

Plan of Survey

Terms of Reference

Updated December 20, 2024

1. Description

The term ‘Survey’ in reference to real property means the establishing, locating, or describing of any line or boundary of a parcel of land. This is done through thorough examination and consideration of available property boundary evidence and title documentation. A survey may only be completed by a licensed Ontario Land Surveyor (OLS).

Results of a survey are depicted visually as a ‘Plan of Survey’. There are several types of Plans of Survey which may be required for development applications. The type of Plan of Survey required will depend on the purpose of the application.

Types of Survey Plans

- Reference Plan
- Topographic Plan of Survey
- Surveyor’s Real Property Report (SRPR)

A reference Plan – required for subdivision/condominium development, encroachment agreement, road closure, road widening and land severances.

Topographic Plan of Survey and SRPR are similar products and both show the property lines, location of features e.g. fences, retaining walls, utility lines etc. with respect to property boundary in addition to the type and location of registered easements on title.

Sketches, compiled plans, or outdated plans (not reflecting the current property limits, any possible easements and site conditions) may not be acceptable for applications.

2. When Required

An **up-to-date** Plan of Survey is required for most development application types, including but not limited to the following: Building Permits, Official Plan amendment, Zoning By-law amendment, Site Plan Control, Plan of Subdivision and Plan of Condominium.



3. 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 Survey is only valid if signed by a Licensed Ontario Land Surveyor and is only an original copy if it is embossed with a seal. Plans received directly from the Land Registry Office are valid, but if a person needs a certified copy of a plan from the land registration system they can make a request to the Land Registrar through [OnLand](#).

Submission Requirements

- 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.