**Plan of Subdivision Submission Guide**

This guide has been created to assist land surveyors in the preparation
of plans of subdivision and may be submitted in place of a cover letter.

# **Plan Details**

|  |  |
| --- | --- |
| **Your File Number** |  |
| **Planning File Number** |  |

# **Submission Requirements**

|  |  |
| --- | --- |
| **All current affected electronic titles, paper titles, and deeds** |  |

|  |  |
| --- | --- |
|  | * Copies of paper titles/deeds are attached.
 |
| * A title plot sketch is attached (more than one title/deed is affected).
 | * A title plot sketch is not required(only one title/deed is affected).
 |  |
| * The natural boundary is affected. An Ordinary High Water Mark Report is included.
 | * The natural boundary is not affected.
 |  |
| * Lots created have uniform or no reservations.

 | * Lots created have different reservations applying to different parts of the lot, and a plan of survey is not being created for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| * Outline monument(s) are re-established or restored. A report is attached.
 | * No outline monument(s) are re-established or restored.
 |  |

# **Additional Notes**

|  |
| --- |
| List any deviations from the planning application and the Instructions for Surveys and Plans (ISP), along with any survey issues encountered: |

# **Title Block**

|  |
| --- |
| **Affected Dominion Government Survey*** The Dominion Government Survey is organized in ascending order (first by range, then by township).
* If a Government Road Allowance is affected, the corresponding township and range is referenced thereafter.
* For sections of land: only affected quarter sections are listed.
* For parish lots: consecutive numbers are listed.
* Fractional sections are indicated.
 |
| **Affected Plans** |  |
| * The affected plans are organized in ascending order. “Including' is used when the plan affects part of the Dominion Government Survey and part or all of a previous plan.

'Being' is used when the affected portion is entirely within a previous plan.* No affected plan has been cancelled.
* No plan type abbreviations (e.g. SP, SS) are shown.

**General Requirements** |
| * Plan of Subdivision is shown as the plan type.
* The name of the municipality or unorganized territory is shown and confirmed with the Municipal Status and Boundaries Regulations (567/88R), and ‘Manitoba’ is shown immediately following.
* The scale and scale bar (metric plans only) are shown and agree with the main plan body.
 |
| * Mines and minerals are reserved to the Crown, and no specific exception of mines and minerals is necessary by endorsement on the plan.
 | * Mines and minerals were patented and subsequently severed from the surface by reservation or conveyance. The plan is endorsed at the bottom title section “Excepting thereout mines and minerals not included in the title to the surface”
 |

# **Notes** (ISP Chapter 6.1)

## **Notes**

|  |  |
| --- | --- |
| * Imperial: All distances are listed in feet and decimals of a foot.
 | * Metric: All distances are listed in metres and may be converted to feet by multiplying by 3.28084.
 |
| * All survey monuments found on the ground are described and shown thus --- O.
* All survey monuments found and placed are properly described, denoting substance, size, and placement.
* All land affected by the registration of this plan is shown bordered thus \_\_\_\_\_ (line style is a solid black line, 1 – 1.5 millimetres).
* All plans referred to are of record in the \_\_\_\_\_\_\_\_\_\_\_\_ Land Titles Office.

**If applicable, Notes*** In unsurveyed territory, include this note: Unsurveyed Sections, Townships, Ranges, and Government Road Allowances shown ghosted or referred to hereon are for indexing and reference purposes only.
 |
| * Imperial: All areas are listed in acres (ac.).
 | * Metric: All areas are listed in hectares (ha.) and may be converted to acres by multiplying by 2.47105.
 |
| * If within a Special Survey area: 'This plan is made in accordance with Sectional Plan No. \_\_\_\_\_\_ of the Special Survey of the City of Winnipeg'.
 | * If outside a Special Survey area: 'This plan is made in accordance with Special Survey Plan No. \_\_\_\_\_\_’ or labelled on the plan in ghosted lettering.
 |
| * Where bearings are shown, in the plan body, list a bearing statement (example: 'Bearings are derived from astronomical observation of Polaris (or Sun) or Global Positioning observations on (date) at Station marked “A” and are referred to the Meridian through “A”’).
* Where global positioning is used: the control monument and datum are identified.
* Any reference to additional statutory statements is provided.
 |

# **Surveyor Affidavit** (ISP Chapter 11)

|  |
| --- |
| I, \_\_(name of the surveyor)\_\_of the \_(place of residence) \_\_, Manitoba Land Surveyor, make oath and say that I did personally superintend the survey represented by this plan, that the survey was made between the dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_, and that the survey and plan are correct and true to the best of my knowledge and belief. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M.L.SSworn before me at the \_\_\_\_\_\_\_\_\_\_\_\_This \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| A SURVEYOR AUTHORIZED TO PRACTISE UNDER *THE* *LAND SURVEYORS ACT* | OR | A COMMISSIONER FOR OATHS IN AND FOR THE PROVINCE OF MANITOBAMY COMMISSION EXPIRES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

* Survey dates are completed.
* Abbreviations have not been used.
* Commissioner of Oaths designation is active (if applicable).

#  **Approvals and Memorial** (ISP Chapter 8)

|  |
| --- |
| * Registered owner memorial is prepared in accordance with ISP 8.2.1.
* Registrar-General approval is prepared in accordance with ISP 8.1.3.
* Registration memorial is prepared in accordance with ISP 9.1.7 and 8.
* Registration memorial states the correct Land Titles District.
* Examiner of Surveys approval is prepared in accordance with ISP 8.1.2.
 |
| * Planning Authority approval is prepared in accordance with ISP 8.2.3.
 | * City of Winnipeg approval is prepared in accordance with ISP 8.2.2.
 | * Planning Authority approval is not required under the following section of *The Planning Act* or *The* *City of Winnipeg Charter* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * Manitoba Crown land is affected, and the Director of Surveys’ approval is shown.
 | * No Manitoba Crown land is affected.
 |

# **Plan Body**

|  |
| --- |
| **General Requirements*** The north arrow is oriented correctly. ISP 4.1.23
 |
| * Metric: METRIC label is bolded, 10 millimetres in height, and placed below the top border and to the left of the title block. ISP 29.1.2A
 | * Imperial: No specific labelling is required. Note: Imperial units are only to be used when the underlying plan is surveyed in imperial measurements.
 |
| * Enlargements are drawn to scale. Scale is denoted. ISP 4.1.19
 | * Enlargement(s) are not to scale and are labelled as such. ISP 4.1.19
 |
| * Enlargements showing an Ordinary High Water Mark Report are drafted to scale.
* Any reference to a township and range is added under each section and/or parish name under river/outer two mile lot/other lots, or ghosted if within an existing plan or are theoretical sections in unsurveyed territory. ISP 4.1.34
* The section, township, and range labels are shown pointing in the north direction. ISP 4.1.26
* The adjacent survey fabric is shown on the plan.
* Each natural water body is labelled on the plan using its proper name. Proper names are confirmed with the provincial toponymist. ISP 14.1.14

If applicable, the direction of the flow is labelled. * All adjacent roads are shown on the plan. The road names match the official records in the Land Titles District. ISP 15.1.20
* All public rights-of-way are shown dimensioned accordingly on the plan.

If parallel: Perpendicular width is shown twice per course.If nonparallel: Slope distance shown when crossing diagonally. * All enlargements (details), if used, accurately reflect and align with the corresponding elements in the plan body. ISP 4.1.18
* All radial limits are labelled ‘RAD’.
* Abbreviations are used in accordance with ISP 6.1.6 or are defined in the Notes section.

**Monument and Plan Outline*** Found monuments: all are described and agree with the Notes section.
* Placed monuments: the correct symbols are used and agree with the Notes section. ISP 6.1.2
* The line type used for the plan outline matches the Notes section.
* The plan outline is fully posted using Type E posts or better (Type F posts may remain if replacement offers no substantial benefit). ISP 15.1.4
* All deflections in block corners and/or in public streets are posted using Type E posts or better. ISP 15.1.4
* All offset lines are clearly indicated twice per course, if applicable. ISP 15.1.9
* Lots over 11,000 square metres are monumented at all corners. ISP 15.1.6
* Subdivisions of three lots or less are monumented at all corners. ISP 15.1.7
* Rear of blocks or subdivision limits are posted as close as reasonable to natural boundaries, if applicable. ISP 15.1.11
* If applicable, a notation is shown along any plan boundary that coincides with a quarter line, legal subdivision limit, parish, or settlement lot limit, and the title limit. For title boundaries, descriptive notation is used without referencing the title number. ISP 4.1.24
* The Ordinary High Water Mark is labelled and dated (and the date agrees with the affidavit), if applicable. ISP 14.1.16
* The centre thread of a river or creek forming a title limit is labelled and dated, if applicable. The left and right banks are shown ghosted. ISP 14.1.18

**New Lot and Block Designation** (ISP 15.1.12, 13, and 14)

|  |  |
| --- | --- |
| * One Lot Shown: Labelled as ‘Lot 1’.
 | * Multiple Lots Shown: Labelled using numerals only, starting with Lot 1.
 |

* All blocks are labelled using numerals only, starting with Block 1, if applicable.
* All block numbers are in bold print and repeated for clarity if needed.
* No blocks extend across public purpose areas (excepting public lanes, public walks, and public reserves).

**New Public Features and Rights-of-Way*** Public reserves: Labelled using consecutive letters (A, B, C, D) if more than one is shown. ISP 15.1.17
* Public lanes/walks: Shown open onto public streets but closed where adjoining a public reserve. ISP 15.1.19
* All public rights-of-way are labelled. ISP 15.1.16 and 18

If parallel: Perpendicular width is shown twice per course.If nonparallel: slope distance is shown when crossing diagonally.Public Roads are named or labelled ‘Public Road’.**Geometry** (ISP 15.1.10)* All linear dimensions and angles are shown.

If applicable, the angle to the radial line is shown when non-radial limits intersect a curved limit.* All figures are mathematically close within tolerance.
* Lots: depths and angles may be omitted if limits are clearly parallel.
* Curved boundaries: arc length, radius, and the total deflection angle are shown. The Point of reverse curvature (PRC) and the point of compound curvature (PCC) are labelled.
 |

# **Registration**

|  |
| --- |
|  |
| * The deposit number is added to the top right-hand corner of the plan.
* Plan copies are made after the deposit has been designated TA and OK for copies.
* The required number of plan copies is prepared for submission based on municipal digital mylar enrollment, as outlined in Appendix A of the [Plan Registration Guide](https://www.teranetmanitoba.ca/land-titles/land-titles-training-materials/):

On Digital Plan Agreement List: One plan copy.Not on Digital Plan Agreement List: Two plan copies. |

Plans must be registered through eRegistration with a Plan Registration Checklist (Form 31). For more information, visit <www.teranetmanitoba.ca>.