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<b>Owner</b> Ministry of Justice - Controller of Surveys	<b>Manual</b> Surveys	<b>Last Revision</b> August 19, 2010 December 3, 2013 March 12, 2021
<b>Policy Name</b> Tolerances between the Community Planning Approval and the submitted Plan	<b>Effective Date</b> June 25, 2004	<b>Revised Date</b> April 12, 2024

**Policy Statement:**  
The acceptance of a plan (plan of survey or descriptive plan) in the Land Surveys Directory requires a valid community planning approval (CPA) to accompany certain plan purposes. The following is a list of some specific items that are required to watch, and not to watch for in 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. The stamp must be signed.
- 2) **Land Description:**
  - a) Subject Reference Line Re (The Re line on the planning approval cannot contradict the proposed plan or the submitted plan but is not required to be all encompassing.)
  - b) The heading on proposed plan (note: many times they do not reflect Metes & Bounds Plans).
  - c) Legal land description discrepancy throughout the plan approval.
- 3) **Special Circumstances:** The planning 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) A dedicated land designator (e.g. MR, ER, B, MU, W, etc.) as shown on the approval and proposed plan is different from the submitted plan.
  - b) The lot or block designation(s) are different on the re: line of the planning approval and the proposed plan.
  - c) 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 submitted plan and the proposed plan (see Recommendation for Planning Approvals on page 3).

- 6) **Portions of Planning Approval:** A plan may act on a portion of a planning approval if the approval was issued for an overall subdivision, that will be developed in phases. A new plan will be accepted that covers off only a portion of the area that is shown on the approval provided the approving authority has given written permission of the phase development and the permission is included in the submission. Otherwise, the plan should show the full extent of the survey as shown on the approval.
- 7) **Positioning & Orientation:** The proposed plan does not contain adequate dimensions to position the new parcel within the existing parcel.
- 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 Planning and Development Act (PDA):** Incorrect sections of the PDA being referred to.
- 2) **Proposed Plan:** “Proposed Plan” is not stated on the attached plan to the planning approval.
- 3) **Area calculation:** The area, as shown on the planning approval, does not check with the calculated area from the plan.
- 4) **Incorrect Scale:** The reviewing of the scale on the planning approval or of the proposed plan.
- 5) **Adjacent Lot/Block Reference:** The adjacent legal land description is in error.
- 6) **Lot, Block or Parcel designator:** The designations of lots, blocks and parcels as shown on the proposed plan match those on the submitted plan.
- 7) **Consolidation wrt Water Policy GO-12/001** is not related to consolidation referenced in above item 3) under Special Circumstances.

**Purpose:**

Upon discussions with representatives of Government Relations (GR), it was agreed 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 surveyor will be requested to contact the Planning Authority representative who will review the problem and advise the surveyor whether a deviation is required or not.

**As of July 1, 2004**, surveyors are required to resolve all discrepancies between the Planning Approval and the plan prior to submitting the plan for approval. Resolution can take the form of a deviation prepared by the Planning Authority or a statement in the letter of submission / surveyor's report stating that the Planning Authority agrees that a deviation is not required.

**Procedure:**

**Recommendation for Planning Approvals:**

GR 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 a request for deviation.

**Illegible Community Planning Approvals** - In March 2012 a process was implemented to prevent plan rejection for submission of illegible planning approvals by allowing a PDF / TIFF of the source file used to create the proposed plan of subdivision, supported by a certificate of true copy to accompany the illegible certificate of approval (often 11" x 17") which has been signed and sealed and returned by the planning authority.

**Approved By: Controller of Surveys**

**Date: April 12, 2024**