
**NOTICE
Service Disruption**

**Plan Approval
and Filing**

Date: February 11, 2022

The purpose of this Notice is to advise of temporary changes to the filing of plans of survey in the Ottawa Land Registration Office due to service disruption.

This Notice is effective February 14th, 2022 until March 4th, 2022.

Plan Filing

Remote Expedited Deposit of Hardcopy Reference Plans

Effective February 14th, 2022, reference plans that were previously deposited in the Ottawa Land Registry Office affecting lands set out in Schedule A (attached) must be sent to the Windsor Support Centre (per the address included in Schedule A). Clients may choose to have a duplicate of their PDF sent by email to the address provided in their covering letter or have the duplicate mylar couriered to the address provided.

Registered Plans

For registered plans such as subdivision plans, condominium descriptions and expropriation plans, the final pre-approved signed hardcopy plans should be sent by mail or courier to the applicable Land Registry Office noted in the approval. Upon certification of the plan or condominium declaration and description, duplicate copies of the registered plans will be sent to the surveyor, lower tier municipality and upper tier municipality, if any.

(original signed by Ken Wilkinson)

Ken Wilkinson
Examiner of Surveys
Regulatory Services Branch

(original signed by Dan Petoran)

Dan Petoran
Director of Land Registration
Central Production and Verification
Services Branch

Schedule A

| Windsor Support Centre | |
|---|---------------------------------------|
| ServiceOntario Land Registry Office 12 949 McDougall Street, Suite 100 Windsor ON N9A 1L9 (519)971-9980 | |
| LRO 4 OTTAWA-CARLETON (Ottawa) | LRO 8 DUNDAS (Morrisburg) |
| LRO 18 HALDIMAND (Cayuga) | LRO 39 NORTHUMBERLAND (Cobourg) |
| LRO 22 HURON (Goderich) | LRO 45 PETERBOROUGH (Peterborough) |
| LRO 37 NORFOLK (Simcoe) | LRO 46 PRESCOTT (Hawkesbury) |
| LRO 41 OXFORD (Woodstock) | LRO 49 RENFREW (Pembroke) |
| LRO 57 VICTORIA (Lindsay) | LRO 50 RUSSELL (Embrun) |
| | LRO 52 STORMONT (Cornwall) |