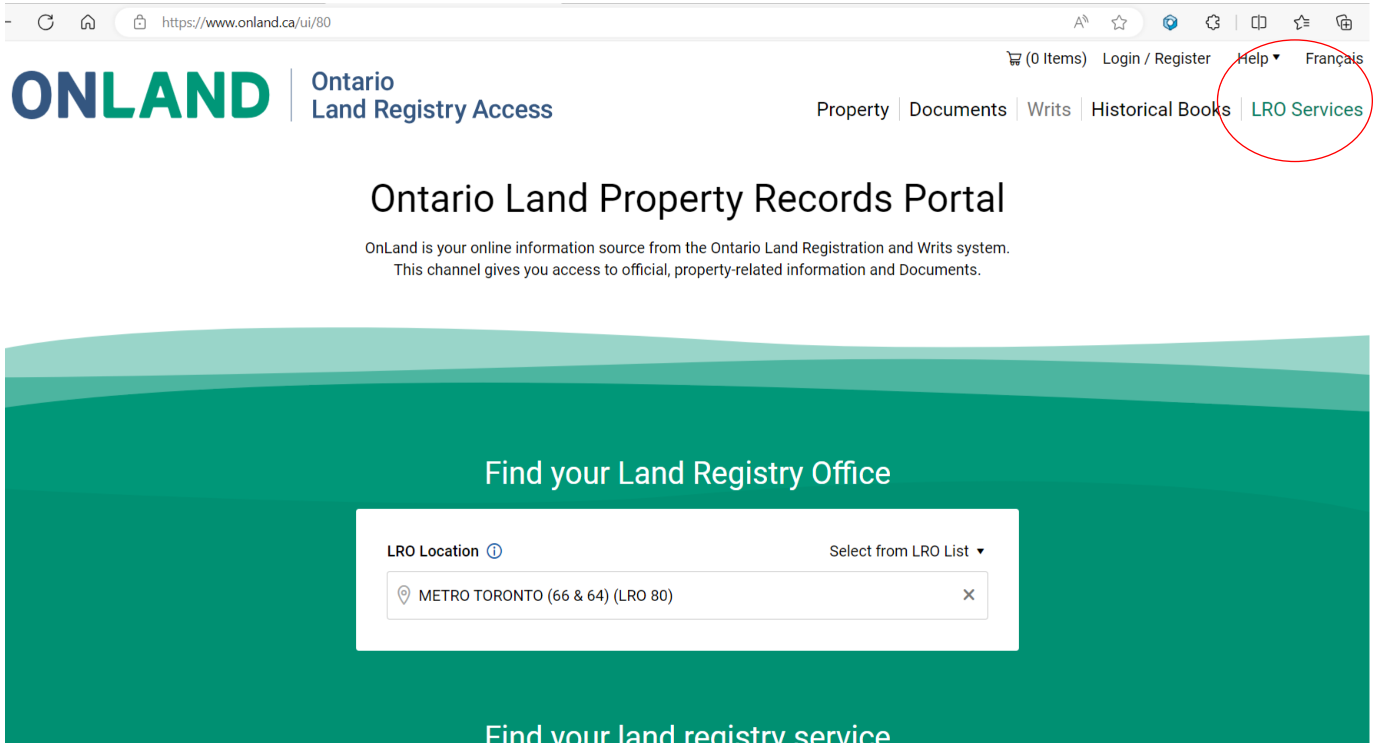
Plan Preapproval Client Guide

Plan Submission Through OnLand.ca

January 15, 2023

Getting Started

- ➢ Navigating to the Request Screen
- ➢ Simply click on LRO Services



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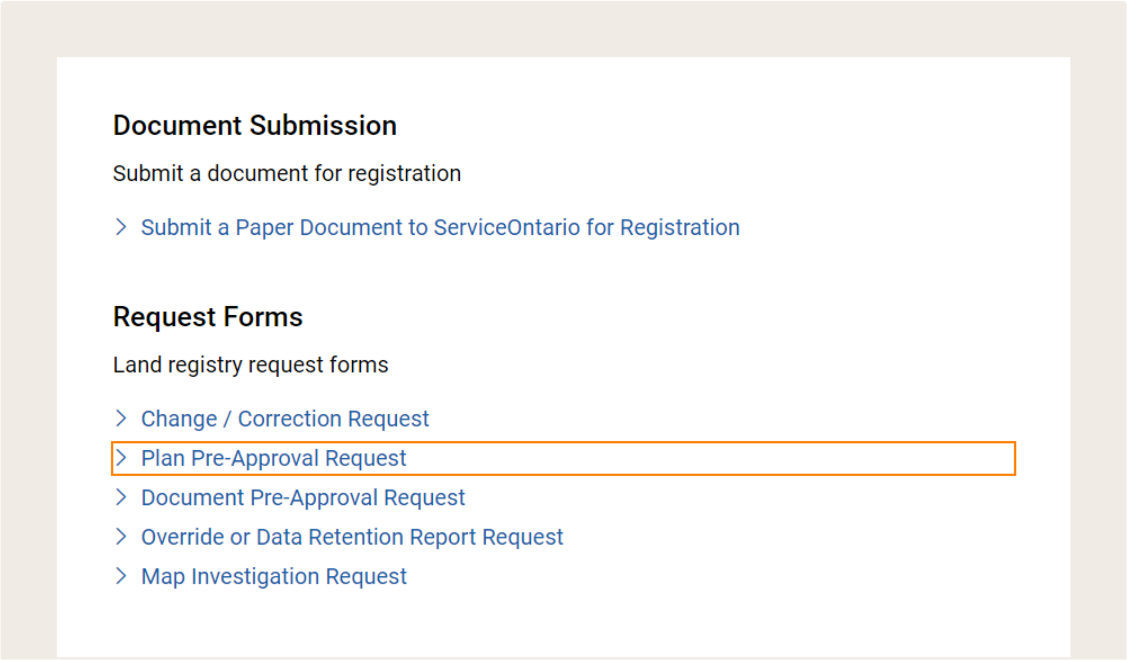
How to Submit

- ➢ Retrieving Request Form
- ➢ Click on [Plan Pre-Approval Request]



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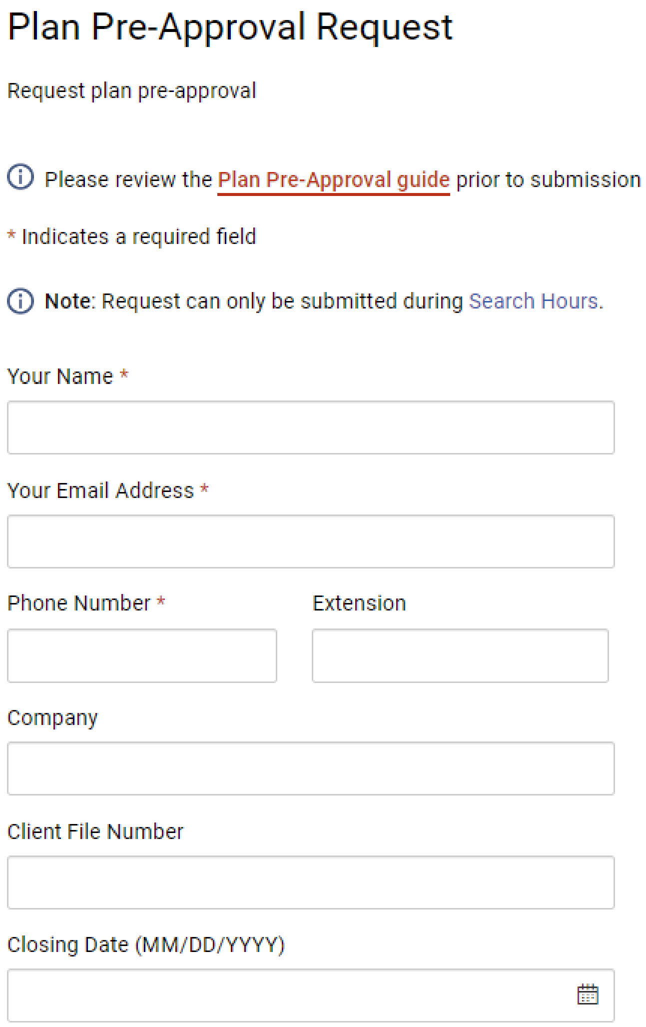
Submitter Details

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) *

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

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.

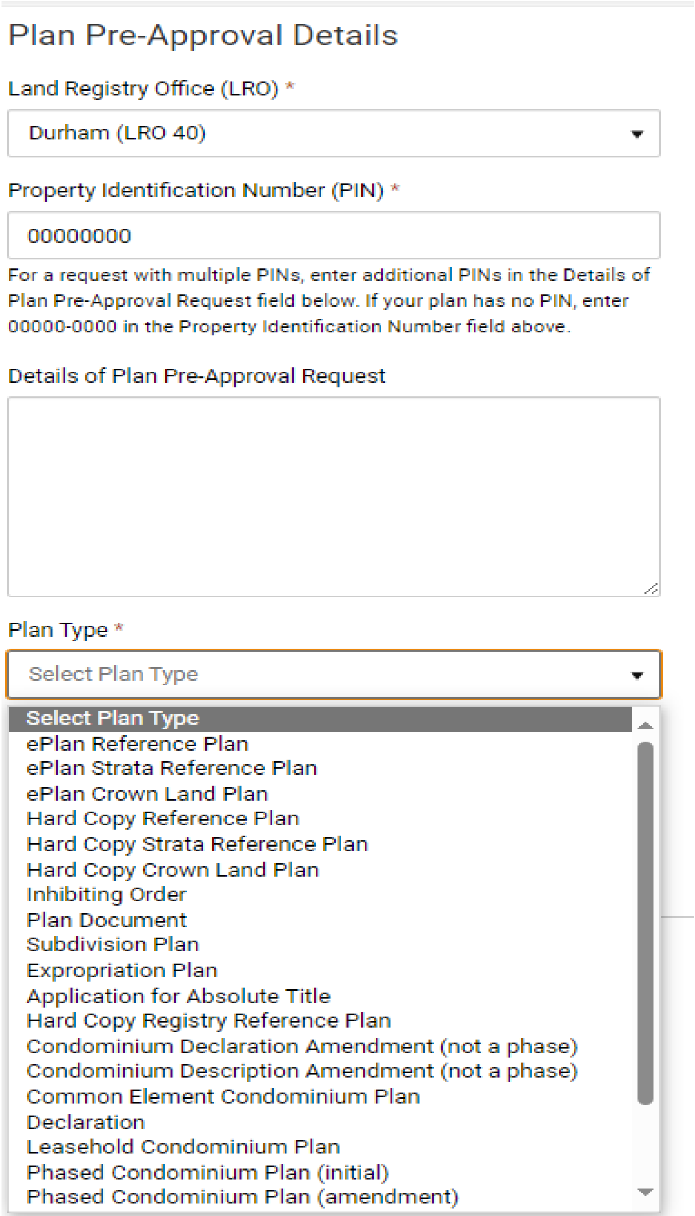
Plan Type Selection

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.



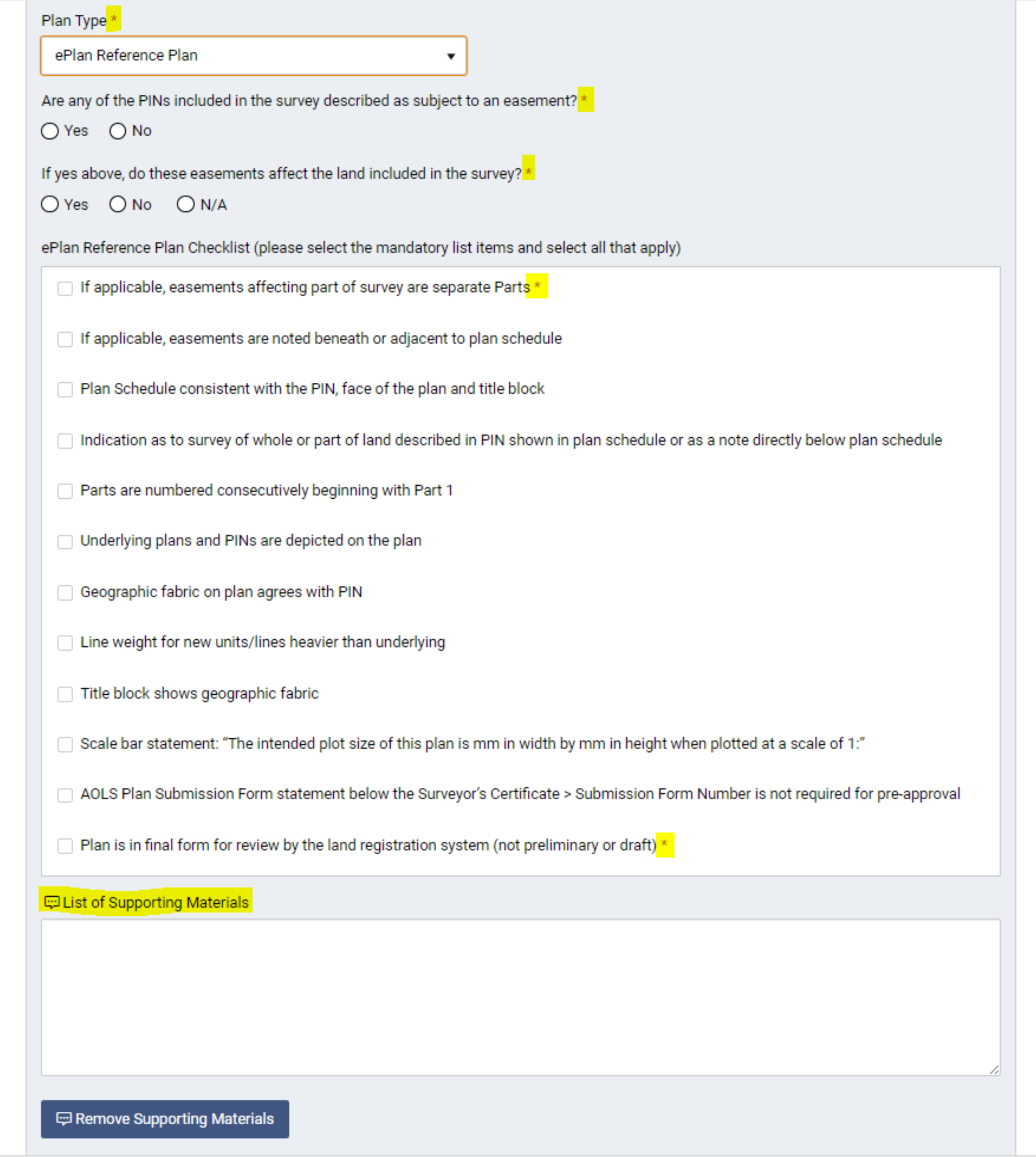
Plan Checklist

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 *

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

Remove Supporting Materials

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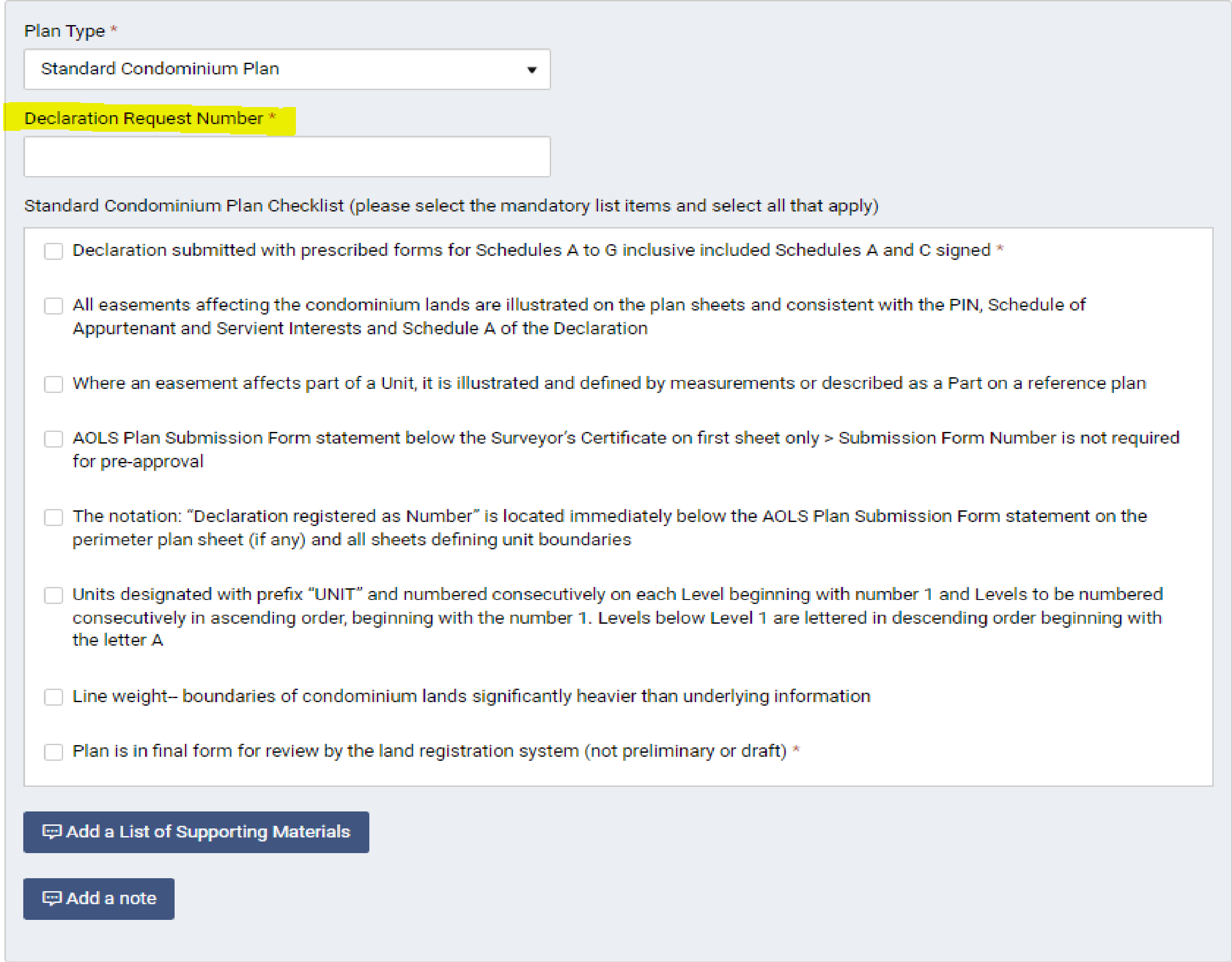
Linking Related Documents

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

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

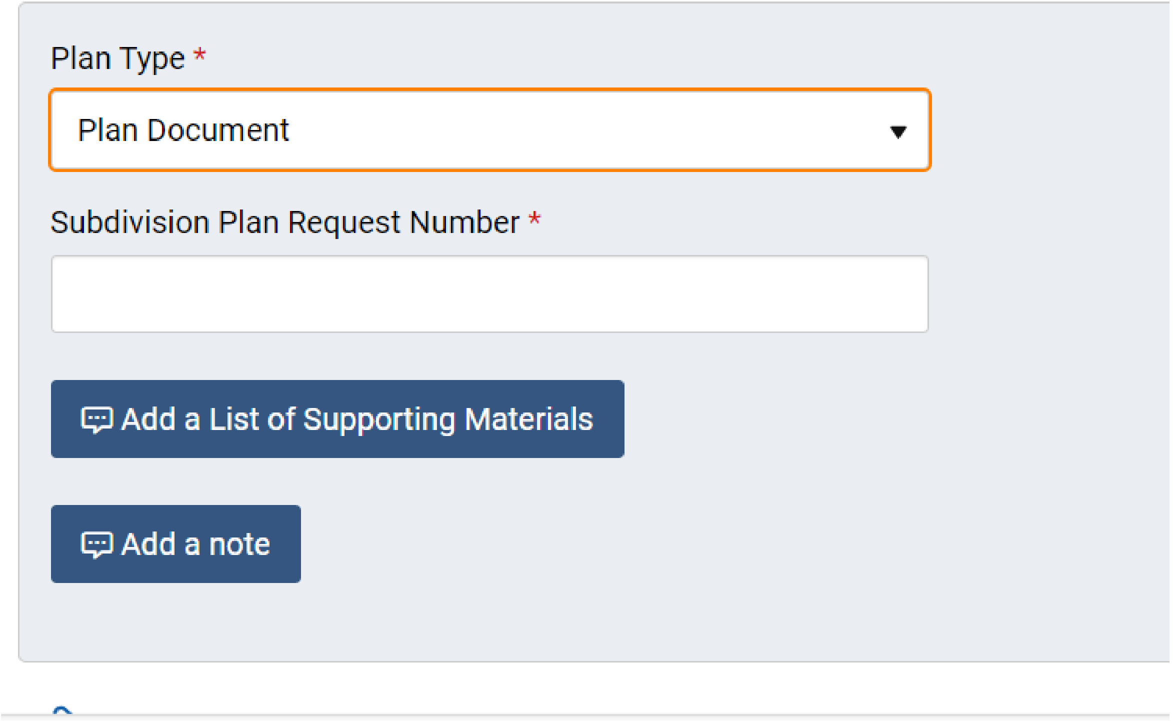
Declaration must be submitted first!

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

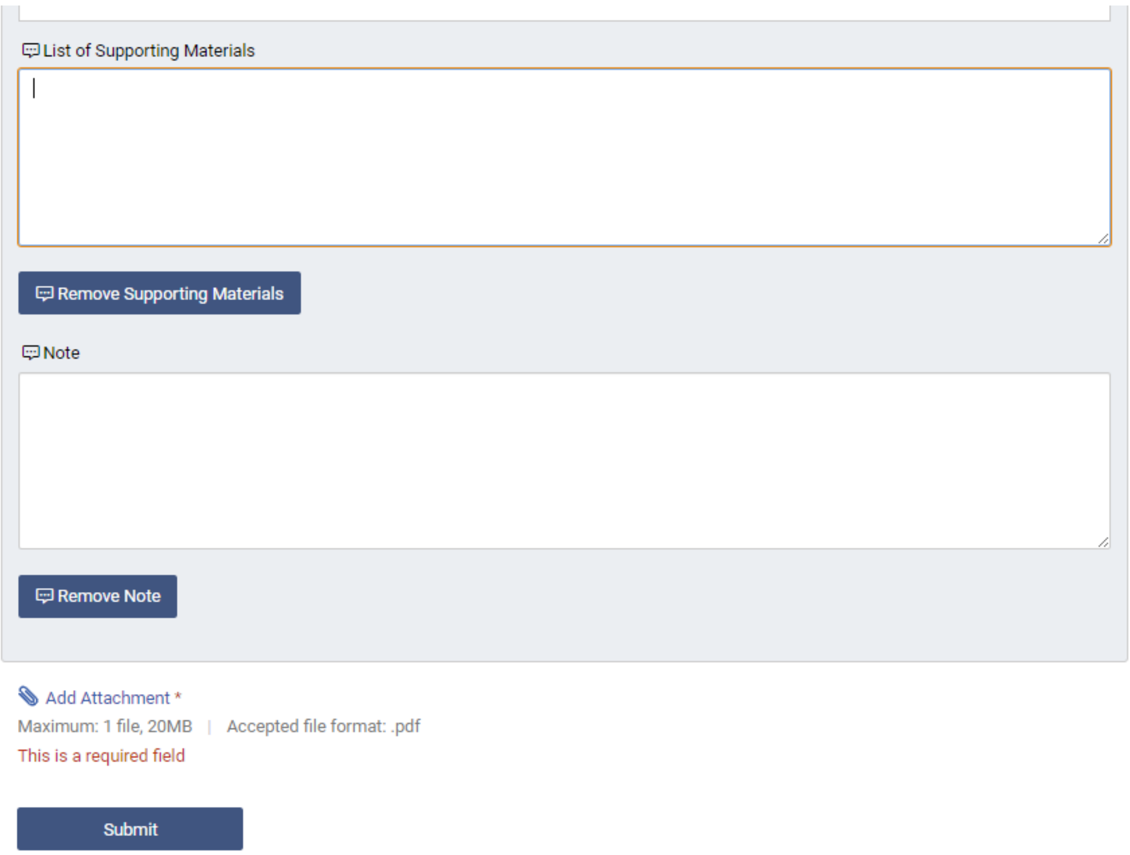


Linking Related Documents

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



Supporting Materials, Notes and Plan Attachment



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.

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Client Responsibilities

- ✓ 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.

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 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.

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