

Plan of Subdivision

Terms of Reference

1. Description

A Plan of Subdivision is a two-dimensional drawing of the horizontal division of land into parcels for future development. A Plan of Subdivision typically deals with dividing parcels of land exceeding two lots.

There are three types and stages for a Plan of Subdivision:

- 1) Draft Plan of Subdivision:** This is the first attempt of creating a plan that ensures that: the land is suitable for its proposed new use; the proposal conforms to the Official Plan and Zoning By-law and to provincial legislation and policies; meets municipal standards; and that the communities and the City are protected from developments that are inappropriate or may put an undue strain on community facilities, services, or finances. This is the version that is provided as part of the application submission. The *Planning Act* describes what is required to be included in a Draft Plan of Subdivision.
- 2) Approved Draft Plan of Subdivision:** This is the version that is result of collaboration amongst various stakeholders through the review period of the application and is the version approved by City staff, if delegated authority is not withdrawn.
- 3) Registered Plan of Subdivision:** A Registered Plan of Subdivision creates new, separate parcels of land and can be legally used for the sale of lots. This is the version that is registered with the Land Registry Office and reflects that all conditions of approval have been cleared. A registered Plan of Subdivision is a legal document that shows:
 - The exact surveyed boundaries, dimensions and numbering of lots and blocks that are able to be conveyed the location and width of public streets
 - Blocks that will be for purposes including but not limited to future; schools, parks, stormwater management ponds, hydro corridors, hazard ;lands, environmental lands and infrastructure parcels.

2. When Required

A Draft Plan of Subdivision is required for all Plan of Subdivision applications.



An Approved Draft Plan of Subdivision is required for all Zoning By-law Amendment applications, where the proposal also requires a plan of subdivision.

3. Contents

The contents to be provided for a Draft Plan of Subdivision is detailed in [Section 51 \(17\)](#) of the *Planning Act*.

4. Evaluation Criteria

The criteria to be evaluated, by City staff, for a Draft Plan of Subdivision is detailed in [Section 51 \(24\)](#) of the *Planning Act*.

5. Roles and Responsibilities / Qualifications

Only holders of a valid Certificate of Authorization, issued by the Registrar of the Association of Ontario Land Surveyors, may offer Cadastral (Legal Boundary) surveying services to the public. A Plan of Subdivision is not valid unless it is an embossed original copy issued by an Ontario Land Surveyor.

Once the Plan of Subdivision, both the final plan and the conditions for final approval is approved by the City, and the zoning is in place, the Plan of Subdivision can then be registered with the Land Registry Office.

6. Submission Requirements

There are two components of a Draft Plan of Subdivision Requirement:

Component 1: is required for all Plan of Subdivision applications and must include the following:

- Meet all the requirements for a Draft Plan of Subdivision pursuant to Section 51 of the *Planning Act*;
- The correct [signature block](#) must be incorporated on the Draft Plan of Subdivision to be approved by the City;
- Electronic copies of all required studies and plans must be supplied in Adobe .PDF format and are to be unlocked and flattened;
- Supporting Georeferenced Digital CAD/BIM/GIS files (in accordance with existing City submission standards) for draft and/or final plans may be requested;
- Must be referenced to the Horizontal and Vertical Control Network and signed by the property owner;
- The Draft Plan of Subdivision, and any subsequent revisions must be supplied in AutoCad or MicroStation CAD (computer aided design) format, in metric units,

with reference bearing identified and labelled. If possible, the Plan must also be georeferenced and provided in grid format ie. co-ordinated in MTM zone 9, NAD83. Linework must clearly indicate perimeter of subdivision and each lot, block or part internal to the subdivision with clear text labels; and

- Two paper copies of all Draft Plan iterations must be provided for legal staff.

Component 2: is required for all Zoning By-law Amendment applications which are required for required Plan of Subdivision approval and must include the following:

- The issuance of a Draft Approval for a complimentary Plan of Subdivision, which confirms the exact Zoning By-law Amendments needed to implement the Plan of Subdivision, Draft Approval. This in effect requires an applicant to pursue and gain approval of a Plan of Subdivision application before a complementary Zoning By-law Amendment application will be deemed complete and accepted by the municipality.

7. Resources

- [Subdivision Engineering Drawings - Ideal Drawings](#) (except ponding of intersections)

