

Overview: Survey Plan Processing

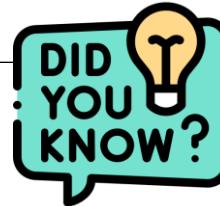
Filing a survey plan is a two-step process:

- 1) Pre-approval** - Land registry staff perform an initial review of the survey plan to determine whether it meets the ministry's registration requirements. During this step, land registry staff will contact the surveyor and there is an ongoing exchange of information until the plan is pre-approved. The processing time is approximately 2 weeks (10 business days) depending on the complexity of the plan.
- 2) Filing Survey Plan** - The final plan is filed in the land registry system. The processing time is 1 to 10 business days depending on the plan type and how it is transmitted to the land registration system.

Plan Pre-approval by email was a big step forward from hardcopy pre-approvals. A lot of people worked very hard behind the scenes to make it a success. After an internal review it was decided to make this process more efficient. Some of the issues found were:

- 1) Emails can be overlooked or misplaced** - Depends on Queueing Team to ensure all emails are forwarded to plan examiner.
- 2) Tracking and reporting are a manual process** - Creates inefficiencies in plan assignment and tracking.
- 3) Incorrect address / email server issues** - Pre-approval may be delayed if the request is not received by ServiceOntario
- 4) Exception to regular work process** - All other work assignments come through an electronic work queue.
- 5) PDF Forms are outdated and difficult to update** - Webpage interface provides a more accessible and easily updated form.

Survey Plans: A closer look



Volumes of survey plans continue to be high.

Currently, ServiceOntario is processing ~20% more survey plans than its 5-year historical average

Housing is a government priority. Survey plan volumes will likely stay steady or increase.

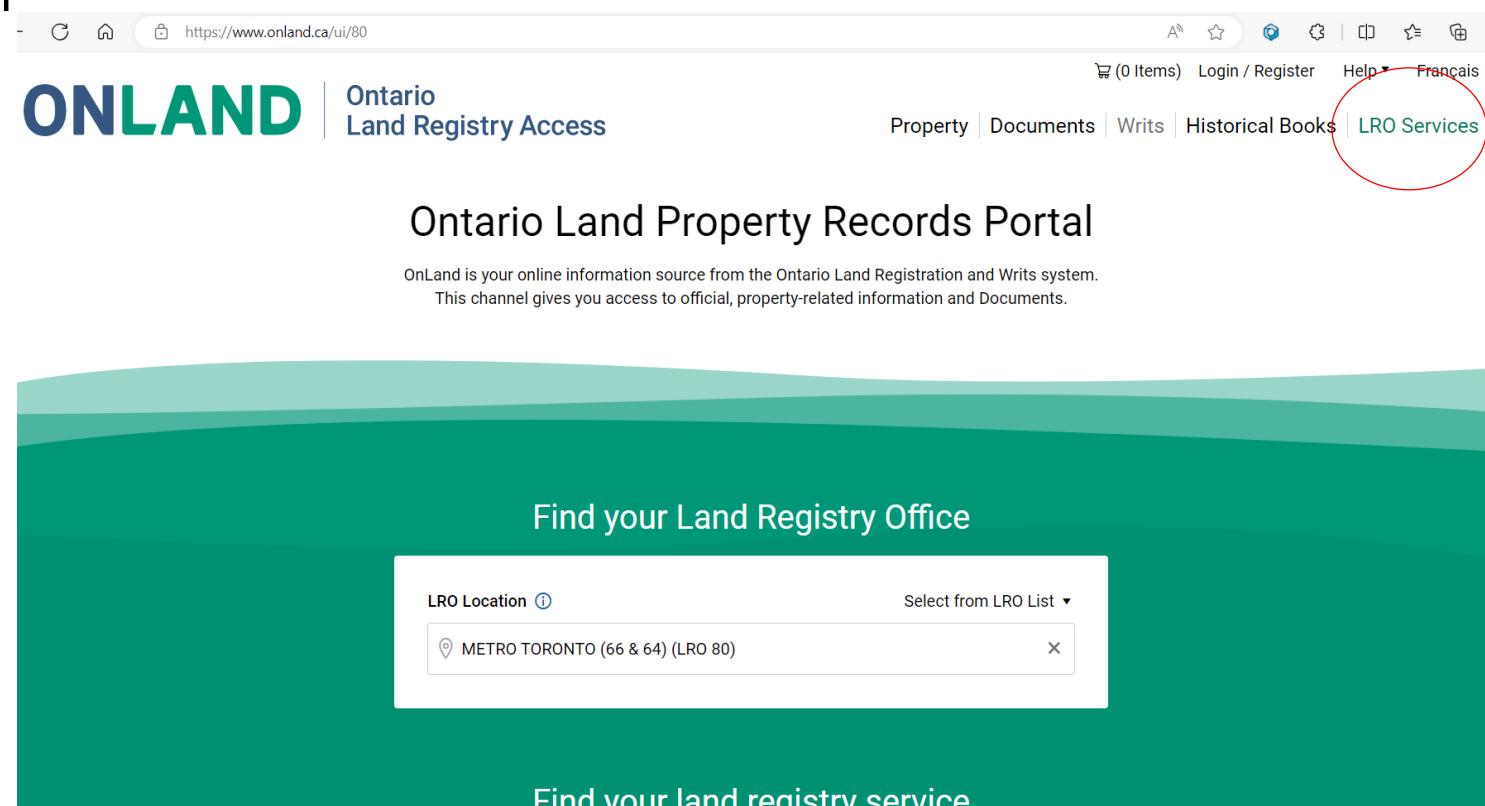
To meet the demand ServiceOntario has introduced enhancements to www.OnLand.ca for intake of plans for pre-approval

- ✓ Clients will submit their request through OnLand using a [Plans Preapproval Request Form](#).
- ✓ Customers and staff will receive a unique request number (the QP number). A single request number will be useful for tracking and ensuring that everyone is referring to the same request.
- ✓ Staff will receive work through automated process rather than email, improving efficiency and effectiveness for processing the requests.
- ✓ The new features will empower staff to take control of their workload more effectively and efficiently.
- ✓ New features including connecting to Outlook email to make communication with customers a seamless process.

OnLand Screens

Navigating to the Request Screen

Simply click on LRO Services



Getting to the Request Screen

Next Click on

Plan Pre-Approval Request

LRO Services

Land Registry Office
METRO TORONTO (66 & 64) (LRO 80)  [Change](#)

Document Submission

Submit a document for registration

› [Submit a Paper Document to ServiceOntario for Registration](#)

Request Forms

Land registry request forms

› [Change / Correction Request](#)

› [Plan Pre-Approval Request](#)

› [Document Pre-Approval Request](#)

› [Override or Data Retention Report Request](#)

› [Map Investigation Request](#)

OnLand Screens

Guide will be available in January.

Name is person who signed plan or document.

Email is important as this address will be used for all automated emails regarding this Request.

Closing date is optional

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Plan Pre-Approval Request

Request plan pre-approval

ⓘ Please review the [Plan Pre-Approval guide](#) prior to submission

* Indicates a required field

Your Name *

Your Email Address *

Phone Number * Extension

Company

Client File Number

Closing Date (MM/DD/YYYY)

Contact Us
For Request Information and Help
Contact ServiceOntario at 1-888-278-0001
Monday to Friday 8:30 a.m. to 5:00 p.m. EST
8:30 a.m. to 5:00 p.m. CST (9:30 a.m. to 6:00 p.m. EST)
(Excluding statutory and government holidays)
For System Issues
Contact OnLand Customer Service at 1-844-9-ONLAND or 1-844-966-5263
Monday to Friday 8:30 a.m. to 5:00 p.m. EST
8:30 a.m. to 5:00 p.m. CST (9:30 a.m. to 6:00 p.m. EST)
(Excluding statutory holidays)

Plan Pre-Approval Request Process

Pre-Approval Request – Only the plan types in the Plan Type drop-down list will be reviewed for pre-approval.

Please ensure you complete the checklist in



OnLand Screens

Plan Pre-Approval Details

Land Registry Office (LRO) *

Select LRO

Property Identification Number (PIN) *

Enter PIN in format 00000-0000

For a request with multiple PINs, enter additional PINs in the Details of Plan Pre-Approval Request field below. If your plan has no PIN, enter 00000-0000 in the Property Identification Number field above.

Details of Plan Pre-Approval Request

For a plan with multiple PINs, place the additional PINs in the Details Field.

Can also be used to confirm you are submitting a No PIN Plan or to bring something to the attention of the Plan Examiner including:

- uncertified easements on the PIN, or
- request to register two subdivision plans in sequence.
- in the case of a CE condominium, the registration number of the parcelization transfer document(s).

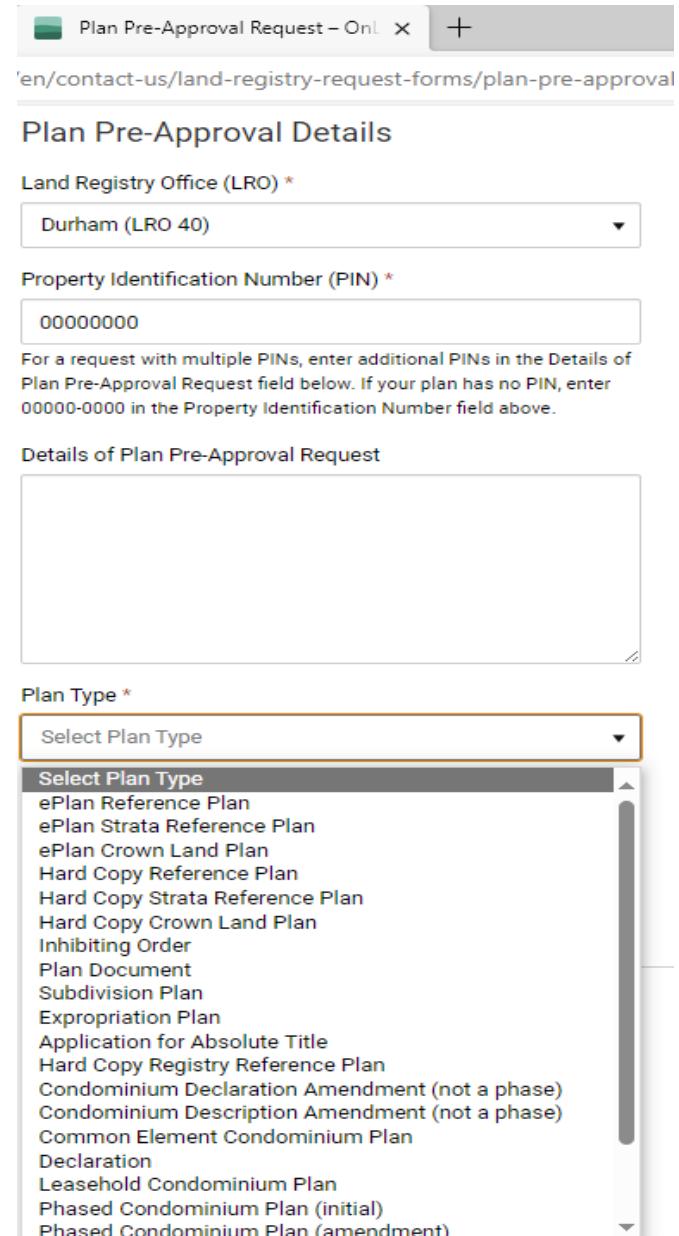
OnLand Screens

Select the plan type.

Important to select the right plan type as each plan has a different checklist.

Important Note: A plan submitted using the wrong checklist will be cancelled.

A new submission will be required.



Plan Pre-Approval Request – OnL
en/contact-us/land-registry-request-forms/plan-pre-approval

Plan Pre-Approval Details

Land Registry Office (LRO) *

Durham (LRO 40)

Property Identification Number (PIN) *

00000000

For a request with multiple PINs, enter additional PINs in the Details of Plan Pre-Approval Request field below. If your plan has no PIN, enter 00000-0000 in the Property Identification Number field above.

Details of Plan Pre-Approval Request

Plan Type *

Select Plan Type

- Select Plan Type
- ePlan Reference Plan
- ePlan Strata Reference Plan
- ePlan Crown Land Plan
- Hard Copy Reference Plan
- Hard Copy Strata Reference Plan
- Hard Copy Crown Land Plan
- Inhibiting Order
- Plan Document
- Subdivision Plan
- Expropriation Plan
- Application for Absolute Title
- Hard Copy Registry Reference Plan
- Condominium Declaration Amendment (not a phase)
- Condominium Description Amendment (not a phase)
- Common Element Condominium Plan
- Declaration
- Leasehold Condominium Plan
- Phased Condominium Plan (initial)
- Phased Condominium Plan (amendment)

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Only the highlighted items marked with an asterisk are mandatory.

Confirming all the items that apply will allow staff to provide faster approval.

Takes about a minute to complete checks if submitted immediately following normal professional plan checking.

This checklist should be completed by the professional responsible for the submission.

Plan Type ePlan Reference Plan

Are any of the PINs included in the survey described as subject to an easement?

Yes No

If yes above, do these easements affect the land included in the survey?

Yes No N/A

ePlan Reference Plan Checklist (please select the mandatory list items and select all that apply)

- If applicable, easements affecting part of survey are separate Parts
- If applicable, easements are noted beneath or adjacent to plan schedule
- Plan Schedule consistent with the PIN, face of the plan and title block
- Indication as to survey of whole or part of land described in PIN shown in plan schedule or as a note directly below plan schedule
- Parts are numbered consecutively beginning with Part 1
- Underlying plans and PINs are depicted on the plan
- Geographic fabric on plan agrees with PIN
- Line weight for new units/lines heavier than underlying
- Title block shows geographic fabric
- Scale bar statement: "The intended plot size of this plan is mm in width by mm in height when plotted at a scale of 1:"
- AOLS Plan Submission Form statement below the Surveyor's Certificate > Submission Form Number is not required for pre-approval
- Plan is in final form for review by the land registration system (not preliminary or draft)

List of Supporting Materials

OnLand Screens

With Condo Submissions the Declaration and Description need to be 'linked'.

In order to submit a Condominium Plan Type, the Declaration Request Number is required (QP).

Declaration must be submitted first!

The Declaration Request Number, (QP) must be included in the Condominium Request.

Plan Type *

Standard Condominium Plan

Declaration Request Number *

Standard Condominium Plan Checklist (please select the mandatory list items and select all that apply)

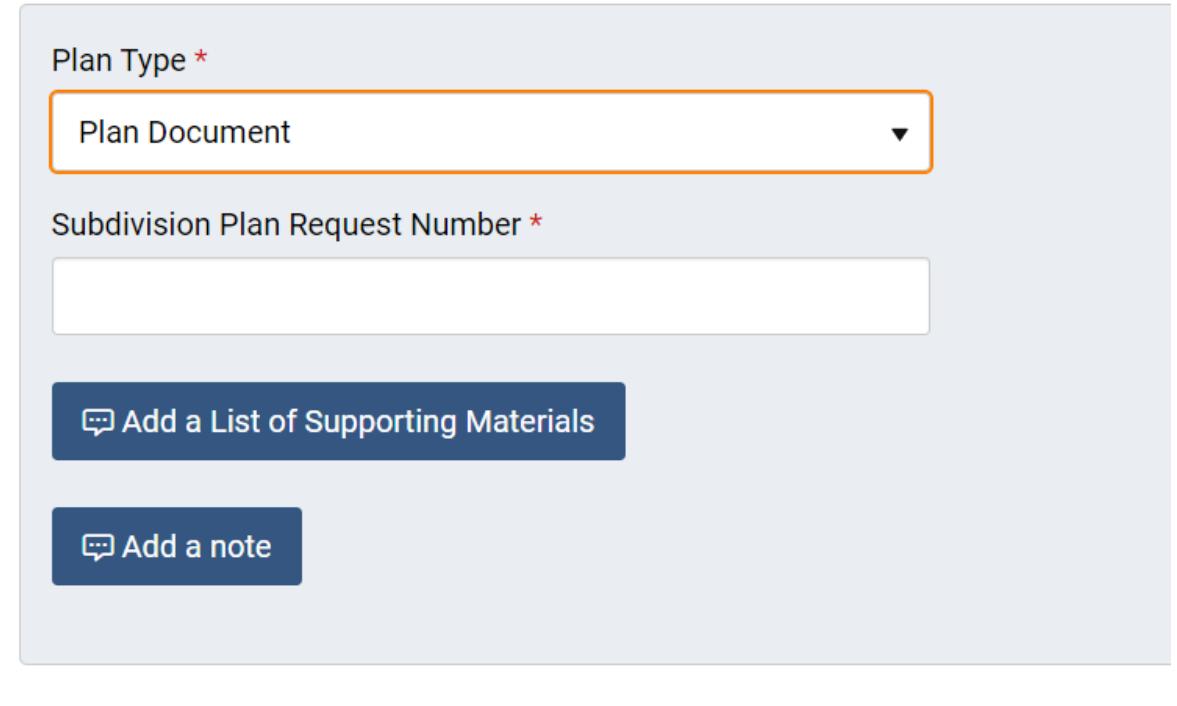
- Declaration submitted with prescribed forms for Schedules A to G inclusive included Schedules A and C signed *
- All easements affecting the condominium lands are illustrated on the plan sheets and consistent with the PIN, Schedule of Appurtenant and Servient Interests and Schedule A of the Declaration
- Where an easement affects part of a Unit, it is illustrated and defined by measurements or described as a Part on a reference plan
- AOLS Plan Submission Form statement below the Surveyor's Certificate on first sheet only > Submission Form Number is not required for pre-approval
- The notation: "Declaration registered as Number" is located immediately below the AOLS Plan Submission Form statement on the perimeter plan sheet (if any) and all sheets defining unit boundaries
- Units designated with prefix "UNIT" and numbered consecutively on each Level beginning with number 1 and Levels to be numbered consecutively in ascending order, beginning with the number 1. Levels below Level 1 are lettered in descending order beginning with the letter A
- Line weight- boundaries of condominium lands significantly heavier than underlying information
- Plan is in final form for review by the land registration system (not preliminary or draft) *

[Add a List of Supporting Materials](#)

[Add a note](#)

OnLand Screens

Similarly, when submitting a Plan Document, the mandatory checklist requires you to enter the QP number for the subdivision plan.



Plan Type *

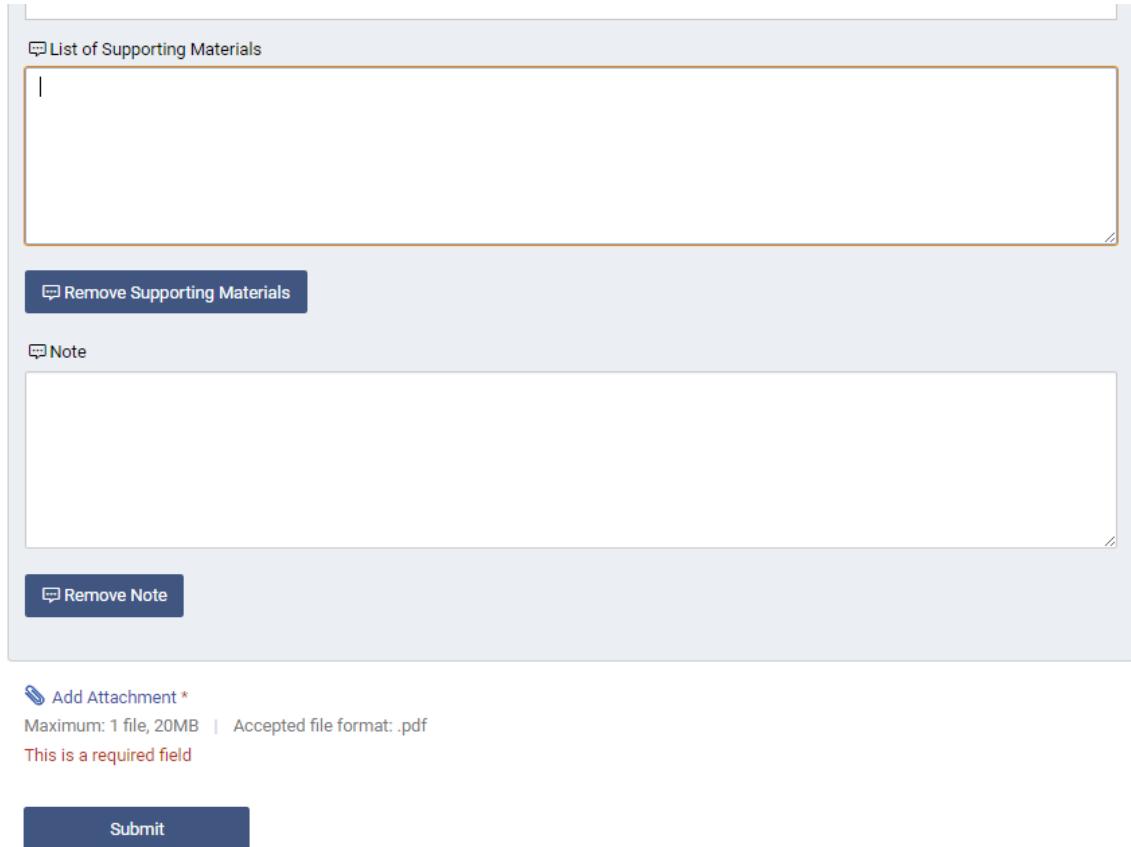
Plan Document

Subdivision Plan Request Number *

Add a List of Supporting Materials

Add a note

OnLand Screens



The screenshot shows a user interface for managing supporting materials and notes. At the top, there is a section titled "List of Supporting Materials" with a text input field and a "Remove Supporting Materials" button. Below this is a "Note" section with a text input field and a "Remove Note" button. At the bottom, there is a "Add Attachment" section with a note that maximum file size is 20MB and accepted formats are .pdf. A "Submit" button is located at the bottom left.

List of Supporting Materials

Remove Supporting Materials

Note

Remove Note

Add Attachment *

Maximum: 1 file, 20MB | Accepted file format: .pdf

This is a required field

Submit

List of supporting materials is an optional field.

Note is an optional field that allows additional information to be provided directly to the plan examiner.

Once staff select the plan from the queue, they can obtain a printout of the entry screens including results of the checklist.

The maximum size is 20 MB.

Multi Sheet plans will need to be combined into a single file.

Surveyor Responsibilities



- ✓ Submit through OnLand.
- ✓ Select the correct plan type.
- ✓ Complete the checklist and add the supporting materials.
- ✓ Attach a Plan in final form. (single file, > 20MB)
- ✓ Receive the QP number through email and relate this number to your file.

OnLand Screen on Receipt of the Plan

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Search in Help Centre

Plan Pre-Approval Request

 We will review your request QP2.

Processing times will vary depending on the complexity of your request. Ministry staff will contact you within 10 business days of your submission and will fulfil all requests in order of receipt. If your request is for a document registration override, it will be treated as a priority and you will be contacted for processing. If further information is needed, staff will contact you accordingly. Please do not resubmit your request multiple times.

[Submit another request >](#)

Auto Email upon Receipt of the Plan

Hello 'Name of Client',

-Please do not reply to this email. This is an outgoing message only.-

Thank you for submitting your request to ServiceOntario.

Processing times will vary depending on the complexity of your request. Ministry staff will contact you within 10 business days of your submission and will fulfil all requests in order of receipt.

For your reference, your request number is (QP2).

Our service hours are from Monday to Friday 8:30 a.m. to 5:00 p.m. (excluding statutory and government holidays).

If your submission requires additional information for review, the ministry staff Team will contact you.

The Land Registration Support Team

Staff Email upon Taking Plan from Queue

Email Header: QP< > Client File No. < > <Name of plan type>

Hello,

I am the Registration Services Officer/Representative assigned to this file.

I will be in touch within 10 business days of receipt of this file.

Best Regards,

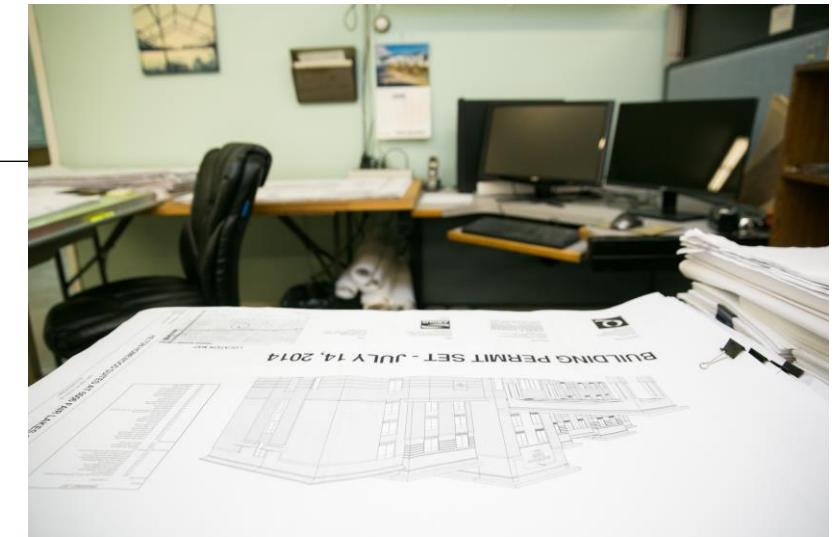
Signature of RSR / RSO

If you don't get a staff email within a few days or have questions / concerns at any time, please send an email to plansubmissions@ontario.ca

Plan Review Process

No change from before.

Plan Examiner will work with the client through email or other communications.



The **QP** File numbers are assigned by OnLand and will be the primary number associated with the plan or application.

The **QP** number, the client file number (if any) and the plan type will be set out in the header of the first email from the plan examiner.

The **QP** number is also used to 'link' Condo Sheets with a Declaration or Subdivision Plan with a Plan Document.

Plan Approval

The Appendix 'D' form will be retired.

It is replaced by an email from plans examiner with an approval number in the form:

PX 12345

Hard copy plan: include the email with the **PX** in the plan package for deposit.

ePlan: Place the **PX** number in statement 3614 of your Application-Deposit Plan.



What is Happening?

Effective January 15, 2024, the plan pre-approval service is moving to the OnLand portal.

OnLand will accept:

- Survey plans (all types),
- Documents related to both subdivision and condominium registrations, and
- LTCQ to LT+ applications

The **QP** number is now your request submission number.

The **PX** number is now your pre-approval number.

If you have questions or concerns send an email to:
plansubmissions@ontario.ca

