

Procedural Guide for Submitting Plans for Examination Under Land Boundaries Program

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On March 30th, 1973, O. Reg. 552 under the Land Titles Act was revised with respect to the requirements of supporting material accompanying plans submitted for examination to the Examiner of Surveys' office, now named "Land Boundaries Program".

The submissions being received from Surveyors indicate that there still are considerable uncertainties about the kind and amount of information needed for the examination of plans. This article is intended to clarify this situation.

The essential material needed for examination is set out in Section 7 (1), O. Reg. 552.

"Subject to subsection 2, before presenting a plan for approval, a surveyor shall submit to the examiner of surveys or an assistant examiner of surveys, (a) two papers prints thereof; (b) a copy of any adjacent or underlying plan; and (c) a complete and up to date title search certified by him or a land registrar.

Applies to subdivision plans only!

(2) Where a plan is a plan of subdivision, the surveyor shall, in addition to the information required under subsection 1, submit to the examiner of surveys or an assistant examiner of surveys, closure sheets or a computer output with respect to each subdivision unit identified thereon, certified by him as having been prepared from the final ink drawing of the plan being presented for approval."

For plans under the Condominium Act, the additional essentials are: the 'Structural Plans' and the 'Declaration'. The buildings are considered part of the description and also part of the monuments, therefore it is impossible to examine the plan without them. The examining staff also scrutinizes the Declaration for possible inconsistencies and notifies the surveyor of same to facilitate registration.

For applications under the Boundaries Act the 'Original Field Notes', the 'Application' and the 'Application Fee' (presently \$200 plus 50c per each adjoining owners) are the additional essentials.

For easy and quick reference to the material needed for examination I prepared a chart that could be placed in a prominent spot on the office wall or desk of the person responsible for the submissions and should be consulted every time a submission is being prepared to ensure its completeness.

In addition to the above mentioned requirements, another important item should be considered, namely: the 'Covering Letter'.

It is not only considerate and good business practice on the part of the surveyor to have a covering letter accompany all submissions to this, or any office, but in our case it is absolutely necessary to ensure proper identification of the project.

In the case of a "New Job" (that we have not seen before) the identification should include:

1. A "New Job" (indicating an initial submission);
2. The type of plan: i.e. Reference Plan; Subdivision Plan; Condominium Plan, etc.
3. Registration of the lands with respect to the two Registration Systems. i.e. Lands: in Land Titles System or Lands: in Registry System.

Plans under the two Acts are handled differently right from the beginning and assigned to separate filing systems.

Particular attention should be paid to the reference plans that describe lands to be transferred from the Registry System to the Land Titles System. These are usually referred to as "First Application" plans. This expression together with "First Submission" is the most commonly misunderstood term in general. Sometimes they are used in place of one another which creates a lot of confusion. To avoid this, the term "First Application" should be reserved strictly for plans used in transferring the lands into the Land Titles system, and in place of "First Submission" the term "New Job" should be used, meaning that the project is being submitted to us for examination for the first time.

The supporting material accompanying the new submission, especially any partial xerox and photostat copies of plans, should be clearly identified to facilitate recognition of same.

If the submission is a reply to a written or verbal requisition or the surveyor is submitting revised prints on his own initiation, the covering letter should identify the submission as such.

e.g. This is a: **Resubmission**
Your file No.: LT-..... or H-.....
or B-....., etc.
Our file No.:

The 1,600 or 1,700 files that are on hand at any given time in our office make it absolutely necessary that our file number is quoted. The easiest way to ensure this, is have the draftsman ink our file number on the original linen (in the vicinity of the approval block) immediately upon being notified by the Land Boundaries Program. This makes it practically impossible to lose it for the period of examination of the plan however long it may take.

The covering letter also may contain the "Survey Report" of the signing surveyor. By anticipating the possible questions of the plan examiner, considerable amount of time and correspondence could be saved and eliminated which, of course, would cut down examination time for many plans.

Before attempting any kind of submission that the surveyor is not too familiar with, a quick telephone call would clarify the situation and reduce the chances for unacceptability of the submission.

And now I would like to list some of the most common "DO'S" and "DON'Ts" that should be considered.

First the DON'Ts:

DON'T use thin paper for wrapping parcels and thin tubes for mailing original linens. (We receive a lot of damaged parcels and tubes.)

DON'T tape, staple or fold original linens. (The final plan is a legal document and its integrity must be preserved.)

DON'T mix 2, 3 or more jobs together in one parcel. (Separate them into 2, 3 or as many groups as needed. It takes a considerable time to separate unrelated material.)

DON'T roll up computer output tapes into 5" diameter rolls. (It won't fit into the file. Folding them into 1" long strips at maximum will be handled much easier.)

And now some of the "DO'S":

DO show important information, such as file number, etc. inside the envelope, or tube, not on the outside.

DO ensure that adequate postage is on the envelope or parcel.

DO show the correct and complete address on your envelopes. (This is a 26-storey building and some of the

parcels insufficiently addressed can be circulating in the building for days!)

I hope these suggestions will help clarify the requirements of this office and will make the job of preparing submissions easier.

ESSENTIAL SUPPORTING MATERIAL
FOR PLAN EXAMINATION

Material Needed	T Y P E O F P L A N							
	R-LT	M-LT	R-FA	R-CTA	COND-LT	COND-RA	BA	EXPROP.
Covering Letter	X	X	X	X	X	X	X	X
Minimum 2 prints of Subject Plan	X	X	X	X	X	X	X	X
Underlying and Adjacent Plans	X	X	X	X	X	X	X	X
Certified Title Search	X	X	-	-	X	Cert. of Title	X	X
PART/Parcel Correlation	X	-	-	-	-	-	-	X
Certified Closure Sheets or Computer Output	-	X	-	-	-	-	-	-
Structural Plans	-	-	-	-	X	X	-	-
Declaration	-	-	-	-	X	X	-	-
Original Field Notes	-	-	-	-	-	-	X	-
Application	-	-	-	-	-	-	X	-
Application Fee	-	-	-	-	-	-	X	-

COVERING LETTER

The identification of a job should include the following information in all cases.

- | | |
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| <p>1) New Job</p> <p>2) Type of Plan: _____</p> <p>3) Lands are registered in:
i.e. Registry System</p> | <p>1) Resubmission</p> <p>2) Your File No.: i.e. LT-_____
or H-_____
etc. _____</p> <p>3) Our File No.: _____</p> |
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