



Real Estate and Sales Division  
Asset Review - Property Preparation  
Surveys and Geomatics

# **Ontario Realty Corporation Land Surveying Guidelines and Specifications**

June 2003

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## ORC LAND SURVEYING GUIDELINES

### General

All property surveys will be certified correct and prepared in accordance with relevant statutory regulations and standards of the Association of Ontario Land Surveyors.

All survey monuments demarcating the property boundaries will be clearly marked in accordance with the Survey Standards of the Association of Ontario Land Surveyors.

All surveys shall be integrated in accordance with Guidelines related to Integrated Surveys of the Association of Ontario Land Surveyors and ORC Digital Surveys CAD Specifications unless otherwise specified in the Scope of Work and agreed to by the ORC.

All surveys shall be accompanied by a Surveyors Report and supporting materials detailed in the Deliverables.

Any surveys on Ministry of Natural Resources (MNR) Crown Lands must be prepared in accordance with the latest "Instructions Governing Crown Land Surveys and Plans".

A **Reference Plan** will be prepared under the following circumstances:

- create new property descriptions in case of a proposed severance;
- create new property descriptions in case of a conflict between the courses in a description and existing occupation and survey evidence;
- the surveyor has recommended that a new description be prepared to replace an old metes and bounds description.

Items related to **topographic detail** in the ORC Digital Survey Requirements will be shown on the draft reference plan and any subsequent Surveyors Real Property Report. The detail will be on a layer that can be turned off for plotting purposes in order to deposit the said plan in compliance with regulations under the Registry under the Land Titles Acts.

In the case of a **proposed severance**, a one-part Reference Plan describing the 'severed lands' will suffice in most cases assuming a registerable description can be prepared on the remnant lands. As well, utility services (ie. Bell, Hydro, gas, water, cable, sanitary and storm sewers) within the 'severed lands' will need to be located. A professional locator service may be required to locate any underground services.

### Title Search

The Surveyor will conduct an up-to-date land registry office search of the subject lands and adjoining properties to confirm the extent of Crown interests under the jurisdiction of the Management Board. In case the subject lands are not held by the Crown under jurisdiction of the Management Board, the Surveyor must immediately contact the ORC for further instructions.

### **Survey Plan**

The Survey will be prepared according to ORC's Land Surveying Guidelines and Specifications and AutoCAD Standards and Guidelines.

### **Surveyors Report**

A Surveyors Report shall summarize the results of the property survey including the following items:

- current ownership and registered easements and other interests affecting the title to the subject lands;
- issues such as encroachments, evidence of registered and unregistered easements related to utility services, use of the property by others, trespass, etc.;
- access to the property;
- describe the current use of the property and tenants.

### **INTERIM Deliverables**

1. Five copies of a draft version of the Surveyors Real Property Report and/or Reference Plan with complete topographic information and five copies of the plan showing no topographic information;
2. Surveyors Report;
3. Copies of all survey notes;
4. Digital copy of the Survey plan and Surveyors Report (Word (.doc) or Wordperfect (.wpd) and/or Adobe (.pdf) if available) ;
5. Copies of all relevant supporting documentation including :
  - survey plans found at the land registry office
  - supporting surveys
  - registry office search documents (including "as in" documents)
  - survey plan closure report
  - control information

### **FINAL Deliverables**

1. Fifteen copies of the Surveyors Real Property Report including complete topographic information and/or reference plan showing no topographic information;
2. Duplicate mylar;
3. Five reduced size copies (11" x 17") of the signed survey if the plan is larger than this size;
4. Copies of any revised versions or addendums to items 2. to 5. above.



## **ORC DIGITAL SURVEY SPECIFICATIONS**

**Metric Scale** – All surveys will be prepared in metric units and plotted at a suitable metric scale;

**Format** – All surveys will be delivered in AutoCAD (.DWG) or Microstation (.DGN) digital format;

**ORC Number** – The ORC file number (D#) will be placed in the top or lower right hand corner of the survey plan and referred to in the surveyors report;

**Digital File Identification** – The digital CAD file will be named with a reference to the ORC file number and municipality or township name such as:

D00777-Toronto

**Dimensions** – Plan dimensions will be shown to three decimal places (rounded to nearest 0.005m).

**Area** – Property area will be shown in metric units in a schedule of parts on a reference plan or otherwise on the face of the survey plan based on ground dimensions;

**Coordinates** – All surveys will be horizontally integrated with the 6 ° UTM grid coordinate system (NAD83). The survey will be reduced to grid coordinates with ground level dimensions. The coordinates of at least four property corners will be summarized in a table on the face of the plan (Northing (N), Easting (E) format).

### ***Suggested Bearing Reference and Area Statement:***

**Note:** *Bearings are grid bearings and are derived from ( name of authority ), horizontal control monuments no. 045910047 and no. 045910051 and are referred to the 6" Universal Transverse Mercator grid projection, central meridian 81°00'W longitude, zone 17, NAD 83 adjustment.*

*No. 045910047 N 4 814 390.030 E 605 012.196*

*No. 045910051 N 4 816 450.008 E 604 021.516*

*Areas shown hereon are calculated from ground distances.*

**Buildings and Structures** – All surveys will identify and locate buildings and structures on site with setbacks shown to any boundaries within 30m; Structures include the items built on a solid foundation and include but are not limited to the following:

- walls, ramps, towers, bridges, gas pumps, wells, etc.

**Parking and Entrances** – All surveys will identify and locate the extent of any parking or paved areas and entrances. Identification of individual parking is not required;

**Easements/Right of Ways** – Evidence of any registered or unregistered right of ways or easements will be located and plotted. Registered interests will be identified by Instrument number, width, purpose and the beneficiary party;

**Services** – Service information will not be required except in the case of a proposed severance where all services leading into the proposed 'severed lands' will be required to be located and shown;

**Miscellaneous** – All surveys will identify any features of interest within the site such as drainage channels, top of banks, culverts, snowmobile routes, etc. by reference in the Surveyors Report and on the survey plan where appropriate;

**Digital Camera Photos** – Digital photos may be included with the survey to illustrate any features of interest. The location and direction of the photo should be clearly shown.

**CAD Layers** – Drawing features will be shown on prescribed layers as per ORC AutoCAD Standards and Guidelines.

**GIS Layers** – The following features **must** be defined as **Closed** Polygons in accordance with the following:

Description	Layer/Level Name
Boundary	LS-E-CAD-BDRY
Leasehold interests	LS-E-CAD-LSE
Registered Easements	LS-E-CAD-ROW
Underground Septic and Storage Tanks, etc.	LS-E-ENV-UGS
Hydro Transformers	LS-E-UTL-TRANS
Major Buildings	LS-E-STR-BLD
Misc. Structures	LS-E-STR-STR
Towers	LS-E-STR-TOW
Topographic features defined as areas	LS-E-TOP-AREA



## SURVEYOR'S REPORT

Site Name

Date

Address

Firm

ORC File Number

Surveyor

### SUBJECT LANDS

Registered Owner

Property Description

Registered Easements

Restrictive Covenants

Encroachments, Unregistered Easements, Uses by Others

Current Uses / Tenants

Miscellaneous Notes

