



**Information
Services
Corporation**

POLICY AND PROCEDURE

**Number
GO-04/010**

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**Owner/Manual
Surveys**

Section

**Last Revision
January 27, 2006**

**Policy Name
Tolerances between Planning Approval
and Plan of Survey**

**Effective Date
June 25, 2004**

**Revised Date
August 19, 2010**

Policy Statement:

Part of the examination procedures in Surveys is to ensure a valid planning approval accompanies certain types of plans. The following is a list of some specific things that the examiner should and should not watch for while reviewing the planning approval:

Things to watch for:

- 1) ***Date of Approval:*** The Plan must be approved within the 24-month period from the date indicated on the stamp shown on the Proposed Plan portion of the Planning Approval.
- 2) ***Land Description:***
 - ***Subject Reference Line Re***
 - ***The heading on Proposed Plan (note: many times do not reflect Metes & Bounds Plans)***
 - ***LLD discrepancy throughout CPA***
- 3) ***Special Circumstances:*** Check the Certificate of Approval for parcel ties or consolidation of the remaining land being subdivided that may affect the validity of the approval.
- 4) ***Designation of Lots, Blocks and Parcels:***
 - A different class code is shown on the approval and Proposed Plan from that shown on the Survey Plan
 - The Lot or Block designation/s are different on the re: line of the Certificate of Approval and the Proposed Plan
 - The designation of Lots, Blocks and Parcels as shown on the Proposed Plan is different from the Plan of Survey
 - Numerical sequence for designations of Lots, Blocks and Parcels (example: do not allow the same lot number to be shown on multiple plans)
- 5) ***Differences in Measurement/s:*** Discrepancies in measurements between the Survey Plan and the Proposed Plan (see Recommendation for Planning Approvals on page 2).
- 6) ***Portions of CPA:*** A plan may act on a portion of a CPA if the CPA was issued for an overall subdivision that will be developed in phases. We would accept a new plan that covers off only a portion of the area that is shown on the CPA provided the approving authority has given written permission of the phase development and we are in receipt of such. Otherwise the plan should show the full extent of the survey as shown on the planning approval.
- 7) ***Orientation:*** Proposed Plan does not contain adequate dimensions to position the new parcel within the existing parcel (note: we do not scale the plan).
- 8) ***Designation of street:*** No designation for street or lane is shown on Proposed Plan, yet it is clear what the intent is. Street designation is required.

Things not to check:

- 1) **Reference to Sections of the PDA:** Sometimes wrong sections of the Planning and Development Act may be referred to.
- 2) **Proposed Plan:** “Proposed Plan” is not stated on the attached plan to the Certificate of Approval.
- 3) **Area calculation:** The area, as shown on the planning approval, does not check with the calculated area from the plan.
- 4) **Wrong Scale Referenced:** We will not be reviewing the scale on Planning Approvals.
- 5) **Adjacent Lot/Block Reference:** The adjacent LLD is in error.

Purpose:

Upon discussions with representatives of MA and ISC Surveys, it was decided that any discrepancies under the “Things to watch for” category should be brought to the attention of the Planning Authority representative who reviewed the proposal. The examiner will ask the Surveyor to contact the Planning Authority representative who will immediately review the problem and tell the Surveyor whether a deviation is required or not. This eliminates the need for the examiner to make judgment calls as to whether the discrepancy is large enough to require a deviation.

Commencing July 1, 2004 all ISC Surveys clients are required to resolve all discrepancies between the Planning Approval and the Plan prior to submitting the plan for examination. Resolution can take the form of a Deviation prepared by the Planning Authority or a statement in the letter of submission / Surveyors report stating that the Planning Authority agrees that a deviation is not required.

Procedure:**Recommendation for Planning Approvals:**

Municipal Affairs does not have authority under the current PDA to set tolerances for variance of dimensions shown on a Plan of Proposed Subdivision.

However, Surveyors may place a statement within the “note” section indicating that the distances designated with the symbol “+/-” may vary by _____ metres, or provide a variance distance behind each applicable dimension of the Plan of Proposed Subdivision submitted for review and decision.

This type of note or variance of measurements would allow the opportunity to verify that the approval meets the zoning bylaws within a range of dimensions and **in most cases eliminate the need for ISC Surveys to request a deviation.**

Approved By:

Name: *Jim Boyd, Controller of Surveys*

Signature:

Date: