Registration, contact the MNR Registry and Approval Services Centre by calling toll free 1-855-613-4256. You will need to provide the number on your Confirmation of Registration and details regarding what information on your registration has changed. MNR will provide you with an updated Confirmation of Registration to reflect the changes.

3.0 SPECIFIC REQUIREMENTS FOR COMPLETING A NOTICE OF BUTTERNUT IMPACT FORM

The information below is intended to help you complete the various fields in the *Notice of Butternut Impact* form. For more detailed instructions on each field, please refer to **Appendix A**. If you have any questions, please contact the MNR Registry and Approval Services Centre by calling toll free 1-855-613-4256.



PLEASE TAKE NOTE

All fields marked with an asterix * in the form are mandatory fields and must be completed.

PART 1: REGISTRANT INFORMATION

PART 1: REGISTRANT TYPE

You will need to indicate if you are submitting the *Notice of Butternut Impact* Form as an “individual” or as a “business”. Only legal entities (e.g. individuals, incorporated companies) may provide notice.

Part 1a) Personal Information for Individuals – fill in this section if you are registering as an individual

When registering as an Individual, only a single contact person can be identified. Personal information (including registrant name and contact information) is collected under the authority of Section 53 of the *Endangered Species Act, 2007* and will be used for Registry Database administration, audit/enforcement purposes, analysis, and Species at Risk program management.

Questions about the collection and retention of personal information can be directed to the MNR Registry and Approval Services Centre, Ministry of Natural Resources, 300 Water Street, Peterborough ON, K9J 8M5 or by calling 1-855-613-4256.

Part 1b) Business Information – fill in this section if you are registering as a Business

Businesses, agencies or organizations should provide their registrant information at a scale reflective of their organizational structure (e.g. regional or local offices), depending on where the responsibility for the activity rests within their organization.

If the business collects HST then the Canada Revenue Agency will have assigned the company a 9-digit identifying business number which must be provided as part of the registration. For more detailed instructions on completing this section of the form, please refer to **Appendix A**.

Business registrants must identify the primary contact, or the “Business Accountable Person” for the activity and may identify additional contacts, if desired. The primary contact for the activity may be the registrant (e.g., for businesses without a Canada Revenue Agency business number), or the primary contact may be a designated party or agent chosen to act on behalf of the registrant. The primary contact should be knowledgeable about the on-site and day-to-day undertakings of the activity.

It is recommended that the registrant grant all contacts the authority to discuss details related to the activity with MNR representatives, and be able to answer questions regarding how the regulatory conditions are being met (e.g. details of planting, tending and monitoring of Butternut) upon request from MNR.

Examples of additional contacts include the property owner, site manager, supervisor of third party contractors undertaking the activity, contractors providing services for a component of the activity, or individuals acting as registration administrators on the behalf of the registrant. Contact information in the registry must be kept up to date.

TIPS / BEST PRACTICES

If a third party is hired by the registrant, it is prudent to secure services from a person(s) with expertise in performing the required services and in the appropriate methods to plant, tend and monitor Butternut. The person(s) should also be knowledgeable about the ESA.

Part 1c: Address Information (*Individuals and Business*)

Business and individual registrants must provide a physical address that identifies where the registrant is located, which may be different than a mailing address where mail is received.

The following three address types can be used to provide the appropriate physical address information. Registrants only need to complete one of the address types, which should be indicated in the corresponding check box.

Physical Civic Address:

Used in organized areas with street names and numbers (also often referred to as the 911 address).

- **Additional Location Information:** can be used to provide any additional details that would help to identify or locate the physical location.

Physical Surveyed Address:

Used in some organized areas and unorganized townships that have been surveyed. This system refers to the lot/concession/geographic townships that were originally laid out.

- **Lot Number:** The lot number as surveyed in the original township survey;
- **Concession Number:** The concession number as surveyed in the original township survey;
- **Geographical Township:** The name of the original township when first surveyed. Please note this is not often the same as the current municipal name;
- **Part Lot Description:** Over time the original lot may have been severed. If there is additional information to provide, please insert here (e.g. North Half, Pt 2 of Lot 1)
- **Additional Location Information:** can be used to provide any additional details that would help to identify or locate the physical location.

Physical Unsurveyed Address:

Used primarily in unorganized areas but can include any part of the Province. This system asks for a description of the location that would allow others to find the site, using map coordinates.

- **Location description:** This field is available for registrants to describe their location where no civic or survey information exists. Please describe as clearly as possible the physical address (e.g. Mile marker 87 on CPR main track west of Thunder Bay);
- **Unincorporated Township:** Townships that have been surveyed but never became municipalities are referred to as 'unincorporated'. Please identify if the site is within an unincorporated township.
- **Unincorporated area:** Areas that have never been surveyed or formed municipalities are referred to as unincorporated but there may be a name for the general area (e.g. Algoma District)
- **Additional Location Information:** can be used to provide additional details that would help to identify or locate the physical location. Map coordinates can be entered here.

Mailing Address:

If the physical civic address (e.g. where the registrant is situated) is the same as the mailing address, the registrant should check the "My mailing address is the same as my Civic address" check box.

If the registrant's mailing address is different from their physical civic address, or if the physical location is a surveyed or unsurveyed address, the mailing address section must be completed.

PART 2: ACTIVITY INFORMATION

PLEASE TAKE NOTE

Please make note of all mandatory fields* when completing this section of the form.

2.1 Eligibility

It is the registrant's responsibility to confirm that an activity is eligible for this registration. Please refer to Section 23.7 of Ontario Regulation (O. Reg.) 242/08 under the ESA for the legislated requirements. The regulation outlines the methods for planting, tending and monitoring the Butternut seedlings that must be followed (as well as the records that must be kept).

This section includes verification that the Butternut Health Assessment was carried out in accordance with appropriate protocols.

2.2 Butternut Health Assessment Requirement

Registrants must provide the date and report number of the Butternut Health Assessor's report regarding the Butternut tree(s) for which the registration is being submitted. The Butternut Health Assessment Report Number is the six digit "page link" number on the bottom left hand corner of the Butternut Health Assessor's Form 1 and Form 2 for the assessment related to the activity being registered.

Note: The page link number is generally the first easting of the first tree assessed.

2.3 Butternut Planting Plan

This section asks registrants to identify each Butternut tree to be killed, harmed or taken (maximum 10). Only include the Category 2 trees not excluded due to the potential resistance to canker (Category 3).

- Column 1 – Tree Identification Number from BHA Report: identifying number or "label" of each Category 2 tree that the registrant proposes to kill, harm or take;
- Column 2 – Impact: indicates whether the Category 2 tree will be killed, harmed or taken;
- Column 3 – Diameter at Breast Height: Enter <3 cm (less than 3 cm), 3-14 cm (between 3 and 14 cm) or ≥15 cm (greater than or equal to 15 cm) for the diameter range at breast height of each tree being impacted (as identified in the report); and,
- Column 4 – Minimum Number of Replacement Seedlings: indicate the number of Butternut trees that will be required as replacement plantings.

DON'T FORGET!

Note: Consult Ontario Regulation 242/08 for further information regarding the calculation of the minimum number of replacement seedlings.

PART 3: SITE INFORMATION

Describe the site of the registered activity

This step involves identifying the location(s) where the proposed activity will occur. The information provided about the site must accurately represent the geographic location(s) at which the registered activity will occur. An activity site may have multiple locations associated with it that represent different components of the registered activity (i.e. multiple impact and planting locations).

Section 3.1: North America Industry Classification Code – NAICS (for Business only)

For NAICS references and more information about this section, please refer to **Appendix A**.

Section 3.2: Site Contact Information (for Business only)

Provide yes/no answers regarding the Site Contact Person. If the site contact person is different than the “Accountable Person” and the “Business Contact Person”, you will also need to provide information about the Site Contact Person. **Note:** an “Accountable person” is the individual in the business who is legally responsible for its operation.

Section 3.3: Site Location Information (For Individual and Business)

When creating a site for Butternut Impacts, the location(s) where butternut trees are being killed/harmed/taken must be provided, as well as the planting location(s).

Each site must have at least one location address but you may list as many locations as appropriate to identify tree removal and planting locations. The form provides enough space to identify two Site Locations. If you have more than two Site Locations, please copy blank Site Location Address pages and attach to your registration. When multiple Site Location addresses are listed, one location must be identified as the primary location. If only one Site Location is provided, it is deemed to be the **primary location**.

As with the registrant contact address above (part 1c) you will have the option of selecting one of the three address types to describe each location: civic address, surveyed address and unsurveyed address. The preferred method for providing Site Locations is to provide the civic address or indicate the geographic coordinates (e.g. UTM Easting and Northing or Latitude and Longitude) of the site’s primary access point. Any additional information that makes it easier to locate a removal or planting area can be included in the “Additional Location Information” text box for the location (e.g. what the geographic reference points represent on the ground or a description of associated landmarks).

For more detailed instructions on completing each field of this section of form, please refer to **Appendix B**.

Identifying Removal location(s):

The locations where butternut trees are being killed/harmed/taken must be entered as Site Location 1 and identified as the “primary location” by checking the respective check box. If there is more than one tree removal location, each removal site should be added as subsequently numbered Site Locations (e.g. Site Location 2, Site Location 3, etc.). and identified as “removal location(s)” using the associated “**Additional Location Information**” text box.

Identifying Planting location(s):

Planting location(s) are also required under the regulation and each one must be provided as additional Site Locations. Each planting location must also be identified as a “planting location” using the associated “**Additional Location Information**” text box. You must also enter the number of trees being planted at each location in the same “**Additional Location Information**” text box.

PART 4: REGISTRANT ATTESTATION

The attestation represents a confirmation that the form is complete, the facts are true and that the person completing the form is aware of the applicable regulations and agrees to follow the rules contained within the regulations. The attestation includes:

- **First Name / Last Name:** The legal name of the person to whom the Confirmation of Registration will be issued and, for businesses, identifies the accountable person;
- **Company Name:** The legal name of the Company if the registration is made by a business;
- **Title:** The title of the person making this statement on behalf of the company. This should be the accountable person listed for businesses; and,
- **Date:** The date when the attestation is made.

FINAL STEPS

1. Review the form to ensure that you have completed all mandatory fields.
2. Create and retain a copy of the completed form for your records
3. Mail the original copy to:
Registry and Approval Services Centre
Ministry of Natural Resources
300 Water Street
Peterborough, ON K9J 8M5
4. Alternatively, you may put this registration in to the drop box at Service Ontario office.
5. You should receive your Confirmation of Registration within 15 business days. You may NOT conduct the activity until you have received your Confirmation of Registration. If you do not receive your Confirmation of Registration within 15 business days, please contact the Registry and Approval Services Centre at 1-855-613-4256.

Note: The registrant is advised to provide a copy of the Confirmation of Registration to any agents or employees who may be working on site at a time when the registrant is not present.

APPENDIX A – DETAILED FORM INFORMATION FOR BUSINESS REGISTRANTS

If you choose to register as a business, the following information will be requested:

- **Canada Revenue Agency Business Number:** If the business collects HST then the Canada Revenue Agency will have assigned the company a 9-digit identifying number
- **Legal Name:** the name identified on the Articles of Incorporation of the business; this field is mandatory.
- **Operating Name:** the name under which the business operates.
- **Business type:** From the Business Reference List below, choose the most appropriate description of your business; this field is mandatory.

BUSINESS TYPES:

BUSINESS TYPE ID	NAME
4	Agriculture, Forestry, Fishing and Hunting
13	Mining, Quarrying, and Oil and Gas Extraction
20	Utilities
6	Construction
2000517	Manufacturing
21	Wholesale Trade
18	Retail Trade
19	Transportation and Warehousing
10	Information and Cultural Industries
8	Finance and Insurance
17	Real Estate and Rental and Leasing
15	Professional, Scientific and Technical Services
11	Management of Companies and Enterprises
3	Administrative and Support, Waste Management and Remediation Services
7	Educational Services
9	Health Care and Social Assistance
5	Arts, Entertainment and Recreation
2	Accommodation and Food Services
14	Other Services (except Public Administration)
16	Public administration and government services

- **Business Location:** location closest to where the business operates
- **Business Accountable Person:** List the individual in the business who is legally responsible for its operation:
- **Contact person for Business:** If MNR should contact someone other than the 'Business Accountable' person regarding the Notice of Butternut Impact choose "No" and complete the required fields. If the accountable person is to be contacted Choose "Yes".
- **North America Industry Classification System (NAICS):** These codes are used to group businesses into classifications for ease of reporting and analysis. Up to 3 NAICS codes that are applicable to the business can be identified in the form. At least one NAICS code and description must be provided. The code(s) selected should align as closely as possible with the business activity being undertaken at the Site Location(s). Please chose from the list below.

NORTH AMERICA INDUSTRY CLASSIFICATION SYSTEM (NAICS)

REFERENCES:

NAICS CODE	Related BUSINESS TYPE CODE	NAME
111	11	Crop Production
112	11	Animal Production
113	11	Forestry and logging
114	11	Fishing, hunting or trapping
115	11	Support Activities for Agriculture and Forestry
211	21	Oil and gas extraction
212	21	Mining and quarrying (except oil and gas)
213	21	Support activities for mining and oil and gas extraction
221	22	Utilities
236	23	Building construction
237	23	Heavy and civil engineering construction
238	23	Specialty Trade Contractors
311	31	Food Manufacturing
312	31	Beverage and Tobacco Product Manufacturing
313	31	Textile mills
314	31	Textile Product Mills
315	31	Clothing manufacturing
316	31	Leather and Allied Product Manufacturing
321	31	Wood product manufacturing
322	31	Paper manufacturing
323	31	Printing and related support activities
324	31	Petroleum and coal product manufacturing
325	31	Chemical manufacturing

NAICS CODE	Related BUSINESS TYPE CODE	NAME
326	31	Plastics and rubber products manufacturing
327	31	Non-Metallic Mineral Product Manufacturing
331	31	Iron, steel and other metal manufacturing
332	31	Fabricated metal product manufacturing
333	31	Machinery manufacturing
334	31	Computer and electronic product manufacturing
335	31	Electrical equipment, appliance and component manufacturing
336	31	Transportation equipment manufacturing
337	31	Furniture and related product manufacturing
339	31	Miscellaneous Manufacturing
411	41	Farm product wholesaler or distributor
412	41	Petroleum product wholesaler or distributor
413	41	Food, beverage and tobacco wholesaler or distributor
414	41	Personal and household goods wholesaler or distributor
415	41	Motor vehicles and parts wholesaler or distributor
416	41	Building materials and supplies wholesaler or distributor
417	41	Machinery, equipment and supplies wholesaler or distributor
418	41	Miscellaneous Wholesaler-Distributors
419	41	Trade agents and brokers
441	44	Motor Vehicle and Parts Dealers
442	44	Furniture and Home Furnishings Stores
443	44	Electronics and appliance stores
444	44	Building material and garden equipment and supplies dealers
445	44	Food and Beverage Stores
446	44	Health and personal care stores
447	44	Gasoline stations
448	44	Clothing and clothing accessories stores
451	44	Sporting goods, hobby, book and music stores
452	44	General merchandise stores
453	44	Miscellaneous Store Retailers
454	44	Non-Store Retailers
481	48	Air transportation
482	48	Rail transportation
483	48	Water transportation
484	48	Truck transportation
485	48	Transit and ground passenger transportation
486	48	Pipeline transportation
487	48	Scenic and Sightseeing Transportation
488	48	Support Activities for Transportation
491	48	Postal service
492	48	Couriers, messengers and delivery services

NAICS CODE	Related BUSINESS TYPE CODE	NAME
493	48	Warehousing and storage
511	51	Publishing industries (except Internet)
512	51	Motion picture and sound recording businesses
515	51	Broadcasting (except Internet)
517	51	Telecommunications providers and carriers
518	51	Data processing, hosting, and related services
519	51	Other Information Services
521	52	Monetary authorities - central bank
522	52	Credit intermediation and related activities
523	52	Securities, commodity contracts, and other financial investment activities
524	52	Insurance carriers and related activities
526	52	Funds and other financial vehicles
531	53	Real estate
532	53	Rental and leasing services
533	53	Lessors of non-financial intangible assets (except copyrighted works)
541	54	Professional, scientific and technical services
551	55	Management of companies and enterprises
561	56	Administrative and support services
562	56	Waste management and remediation services
611	61	Educational services
621	62	Ambulatory health care services
622	62	Hospitals
623	62	Nursing and residential care facilities
624	62	Social assistance
711	71	Performing arts, spectator sports and related industries
712	71	Heritage Institutions
713	71	Amusement, Gambling and Recreation Industries
721	72	Accommodation Services
722	72	Food Services and Drinking Places
811	81	Repair and Maintenance
812	81	Personal and Laundry Services
813	81	Religious, grant-making, civic, and professional organizations
814	81	Private Households
911	91	Federal Government Public Administration
912	91	Provincial and Territorial Public Administration
913	91	Local, Municipal and Regional Public Administration
914	91	Aboriginal Public Administration
919	91	International and Other Extra-Territorial Public Administration

APPENDIX B: IDENTIFYING SITE LOCATION ADDRESS(ES)

There are three address formats to choose from:

- **Civic Address**

A civic address consists of street address number, a street name, municipality name and postal code. The street name may include a street type and direction. The street address number may include a suite and/or apartment number.

- **Surveyed Address (Lot & Concession)**

A division of surveyed land in a township further divided into lots that cannot be described using a civic address.

- **Unsurveyed Address**

Addresses which do not fit into the above classifications and need to be described using a geo-reference.

Physical Civic Address Information:

- **Unit No.:** Enter the number for your unit if applicable.
- **Street No*:** Enter the number for your street. This is a mandatory field.
- **Street Name*:** Enter the name of your street including the street type (i.e. Ave) and Street direction, if appropriate. This is a mandatory field.
- **City/ Town*:** Enter the city/ town for your address. This is a mandatory field.
- **Province:** this is automatically populated as Ontario
- **Postal Code:** Enter the postal code for your address. This is a mandatory field
- **Municipality:** Enter the Municipality for your address
- **Property (or Parcel) Identification Number (PIN):** This is a number that is assigned to the property, which can be used to link to ownership information for each individual property.
- **Assessment Roll Number (ARN):** This number is associated with property assessment and can be used to link to ownership information for each property.
- **Additional Location Information:** Enter the description of the area or directions of how to get to the location if applicable

Physical Surveyed Address Information:

- **Property (or Parcel) Identification Number (PIN):** This is a number that is assigned to the property, which can be used to link to ownership information for each individual property.
- **Assessment Roll Number (ARN):** This number is associated with property assessment and can be used to link to ownership information for each property.
- **Lot Number*:** Enter the lot number indicating the location within a subdivided township. This is a mandatory field.
- **Concession Number*:** Enter the concession number indicating the location within a subdivided township. This is a mandatory field.
- **Geographic Township*:** Enter the name of the geographic township. This is a mandatory field.

- **Part Lot Description:** Enter the description of your part lot for the address.
- **Route Type:** Enter the appropriate designation for your postal route e.g. Rural Route
- **Route Number:** Enter the Route number
- **Municipality:** Enter the organized municipality for this location.
- **District / County:** Enter the District or County if appropriate.
- **Postal Code:** Enter the postal code for your address. This is a mandatory field.
- **Legal Description:** Enter the legal description for this location.
- **Additional Location Description:** Enter the description of the area or directions of how to get to the location if applicable.

Physical Unsurveyed Address Type

If you choose to enter an Unsurveyed Address type, the following fields are available:

- **Location Description*:** Provide general directions to the location. This is a mandatory field.
- **Part Number:** Enter the Part Number for the location. The Part Number can indicate the location within an unsubdivided township or unsurveyed territory.
- **Reference Plan Number:** Enter the Reference Plan for the location if available. Reference plans show the surveyed boundary and dimensions as well as any physical or documentary evidence that could affect the title to the property.
- **Parcel:** Enter the Parcel for the location if available. In land ownership mapping for assessment purposes, a parcel is usually held to be a tract of land under one ownership. It may be a combination of two or more tracts acquired by separate deeds.
- **Section:** Enter the Section for the location if available. A Section is one square mile block of land containing 640 acres or one thirty-sixth of a township.
- **Unorganized Township:** Enter an Unorganized Township name if applicable
- **Unincorporated Area:** Enter an Unincorporated Area name if applicable
- **District/County:** Enter District or County if appropriate
- **Postal Code:** Enter the postal code for your address. This is a mandatory field.
- **Legal Description:** Enter the legal description for this location.
- **Additional Location Description:** Enter the description of the area or directions of how to get to the location if applicable

Coordinate Information*:

For this address type (unsurveyed), you are required to enter either Latitude/ Longitude information OR Geographic Transverse Mercator (UTM) information.

- **Map Datum:** This is the reference system used for defining the coordinates.
- **Georeferencing Method:** This is the method used to determine the coordinates for a point on the earth.
- **Accuracy Estimate:** Enter the Accuracy Estimate.
- **Location Reference:** Enter the Location Reference. This defines where the coordinates were taken relative to the real object.
- **Geographic Transverse Mercator (UTM)**
- **Zone:** Enter the Zone. UTM divides the world into 60 zones, each of 6 degrees longitude wide.
- **Easting (M):** Enter the Easting (M). This is the distance, in metres, from the central meridian of the zone.
- **Northing (M):** Enter the Northing (M). This is the distance, in metres, from the equator.
- **Latitude / Longitude:**
 - Latitude Degrees: Enter the Latitude in Degrees/Minutes/Seconds.
 - Longitude Degrees: Enter the Longitude Degrees/Minutes/Seconds