

**Bulletin 2023-01****Registry Act, Land Titles Act****Date: March 20, 2023****Title: Plan Filing Update**

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**1. ePlans**

Electronic submission of survey plans (ePlans) is available for Land Titles reference plans in all land registry offices. Land surveyors have found that digital submission of their plans through Teraview is faster, easier, and more convenient. Surveyors are strongly encouraged to use the ePlans service for submitting plans to the land registration system whenever possible.

To file plans through Teraview, a surveyor needs to obtain a Teraview licence and receive authorization from the Director of Land Registration for electronic registration of documents. Information on the sign-up process is available on the [Teraview.ca](https://www.teraview.ca) website. Questions regarding the submission of ePlans or the authorization process may be sent to the Examiner of Surveys at [examiner\\_of\\_surveys@ontario.ca](mailto:examiner_of_surveys@ontario.ca).

**2. Filing Hardcopy Plans in Remote Expedited Deposit (RED) in Land Registry Offices**

Effective April 3, 2023, the number of land registry offices participating in the Remote Expedited Deposit (RED) process will increase to thirty-seven (37). The participating offices are set out in Appendix 'A'.

The RED process for plan deposit only applies to the following plan types:

- All hard copy Registry Reference Plans (includes Strata Plans)
- All hard copy Land Titles reference plans (includes Strata Plans and No PIN Plans) - except plans supporting a Land Titles Conversion Qualified to Land Titles Absolute Plus Application (LTCQ to LT Plus)

Under the RED process, a land surveyor is required to submit their pre-approved hard copy reference plan for deposit by mail or courier to the designated Support Centre. The support centre will process the plan on behalf of the RED office.

The plan package must include a transmittal or covering letter from the land surveyor or land survey firm submitting the plan. The transmittal must include an up-to-date email address for the land surveyor or survey firm. In addition, the plan package must include a copy of the pre-approval with the required number of paper prints and the deposit fee. Note that a separate cheque is required for each plan when submitting a group of plans. Submission of a surveyor's duplicate plan is not required under this process.

Upon filing, a PDF image of the deposited plan will be returned to the land surveyor at the email address provided in the transmittal/covering letter.

### **3. Filing Hardcopy Plans in Plans Processing Land Registry Offices & Centres**

#### **Reference Plans**

Approved hardcopy reference plans intended for Land Registry Offices listed in **'Appendix B'**, are to be sent by mail or courier to the Land Registry Office in which the land included in the plan of survey is situated.

The plan package must include a transmittal or covering letter which includes the mailing address for the land surveyor or survey firm. In addition, the plan package must include a copy of the pre-approval with the required number of paper prints and the deposit fee. Note that a separate cheque is required for each plan when submitting a group of plans. Upon filing, the surveyor's duplicate will be sent by courier to the address provided in the transmittal/covering letter.

Surveyors submitting reference plans for filing where the subject lands are noted as a 'Plans Processing Centre' in 'Appendix B', have the option to either provide a surveyor's hardcopy duplicate that will be returned by courier to the address provided in the transmittal/covering letter or request that a PDF image of the deposited plan be returned to the email address provided in the transmittal/covering letter. Only one format (PDF or hardcopy) of deposited plan will be returned to the land surveyor.

#### **Condominium Registrations and Subdivision Plans**

For both subdivision and condominium registrations, the final signed hardcopy plans should be sent by mail or courier to the applicable Land Registry Office noted in the approval for registration received from the land registrar. Upon certification of the subdivision plan or condominium declaration and description, duplicate copies of the plans will be sent by courier or email to the surveyor and emailed to the lower tier municipality and upper tier municipality, if any.

## **Expropriation Plans**

Similar to Reference plans, Expropriation Plans of land in RED land registry offices must be mailed or couriered to the appropriate RED Support Centre listed in 'Appendix A' for registration.

Expropriation plans of land in a 'plan processing' land registry office or centre can continue to be delivered to the appropriate land registry office or centre as set out in 'Appendix B'.

Upon registration, duplicate copies of expropriation plans will be sent by courier or email to the surveyor or party identified in the cover letter and emailed to the lower tier municipality and upper tier municipality, if any.

**(original signed by Ken Wilkinson)**

Ken Wilkinson  
Examiner of Surveys  
Land Registration Services Branch

**(original signed by Dan Petoran)**

Dan Petoran  
Director of Land Registration  
Land Registration Services Branch

## Appendix A

### Remote Expedited Deposit (RED) Support Centres

RED Support Centres				
Thunder Bay	Windsor	Ottawa	Sudbury	Aurora
<b>ServiceOntario</b> <b>LRO 55</b> <b>189 Red River Road</b> <b>Suite 201</b> <b>Thunder Bay ON</b> <b>P7B 1A2</b> <b>(807) 343-7436</b>	<b>ServiceOntario</b> <b>LRO 12</b> <b>949 McDougall Street</b> <b>Suite 100</b> <b>Windsor ON</b> <b>N9A 1L9</b> <b>(519) 971-9980</b>	<b>ServiceOntario</b> <b>LRO 4</b> <b>161 Elgin Street, 4<sup>th</sup></b> <b>Floor</b> <b>Ottawa ON</b> <b>K2P 2K1</b> <b>(613) 239-1230</b>	<b>ServiceOntario</b> <b>LRO 53</b> <b>300-199 Larch Street</b> <b>Sudbury ON</b> <b>P3E 5P9</b> <b>(705) 280-6601</b>	<b>ServiceOntario</b> <b>LRO 65</b> <b>50 Bloomington Road</b> <b>West, 3<sup>rd</sup> Floor</b> <b>Aurora ON</b> <b>L4G 0L8</b> <b>(905) 713-7798</b>
RED Land Registry Offices				
LRO 23 KENORA (Kenora)	LRO 11 ELGIN (St. Thomas)	LRO 8 DUNDAS (Morrisburg)	LRO 1 ALGOMA (Sault Ste. Marie)	LRO 2 BRANT (Brantford)
LRO48 RAINY RIVER (Fort Francis)	LRO 18 HALDIMAND (Cayuga)	LRO 13 FRONTENAC (Kingston)	LRO 6 COCHRANE (Cochrane)	LRO 3 BRUCE (Walkerton)
	LRO 22 HURON (Goderich)	LRO 14 GLENGARRY (Alexandria)	LRO 31 MANITOULIN (Gore Bay)	LRO 7 DUFFERIN (Orangeville)
	LRO 24 KENT (Chatham)	LRO 15 GRENVILLE (Prescott)	LRO 36 NIPPISSING (North Bay)	LRO 16 GREY (Owen Sound)
	LRO 25 Lambton (Sarnia)	LRO 27 LANARK (Almonte)	LRO 42 PARRY SOUND (Parry Sound)	LRO 19 HALIBURTON (Minden)
	LRO 37 NORFOLK (Simcoe)	LRO 28 LEEDS (Brockville)	LRO 54 TIMISKAMING (Haileybury)	LRO 35 MUSKOKA (Bracebridge)
	LRO 41 OXFORD (Woodstock)	LRO 29 LENNOX (Napanee)		LRO 39 NORTHUMBERLAND (Cobourg)
		LRO 46 PRESCOTT (Hawkesbury)		LRO 44 PERTH (Stratford)
		LRO 49 RENFREW (Pembroke)		LRO 45 PETERBOROUGH (Peterborough)
		LRO 50 RUSSELL (Embrun)		LRO 47 PRINCE EDWARD (Picton)
		LRO 52 STORMONT (Cornwall)		LRO 57 VICTORIA (Lindsay)

## Appendix B

### Plans Processing Land Registry Offices & Centres

Land Registry Office	Address
<b>Plans Processing Centre</b> LRO 4 OTTAWA-CARLETON (Ottawa)	161 Elgin Street, 4th Floor Ottawa, ON K2P 2K1
<b>Plans Processing Centre</b> LRO 12 ESSEX (Windsor)	100-949 McDougall Street Windsor, ON N9A 1L9
<b>Plans Processing Centre</b> LRO 20 HALTON (Milton)	2800 Highpoint Drive, 2nd Floor Milton, ON L9T 6P4
LRO 21 HASTINGS (Belleville)	109-199 Front Street (Century Place) Belleville, ON K8N 5H5
<b>Plans Processing Centre</b> LRO 30/59 NIAGARA NORTH & SOUTH (St. Catharines)	59 Church Street, 1 <sup>st</sup> Floor St. Catharines, ON L2R 3C3
<b>Plans Processing Centre</b> LRO 33 MIDDLESEX (London)	100 Dundas Street, Ground Floor London, ON N6A 5B6
<b>Plans Processing Centre</b> LRO 40 DURHAM (Whitby)	590 Rossland Road East Whitby, ON L1N 9G5
<b>Plans Processing Centre</b> LRO 43 PEEL (Brampton)	1 Gateway Boulevard Brampton, ON L6T 0G3
<b>Plans Processing Centre</b> LRO 51 SIMCOE (Barrie)	114 Worsley Street, Suite 304 Barrie, ON L4M 1M1
<b>Plans Processing Centre</b> LRO 53 SUDBURY (Sudbury)	300-199 Larch Street Sudbury, ON P3E 5P9

Land Registry Office	Address
<b>Plans Processing Centre</b> LRO 55 THUNDER BAY (Thunder Bay)	201-189 Red River Road Thunder Bay, ON P7B 1A2
<b>Plans Processing Centre</b> LRO 58 WATERLOO (Kitchener)	30 Duke Street West, 2nd Floor Kitchener, ON N2H 3W5
LRO 61 WELLINGTON (Guelph)	1 Stone Road West Guelph, ON N1G 4Y2
<b>Plans Processing Centre</b> LRO 62 WENTWORTH (Hamilton)	119 King Street West, 4th Floor Hamilton, ON L8P 4Y7
<b>Plans Processing Centre</b> LRO 65 YORK REGION (Aurora)	50 Bloomington Road West, 3rd Floor Aurora, ON L4G 0L8
<b>Plans Processing Centre</b> LRO 66 TORONTO (Toronto)	420-20 Dundas Street West Toronto, ON M5G 2C2