



Planning and Development

Title: Property Pin Locating Policy	Policy Number: PD-01
Authority: Resolution 2026-220 - July 21, 2026 Council Minutes	Next Review: August 2029

Purpose:

To establish guidelines for the marking of property lines within the Town of Carrot River.

Procedures:

1. Service Requests

All requests for property line marking shall be submitted through the Town of Carrot River Municipal Office. A Work Order will not be created until payment of the prescribed fee and a signed waiver form are received.

2. Fee

A non-refundable fee of \$50.00 per property shall be collected prior to scheduling the marking. The fee applies regardless of whether property pins are successfully located.

3. Staff Role

Public Works staff will make reasonable efforts to locate existing property pins only on the property owned by the requestor. Staff will not enter adjacent or neighbouring properties to search for or identify pins. If pins cannot be located, staff will not place new markers or estimate boundaries. The property owner will be advised to contact a licensed land surveyor if pins are missing or not found.

4. When Pins Cannot Be Located

If property pins cannot be found or confirmed, the property owner will be advised that they must retain a licensed land surveyor at their own expense to establish legal property boundaries.

5. Waiver Requirement

Before any marking work begins, the property owner must sign the **Property Pin Locating Waiver Form** acknowledging that:

- The Town of Carrot River's staff are not licensed surveyors;
- The markings provided are estimates for guidance only; and
- The Town of Carrot River and its employees accept no liability for errors, omissions, or disputes arising from the markings.

6. Record Keeping

A copy of the signed waiver and proof of payment shall be retained with the Office for municipal records.



Town of Carrot River

Property Pin Locating Waiver Form

Property Owner Information

Name: _____

Civic Address: _____

Legal Description (if known): _____

Phone Number: _____

Email: _____

Purpose of Service

The Town of Carrot River provides property pin locating assistance as a courtesy service only. This is not a legal survey. The purpose is to help residents approximate property boundaries for general reference (e.g., fence or landscaping placement).

Terms and Conditions

1. The Town of Carrot River and its employees are not licensed surveyors and make no guarantee that markings reflect the exact legal boundaries of the property.
2. Property pins may be buried, disturbed, or missing. If pins cannot be located, the property owner must contact a licensed land surveyor at their own expense.
3. A non-refundable fee of \$50.00 must be paid prior to any marking or scheduling of the service.
4. The Town of Carrot River assumes no liability for any damages, boundary disputes, encroachments, or costs arising from the markings provided by staff.
5. The property owner releases and indemnifies the Town of Carrot River, its Council, officers, and employees from any claims or actions related to this service.

Acknowledgement and Signature

I, the undersigned, acknowledge that I have read and understand the above terms. I agree to the conditions and understand that the markings provided by the Town of Carrot River are for reference only and not intended as a legal survey.

Property Owner Signature: _____ Date: _____

Town of Carrot River Representative: _____ Date: _____

Office Use Only

☐ Fee of \$50.00 Receipt No.: _____ Work Order No.: _____ Date of Service: _____ Staff Completing Work: _____