
Bulletin No. 2020-02**Land Titles Act,
Registry Act****Date: October 5, 2020****Plan Approval
and Filing**

The purpose of this Bulletin is to advise of changes to the approval and filing of plans of survey in the land registration system effective October 13th, 2020.

Plan Pre-Approval

The plans pre-approval by email service was introduced in August 2017. Since that time over 98 percent of land survey firms have enrolled to use this service. This initiative supported the ongoing land registration improvement to provide electronic services to customers.

Based on the success of this process, we are now requiring all land surveyors to use the plans pre-approval by email service as the primary method of obtaining approval prior to submitting all types of plans for registration or deposit

Exception requests, based on issues such as file size or plan complexity, must be obtained through a request to PlanSubmissions@ontario.ca. Requests will be reviewed and alternatives to email will be provided if necessary. For clarity, clients are not to attend a Land Registry Office with hardcopy plan pre-approval submissions unless directed.

Plan Filing**1. Remote Expedited Deposit of Reference Plans**

Effective October 13th, 2020 a new plan deposit process, Remote Expedited Deposit (RED), is being introduced for a select number of Land Registry Offices, as set out in Appendix 'A'.

This new process only applies to the following plan types:

- All Registry Reference Plans (includes Strata Plans)
- All Land Titles Reference Plans (includes Strata Plans and No PIN Plans) - except plans supporting a Land Titles Conversion Qualified to Land Titles Absolute Plus Application (LTCQ to LT Plus) or First Registration under the Land Titles Act

Under this new process, a land surveyor is required to submit their pre-approved reference plan by mail or courier to a designated Support Centre. The plan package must include a transmittal or covering letter from the land surveyor or land survey firm submitting the plan. The transmittal must include an up-to-date email address for the land surveyor or survey firm. In addition, the plan package must include a copy of the pre-approval with the required number of paper prints and the deposit fee. Submission of a surveyor's duplicate plan is not required under this process.

Upon filing, a PDF image of the deposited plan will be returned to the land surveyor at the email address provided in the transmittal/covering letter.

2. Other Hardcopy Plans

Reference Plans

Approved hardcopy reference plans intended for Land Registry Offices listed in 'Appendix B', are to be sent by mail or courier to the Land Registry Office in which the land included in the plan of survey is situated.

The plan package must include a transmittal or covering letter which includes the mailing address for the land surveyor or survey firm. In addition, the plan package must include a copy of the pre-approval with the required number of paper prints and the deposit fee.

Upon filing, the surveyor's duplicate will be sent by courier to the address provided in the transmittal/covering letter.

Surveyors submitting reference plans for deposit where the Land Registry Office is noted as a 'Plans Processing Centre' in 'Appendix B', have the option to either provide a surveyor's hardcopy duplicate that will be returned by courier to the address provided in the transmittal/covering letter or request that a PDF image of the deposited plan be returned to the email address provided in the transmittal/covering letter. Only one format (PDF or hardcopy) of deposited plan will be returned to the land surveyor.

Registered Plans

For registered plans such as subdivision plans, condominium descriptions and expropriation plans, the final pre-approved signed hardcopy plans should be sent by mail or courier to the applicable Land Registry Office noted in the approval. Upon certification of the plan or condominium declaration and description, duplicate copies of the registered plans will be sent by courier to the surveyor, lower tier municipality and upper tier municipality, if any.

3. ePlans

Electronic submission of Survey Plans (ePlans) is currently available for land titles reference plans. An electronic document with applicable statements has been developed in Teraview for deposit of these plans. Land surveyors are encouraged to use this optional process for submitting land titles reference plans.

To submit plans through direct electronic transmission, a surveyor must obtain a Teraview licence, and must receive authorization from the Director of Land Registration for electronic registration of documents. Information regarding these processes can be found on the Teranet and Ministry websites.

There are no changes for the filing of ePlans. Questions regarding ePlans can be sent to the Examiner of Surveys at examiner_of_surveys@ontario.ca.

(original signed by Ken Wilkinson)

Ken Wilkinson

Examiner of Surveys
Regulatory Services Branch

(original signed by Dan Petoran)

Dan Petoran

Director of Land Registration
Central Production and Verification
Services Branch

Appendix A

Support Centres and Supported Offices

Thunder Bay Support Centre	Windsor Support Centre	Ottawa Support Centre
ServiceOntario Land Registry Office 55 189 Red River Road, Suite 201 Thunder Bay ON P7B 1A2 (807)343-7436	ServiceOntario Land Registry Office 12 949 McDougall Street, Suite 100 Windsor ON N9A 1L9 (519)971-9980	ServiceOntario Land Registry Office 4 161 Elgin Street, 4 th Floor Ottawa ON K2P 2K1 (613)239-1230
LRO 1 ALGOMA (Sault Ste. Marie)	LRO 18 HALDIMAND (Cayuga)	LRO 8 DUNDAS (Morrisburg)
LRO 6 COCHRANE (Cochrane)	LRO 22 HURON (Goderich)	LRO 39 NORTHUMBERLAND (Cobourg)
LRO 23 KENORA (Kenora)	LRO 37 NORFOLK (Simcoe)	LRO 45 PETERBOROUGH (Peterborough)
LRO 31 MANITOULIN (Gore Bay)	LRO 41 OXFORD (Woodstock)	LRO 46 PRESCOTT (Hawkesbury)
LRO 35 MUSKOKA (Bracebridge)	LRO 57 VICTORIA (Lindsay)	LRO 49 RENFREW (Pembroke)
LRO 36 NIPPISSING (North Bay)		LRO 50 RUSSELL (Embrun)
LRO 42 PARRY SOUND (Parry Sound)		LRO 52 STORMONT (Cornwall)
LRO 54 TIMISKAMING (Haileybury)		

Appendix B

Plan Processing Offices and Centres

Land Registry Office	Address
LRO 2 BRANT (Brantford)	80 Wellington Street Brantford, ON N3T 2L9
LRO 3 BRUCE (Walkerton)	203 Cayley Street, PO Box 1690 Walkerton, ON N0G 2V0
Plans Processing Centre LRO 4 OTTAWA-CARLETON (Ottawa)	161 Elgin Street, 4th Floor Ottawa, ON K2P 2K1
LRO 7 DUFFERIN (Orangeville)	7-41 Broadway Avenue Orangeville, ON L9W 1J7
LRO 11 ELGIN (St. Thomas)	36-1010 Talbot Street St. Thomas, ON N5P 4N2
Plans Processing Centre LRO 12 ESSEX (Windsor)	100-949 McDougall Street Windsor, ON N9A 1L9
LRO 13 FRONTENAC (Kingston)	1201 Division Street, Suite 8 Kingston, ON K7K 6X4
LRO 14 GLENGARRY (Alexandria)	101 Main Street North, PO Box 668 Alexandria, ON K0C 1A0
LRO 15 GRENVILLE (Prescott)	499 Centre Street, PO Box 1660 Prescott, ON K0E 1T0
LRO 16 GREY (Owen Sound)	1555 16th Street East, Suites 1 and 2 Owen Sound, ON N4K 5N3
LRO 19 HALIBURTON (Minden)	12 Newcastle Street, PO Box 270 Minden, ON K0M 2K0
Plans Processing Centre LRO 20 HALTON (Milton)	2800 Highpoint Drive, 2nd Floor Milton, ON L9T 6P4
LRO 21 HASTINGS (Belleville)	109-199 Front Street (Century Place) Belleville, ON K8N 5H5
LRO 24 KENT (Chatham)	870 Richmond Street, 2nd Floor Chatham, ON N7M 4L2

Land Registry Office	Address
LRO 25 LAMBTON (Sarnia)	102-700 Christina Street North (Court House) Sarnia, ON N7V 3C2
LRO 27 LANARK (Almonte)	2 Industrial Drive, PO Box 1180 Almonte, ON K0A 1A0
LRO 28 LEEDS (Brockville)	7 King Street West Brockville, ON K6V 3P7
LRO 29 LENNOX (Napanee)	2-7 Snow Road Napanee, ON K7R OA2
Plans Processing Centre LRO 30/59 NIAGARA NORTH & SOUTH (St. Catharines)	59 Church Street, 1 st Floor St. Catharines, ON L2R 3C3
Plans Processing Centre LRO 33 MIDDLESEX (London)	100 Dundas Street, Ground Floor London, ON N6A 5B6
Plans Processing Centre LRO 40 DURHAM (Whitby)	590 Rossland Road East Whitby, ON L1N 9G5
Plans Processing Centre LRO 43 PEEL (Brampton)	1 Gateway Boulevard Brampton, ON L6T 0G3
LRO 44 PERTH (Stratford)	5 Huron Street Stratford, ON N5A 5S4
LRO 47 PRINCE EDWARD (Picton)	1 Pitt Street, PO Box 1310 Picton, ON K0K 2T0
LRO 48 RAINY RIVER (Fort Frances)	353 Church Street Fort Frances, ON P9A 1C9
Plans Processing Centre LRO 51 SIMCOE (Barrie)	114 Worsley Street, Suite 304 Barrie, ON L4M 1M1
LRO 53 SUDBURY (Sudbury)	300-199 Larch Street Sudbury, ON P3E 5P9
Plans Processing Centre LRO 55 THUNDER BAY (Thunder Bay)	201-189 Red River Road Thunder Bay, ON P7B 1A2

Land Registry Office	Address
Plans Processing Centre LRO 58 WATERLOO (Kitchener)	30 Duke Street West, 2nd Floor Kitchener, ON N2H 3W5
LRO 61 WELLINGTON (Guelph)	1 Stone Road West Guelph, ON N1G 4Y2
Plans Processing Centre LRO 62 WENTWORTH (Hamilton)	119 King Street West, 4th Floor Hamilton, ON L8P 4Y7
Plans Processing Centre LRO 65 YORK REGION (Aurora)	50 Bloomington Road West, 3rd Floor Aurora, ON L4G 0L8
Plans Processing Centre LRO 66 TORONTO (Toronto)	420-20 Dundas Street West Toronto, ON M5G 2C2