

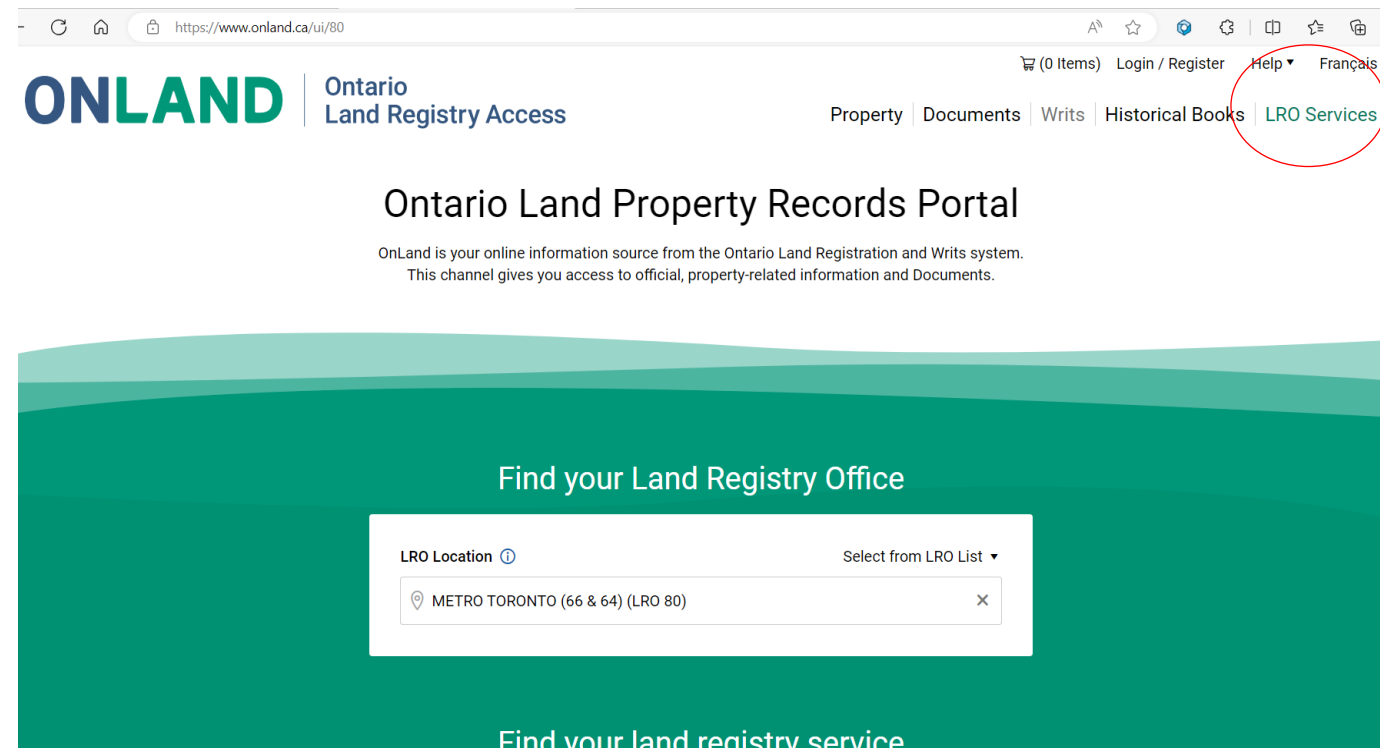
# Plan Preapproval Client Guide

Plan Submission Through OnLand.ca

January 15, 2023

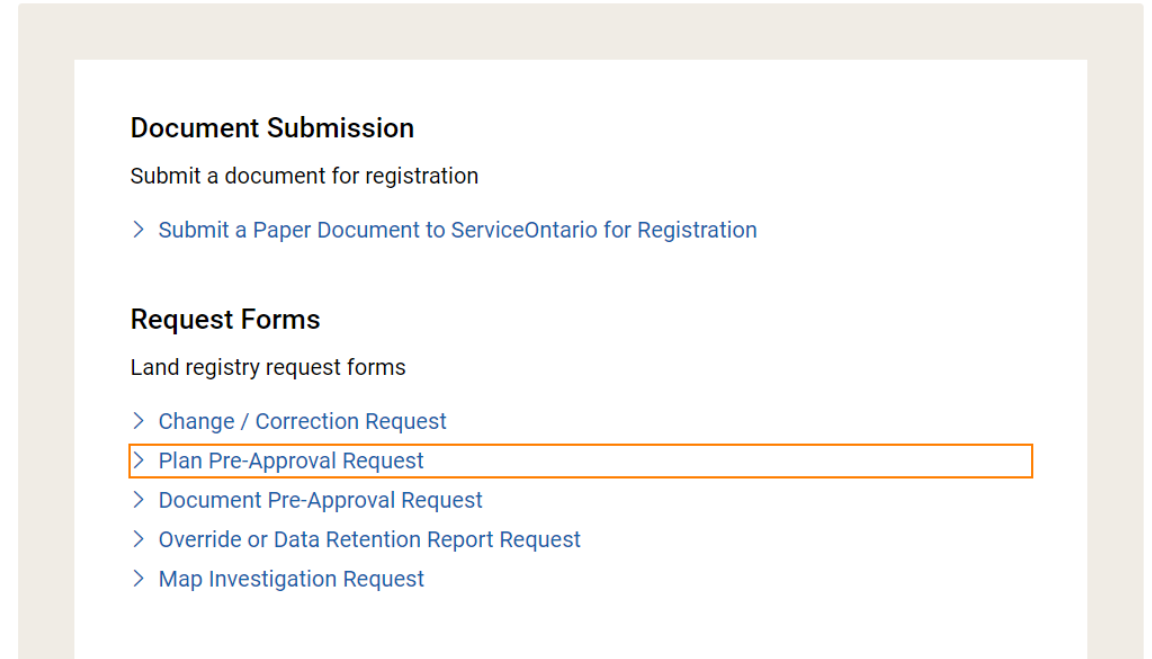
# Getting Started

- Navigating to the Request Screen
- Simply click on [LRO Services](#)



# How to Submit

- Retrieving Request Form
- Click on [Plan Pre-Approval Request](#)



# Submitter Details

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.

## Plan Pre-Approval Request

Request plan pre-approval

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

\* Indicates a required field

 **Note:** Request can only be submitted during [Search Hours](#).

Your Name \*

Your Email Address \*

Phone Number \*

Extension

Company

Client File Number

Closing Date (MM/DD/YYYY)



# Details of Request

## Plan Pre-Approval Details

Land Registry Office (LRO) \*

Property Identification Number (PIN) \*

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

This area is used to bring information to the attention of the Plan Examiner including:

- Additional PINs on a plan,
- Lawyer's contact information (Subdivision or Condominium),
- Uncertified easements on the PIN,
- Request to register two subdivision plans in sequence,
- In the case of a CE condominium, the registration number of the parcelization transfer document(s),
- Tie an Easement Reference Plan to a previously submitted Plan of Subdivision.

# Plan Type Selection

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 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)

# Plan Checklist

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 <sup>\*</sup>

ePlan Reference Plan

Are any of the PINs included in the survey described as subject to an easement? <sup>\*</sup>

Yes  No

If yes above, do these easements affect the land included in the survey? <sup>\*</sup>

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 <sup>\*</sup>
- 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) <sup>\*</sup>

List of Supporting Materials

Remove Supporting Materials

# Linking Related Documents

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

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



# Linking Related Documents

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](#)

# Supporting Materials, Notes and Plan Attachment

The screenshot shows a web form with the following elements:

- A text area labeled "List of Supporting Materials" with a small icon to its left.
- A blue button labeled "Remove Supporting Materials" below the text area.
- A text area labeled "Note" with a small icon to its left.
- A blue button labeled "Remove Note" below the text area.
- An "Add Attachment" section with a paperclip icon, a red asterisk, and the text "Maximum: 1 file, 20MB | Accepted file format: .pdf". Below this is a red error message: "This is a required field".
- A blue "Submit" button at the bottom.

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 file size is 20 MB.

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

# Client Responsibilities

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- ✓ Submit through OnLand.
- ✓ Select the correct plan or document type.
- ✓ Complete the checklist and indicate 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.

# 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](mailto: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

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## The Appendix 'D' form will be retired.

It is replaced by an email from plans examiner with a **PX** 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.

