

<u>Description of Item</u>	<u>Reference</u>	<u>Reference Synopsis</u>	<u>Comments</u>
Field Notes/Work Best Evidence	O.Reg. 216/10 S.8(b)	A thorough field investigation for the best evidence of the boundaries must be conducted. (Note: This should include the notation on field notes of not only the physical evidence found but the evidence looked for and not found. The requirements of Section 55 of the Surveys Act should also be taken into consideration when looking for evidence).	
Monument Placed on Existing Boundary	Section 55 (1)(2) of The Surveys Act O.Reg. 216/10 S.8 Interpretive Guide S.8(3)	A monument placed on an existing boundary shall be established from evidence of the boundary on both sides of the monument. (Note: Consideration given to the availability of "evidence on either side".)	
Monument Placed on Existing Boundary	Section 55 (1)(2) of The Surveys Act O.Reg. 216/10 S.8 Interpretive Guide S.8(3)	A monument or point placed on an existing boundary shall be established from evidence of the boundary on both sides of the boundary. In the absence of evidence of the rear line, consideration must be given to the depth of the lots on both sides of the common rear boundary.	
Integration	O.Reg. 216/10 S.14, S.31 to 35	When undertaking a survey for a plan to be registered or deposited in the L.R.O., the member shall integrate the survey with a coordinate system. The methodology used to obtain the coordinates should be illustrated in the field notes, ensuring that it is in accordance with S. 31 to 35 of the Reg. The accuracy level achieved should be documented to the file, with the standard required being in accordance with S. 14(2).	
Field Notes	O.Reg. 216/10 S.15	Every surveyor shall make and preserve exact and regular field notes for all surveys. (Note: Form of field notes to comply with A.O.L.S. Guidelines.)	
Field Procedure	O.Reg. 216/10 S.15 Interpretive Guide S.15	For each survey, exact and accurate field notes shall be prepared and shall contain a clear and detailed account of everything found, observed, and done in the field in the course of and relevant to the survey. The notes shall clearly indicate the method and progression of the survey. (The field note 'package' should include a well-drawn sketch, including all administrative details, the raw data in a format understandable to anyone reading the field notes, and a field note report, if required by the details of the survey)	

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Field Work to be Current.	Interpretive Guide S.16.1 AOLS Bulletin 1982-015	A plan is to be prepared from current survey and may not be either partially or fully compiled unless permitted by the Statutes and Regulations of Ontario. (Note: Plan is not to be prepared by compiling information collected in earlier surveys without field verification. Plans not to show information taken from plans by others without verifying measurements. Sufficient field work to be undertaken and recorded in field notes to verify information shown on plans.)	
Compiled Easement Plans	O.Reg. 43/96 S.19(5)	A reference plan for utility easement purposes on a plan of subdivision or Condominium Plan may be wholly or partially compiled without pre-approval of the Examiner of Surveys so long as each PART is of uniform perpendicular or radial width, is coincident with a limit of a lot or unit throughout its entire length and the plan is deposited prior to any conveyance or encumbrance being registered against the underlying plan.	
Measurement Verification	O.Reg. 216/10 S.12 Interpretive Guide S.9	All measurements shall be verified by mathematical closure or independent measurement.	
Quality Assurance	O. Reg. 216/10 S.5	Adequate project quality assurance shall be performed to ensure and verify that the project results meet all requirements and specifications.	
Interests in Title (Easements, etc.)	O.Reg. 216/10 S.24 (1) (a)ii (b)	Easements or other interests in title evident on the ground must be located in the field and survey data necessary to illustrate their position shown on the plan. (Note: Aerial wires crossing property to serve other properties or crossing other properties to serve subject property, overhead wires in or out of easements, rear yard drains, driveways etc. must be located in the field and shown on field notes.)	
Fences (hedges, etc.)	O.Reg. 216/10 S.24(1) (a)i,ii (b)	Fences and their relationship to the boundary must be shown on plans. (Note: Features such as fences, retaining walls, hedges, posts which appear to limit or demarcate properties must be shown in the field notes in relation to the boundaries.)	
Physical Encroachments	O.Reg. 216/10 S.24 1(a)(iii)	Plans shall show any visible encroachments from the land being surveyed onto adjacent lands and from adjacent lands onto the lands being surveyed. (Note: Field notes to show overhanging eaves, encroaching structures, fences, driveways, planters, walks, utility pedestals and lines, pole anchors and the like.)	
Monumentation	O.Reg. 525/91 S.2(4)	The top of a planted iron bar should not be more than 10 centimetres above the surface of the ground.	

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Unidentified Monuments	O.Reg. 525/91 S.3(2) S.3(3)	Monuments must be identified by name, number or letters of the appropriate firm or surveyor unless it is not possible to determine the origin of the monument. (Note: field notes to indicate the number, name, or letters on the found monument or indicate no identification is evident, or such information is inaccessible, as flush in asphalt, or buried.)	
Monumentation	O.Reg. 525/91 S.3(1) S.3(2)	The form of monumentation, be it planted or found, shall be identified by the legislated "letters of designation", subject to the provisions set out under S.5(5)(6).	
Monumentation	O.Reg. 525/91 S.2	Sets out the type of permissible monuments where legislation requires monumentation.	
Monumentation	O.Reg. 525/91 S.4(1)	A monument shall be planted at every point that defines a corner of a unit of land and along the limits at intervals not greater than 150 metres in built-up areas, and not more than 300 metres elsewhere.	
Monumentation	O.Reg. 525/91 S.4(2)	For every survey, at least one quarter of the total number of angles must be monumented by a cut cross, rock bar, rock post, rock plug, or standard iron bar.	
Monumentation	O.Reg. 525/91, Section 4(2)(b).	Every angle and corner shown on a plan of survey made under competent authority shall be marked by a cut cross, rock bar, rock post, rock plug or standard iron bar.	
Monumentation	O.Reg. 525/91 S.6(2)	When one limit of an easement with parallel sides is monumented, it must be monumented by a cut cross, rock bar, rock post, rock plug, or standard iron bar.	
Monumentation	O.Reg. 525/91 S.6(3)	If the sides of the easement are not parallel, then all corners need be monumented in accordance with S.4(1) and (2).	
Monumentation	O.Reg. 525/91 S.6(5)	In every survey of land that defines, locates, or describes the boundaries of two or more existing or proposed easements or any part thereof, monuments shall define each easement.	
Monumentation	O.Reg. 525/91 S.6(4)	In every easement survey, where a monumented boundary intersects the monumented easement limit or survey line, the surveyor shall plant a monument at the intersection.	
Monumentation	O.Reg. 525/91 S.8(2)	For the purposes of an SRPR, a monument shall be planted at every corner and angle at the front of the unit of land.	
Monumentation	O.Reg. 525/91 S.8(3)	For the purpose of an S.R.P.R. on a building/structure under construction, a monument should be planted at, at least, one corner or angle at the front of the unit of land.	
Monumentation	O.Reg. 525/91 S.11(5) S.11(6) S.11(7)	Witness monuments are to be no closer than 1 metre to corners. They must be labelled "WIT" and should be planted on the limit or its production.	

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Monumentation	O.Reg. 525/91 S.7	In a route survey, the surveys shall monument the designated points and/or angles with rock bars, rock posts, rock plugs or standard iron bars.	
Monumentation	O.Reg. 525/91 S.7(1)	In a route survey, a monument shall be planted on the limits of the route at intervals not greater than 150 metres in built-up areas, not more than 300 metres elsewhere, at the point of every angle or bend and at the beginning and end of every curve of constant radius.	
Monumentation	O.Reg. 525/91 S.7(2)	The limits of a route survey are to be marked with standard iron bars or equivalent.	
Monumentation	O.Reg. 525/91 S.3(1)(a)	All planted monumentation, including those which replace found monuments, are to be designated by an open square.	
Monumentation	O.Reg. 525/91 S.4,S.8(1)	For the purposes of an S.R.P.R. of an apartment or Condominium building, townhouse or industrial/commercial building, a monument shall be planted at every corner and angle of the <u>unit</u> of land.	
Monumentation	O.Reg. 525/91 S.10	A monument shall be planted at every angle on a survey line established to make a closed traverse to determine and reference an irregular boundary.	
Monumentation	O.Reg. 525/91 S.1(1),2(2)	A "concrete PIN" constitutes an iron or steel pin of specific dimension driven or wedged into bedrock or concrete with its top flush with the surface of the bedrock or concrete.	
Monumentation	O.Reg. 525/91 S.5(3)(4)	Approved monuments as listed in S. 2 (1) are to be planted no more than 150 metres apart to define angles, corners and points on the boundary of every unit of land and of every street and on the exterior boundary of the subdivided land.	
Monumentation	O.Reg. 525/91 S.5(1)	In a plan of subdivision, every exterior angle or corner, every angle in a street intersection, the beginning and end of each curve of constant radius and every angle in every street boundary are to be marked by a cut cross, rock bar, rock post, rock plug or standard iron bar...	
Monumentation	O.Reg. 49/01 S.6(2)	For a Condominium involving structure(s), every exterior angle shall be defined by a standard iron bar, a short standard iron bar, a rock post, or a cut cross.	
Monumentation	O.Reg. 49/01 S.6(8)	In a vacant land Condominium corporation, at least one-quarter of the angles and corners of the property and the units are to be defined by a standard iron bar, a rock bar, or a rock post. All other angles or corners of the property and units must be defined by an iron bar or a cut cross. The interval between monuments must not exceed 150 metres.	

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Best Evidence	O.Reg. 216/10 S.8(c)	Boundaries must be re-established giving priority to evidence in accordance with common and statute law. (Note: Consideration must be given to Surveys Act re aliquot parts, unrun sidelines, in particular Section 55. Circumstances may require reference to original field notes. Other issues could include priority of title, misdescription, assessment of evidence, affidavits of knowledgeable parties, research into status and extent of travelled roads, roads in lieu and unregistered road widenings and like matters. Common issues such as priority of title and misdescription must be given due consideration.)	
Error of Closure	O.Reg. 216/10 S. 9	The error of closure of a unit of land shown on the plan shall not exceed the limits as specified. (Any closed loop that appears on the plan, including that through ties to control points, should have a closure report)	
Copyright	Recommend AOLS Bul. 1985-25 Interpretive Guide S.28(1)	Except where plans are to be deposited or registered, retention of ownership and copyright shall be indicated if applicable	
Easements	O.Reg. 216/10 S.18, 1 (a)(i)(ii)	A plan shall show every right-of-way or easement affecting the land shown on the plan that is described in a registered instrument or shown on a registered or deposited plan.	
Interests in Title (Easements, etc.)	O.Reg. 216/10 S.24 (1)(a)(ii)(b) Interpretive Guide S.24(b)	Easements or other interests in title evident on the ground must be located in the field and survey data necessary to illustrate their position shown on the plan.	
Fences (hedges, etc.)	O.Reg. 216/10 S.24 (1)(a)(ii)(iii) (b) Interpretive Guide S.24(c)	Fences and their relationship to the boundary must be shown on plans. (Note: the location of fences, hedges, walls, retaining walls adjacent to boundaries are required to be shown. Consideration should also be given to interior fences enclosing swimming pools, transformers, etc. Locations must be dimensioned in both directions.)	
Encroachments	O.Reg. 216/10 S.24 (1)(a)iii(b)	Plans shall show any visible encroachments from the land being surveyed onto adjacent lands and from adjacent lands onto the lands being surveyed. (Note: includes buildings, eaves, patios, decks, driveways, wells or other features extending across property limits.)	
Plan Clarity	O.Reg. 216/10 S.17, 1(d)(f)	Plans shall be drawn to a standard that ensures clarity of presentation.	

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Bearing Note	O.Reg. 216/10 S.20	The origin of the bearings shall be shown on the plan and shall include the information as required by the Regulations for Integrated Surveys.	
Title Information	O.Reg. 216/10 S.21	Plans shall clearly show the parcels and registered instruments that define the limits of adjoining land (Note: Applies to lands not included in Part II of the Land Registration Reform Act.)	
Subdivision Units	O.Reg. 216/10 S.21 (1) (a)	Plans shall clearly identify the existing subdivision units included within and adjoining the land surveyed.	
Lot Fabric Tie	O.Reg. 216/10 S.21(1) (b) Interpretive Guide S.21	Plans shall show sufficient data to position the parcel being surveyed within the limits of the lot of which it is part. (Note: Requires a tie to a lot corner, a corner of a subdivision unit, such as a part on a reference plan, in the same lot, or a tie from the intersection of a lot line with a highway if the highway is shown on a registered or deposited plan.)	
Property Identifiers	O.Reg. 216/10 S.21 1 (d)(e)	A plan shall show the property identifiers assigned to the land included in the plan and the adjoining land. (Note: Refers to land under Part II of the Land Registration Reform Act.)	
Method of Survey	O.Reg. 216/10 S.18, 1 (k)	The procedure used in re-establishing all existing boundaries forming part of a survey or on which a survey is dependent must be shown on the plan. The source of all information must also be shown if distances or directions are set.	
Parcel Dimensions	O.Reg. 216/10 S.18,1(k)	Dimensions "set" or "measured" in the field should be reflected on the plan.	
Evidence	O.Reg. 216/10 S.18, 1 (j)	A plan shall show the position and form of all survey evidence, conflicting or otherwise.	
Error of Closure	O.Reg. 216/10 S.18, 1(m)	Sufficient data shall be shown to determine the error of closure for each unit on the plan.	
Comparisons	O.Reg. 216/10 S.23 Interpretive Guide S.23	Where a measurement of distance or direction differs by more than the allowable error from dimensions contained in a published document, then comparisons to the most recent published measurement shall be shown. (Note: Comparison to prior surveys or plans of adjacent lands may not be appropriate if such plans are not in public record, i.e., registered or deposited.)	

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Authority for Distance Set	O.Reg. 216/10 S.18, 1(l)	Where a distance and/or bearing (angle) is set, the source shall be indicated on the plan. (Note: The cited source should be identified by instrument no., parcel no., plan number if deposited or registered, or the date of plan and field notes and name of surveyor that prepared them.)	
Allowable Error	O.Reg. 216/10 S. 9 & S.23	Where a measurement of distance or direction on a plan differs by less than the allowable error from that shown in a published document, the measurement should be shown to agree with the published measurement.	
Identify Roads, Railways, and Bodies of Water	O.Reg. 216/10 S.24 Interpretive Guide S.24e	Plans shall show and identify Roads, Railways, and Bodies of Water that form or control the position of a boundary adjacent to the subject parcel.	
Stopped Up or Closed Roads	O.Reg. 216/10 S.25	The instruments and/or by-laws used to stop up or close part of all of a street or highway must be shown.	
Plan Title Block	O.Reg. 216/10 S.27	The title shall show the name of the Geographic Township, etc.	
Legend	Interpretive Guide S.28(3)	Where any symbol or abbreviation is shown on a plan, its meaning should be clearly defined in a legend on the plan unless defined by Statute or Regulation.	
Client's Name	O.Reg. 216/10 S.29(3)	The name of the client for whom the Surveyor's Real Property Report plan was prepared is to be indicated on the plan.	
Buildings and Improvements	O.Reg. 216/10 S.30(a) (b)(c)	The SRPR shall show all buildings and structures on the lands and their distances from the boundaries of the lands. (Note: Plan to show all structures despite indications from client that demolition is to occur.)	
Survey Method - Priority of Severance	"baselines" No. 1	Priority of Severance must be considered if no better evidence is available.	
Survey Method	"baselines" No. 2	When deed limits are described relative to lot limits, it is necessary to re-establish the lot limit in order to re-establish the deed line.	
Surveyor's Real Property Report	O.Reg. 216/10 S. 29(2)	The plan must include a note indicating that the written report is to be read in conjunction with the plan and a note specifying the name of the client.	
Surveyor's Real Property Report	O.Reg. 216/10 S. 28	A Surveyor's Real Property Report is a survey that locates a building or structure to the boundaries of a <u>unit of land</u> .	

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Sketch	Interpretive Guide, Sec. 16 (4) to (13) AOLS Bulletins 2013-01 & 2018-01	A "sketch" should be labeled, as such, identify its purpose and not signed unless required by the approving agency. Sketches must adhere to the items referred to in Bulletins 2013-01 & 2018-01.	
Schedule	O.Reg. 43/96 S.20	Reference Plans shall include a schedule to relate the Parts to the existing subdivision units and existing registered instruments, etc. (Note: Reference to easements and rights-of-way to be included in or near the schedule. Care must be exercised to ensure that the Part Number, the Block Number and Property Number in the schedule are correct and consistent with the correct Part, Block and Property Number shown on the face of the plan.)	
Schedule	O.Reg. 43/96 S.20(1)(e) (Form 2)	For compiled easement plan, the SCHEDULE need state the perpendicular or radial width of the PART.	
Topographical Information	O.Reg. 216/10 S.24(2) Interpretive Guide S.24(d)	Topographical information that does not relate to the definition of limits of subdivision units shall not be shown on a plan of survey to be deposited or registered in a Land Registry Office. (Note: This refers to superfluous topographic information and does not preclude the illustration of fences or other structures on or near the property limits that may indicate an interest.)	
Reference Plan PARTs	O.Reg. 43/96 S.20(1)(b)	Reference Plans shall show a separate PART for every existing easement included in a new subdivision unit.	
Topographical Information	O.Reg. 216/10 S. 11 Interpretive Guide S.24(a)	The position of topographical information required under Section 24 shall be determined by measurements at such intervals that will enable relocation.	
Water Boundary Benchmarks	O.Reg. 216/10 S.13	Where a survey is made to define a boundary of a regulated body of water and where a benchmark does not exist within 300 metres of the site, a permanent benchmark shall be established.	
Scale Bar	O.Reg. 216/10 S.18(1)(h)	The scale shall be expressed in numerical form and a scale bar shall be illustrated representing either feet or metres.	
North Point	O.Reg. 216/10 S.18 (1) (g)	A plan shall show an accurately plotted simple north point.	
Streets, Lanes, Public Passages	O.Reg. 216/10 S.18 (1) (d)	A plan shall show the perpendicular or radial widths of all streets, lanes, and public passages within the surveyed area of which the limits are parallel or concentric.	

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Certificate of Authorization	O.Reg. 216/10 S18 (1) (n)	The Certificate of Authorization (full company name as it appears on the Certificate of Authorization) should be identified on the plan, if applicable.	
Conversion Note	O.Reg 216/10 S.19(2)	A boldly printed note shall be shown that clearly illustrates how to convert between metric and imperial units and may include areas as well as distances.	
Unit of Measure	O.Reg 216/10 S.19 (1)	All distances on a plan shall be shown either in imperial units or metric units.	
Integrated Surveys	O.Reg 216/10 S.19(3)	Where a survey has been integrated the scale factor and datum shall be indicated, ensuring that the complete reference frame is described, including Epoch.	
	O. Reg. 216/ 10 S. 18 (1)(i) (v)	Plans shall show sufficient data to ascertain the location of the parcel of land surveyed relative to the monumented points used to integrate the survey.	
	O.Reg. 216/10 S.14, S.31 to 35	The methodology used to obtain the coordinates should be illustrated on the plan, ensuring that it is in accordance with S. 31 to 35 of the Reg. The accuracy level achieved should be illustrated, with the standard required being in accordance with S. 14(2).	
Confirmed Boundaries	O.Reg 216/10 S.26	Where a plan shows a boundary that has been confirmed then reference must be made to such confirmation.	
Terminology	Recom- mendation from AOLS Bulletin 1984- 21	The use of terms such as "limit of occupation" should be avoided on a plan of survey. It is recommended that a tie shown to illustrate the location of a feature in relation to a boundary not be indicated as an encroachment on the plan. The use of the term "encroachment" may imply a legal conclusion. It is suggested that it is preferable to indicate the direction of the tie as a statement of fact. (In spite of the inconsistency between the terminology used in the Reference Synopsis under 'Encroachment' above and here, avoidance of the word encroachment is in keeping with the surveyors function as a finder of facts rather than an arbitrator of what these facts mean from a legal perspective).	
Surveyor's Certificate	O.Reg. 216/10 S.4, (2)(e) & (3)	The Surveyor's Certificate must now be as in "FORM 1".	
Surveyor's Seal	O. Reg. S.29(1)(3)	A print of a plan of survey is not a valid copy unless it bears the embossed seal of the licensed member who signed the plan or the embossed seal of a licensed member employed by the corporation or public agency responsible for the plan's preparation or the corporate seal of the corporation holding a certificate of authorization that was responsible for the plan's preparation.	

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Owner's Certificate	O.Reg. 43/96 S.24	An Owner's Certificate must be in "Form 9".	
Cul-de-Sac	O.Reg. 216/10 S.18 (1)(f)	A plan shall show the radial centre of a cul-de-sac with reference to the street or streets connected to the cul-de-sac.	
Tier of Lots	O.Reg. 216/10, S.18 (1)(b)	A Plan shall show the bearing and length of each straight line forming any surveyed limit or part of any limit, save for a tier of subdivision units shown by dimension to be a series of parallelograms, where the direction of each side line may be indicated by the bearings at both ends of the tier.	
Street Intersections	O.Reg. 216/10, S.18(1)(e)	A Plan shall show the straight line bearing and distance between points of intersection of street limits on the same side of the street and include the necessary curve data should either intersection or the lands between fall on a curve.	
S.R.D. Plan Submission Form	A.O.L.S. By-Law 94-4	Every Surveyor's Real Property Report and/or Plan of Survey shall be affixed with an S.R.D. Plan Submission Form.	
Boundary Definition	O.Reg. 216/10 S.18(1)(c)	A plan shall show the radius, arc length, chord length and chord bearing of each curved line forming any limit or part of any limit.	
Proposed Usage	O.Reg. 43/96 S.11	For plans within the land registration system, the plan shall not exhibit information describing the intended purpose of the lands, save as required under any Act as well as Section 19(5).	
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<u>Correspondence</u> Report to Client	O. Reg. 216/10 S. 4	Some form of written correspondence to the client is required for each survey that addresses all applicable aspects of Section 4. In particular, the documentation of the engagement of services and how the project results meet the needs of the client as set out in the agreement between the Client and the Surveyor. Obvious problems or contentious issues found to exist during the course of the survey must be drawn to the client's attention in the written communication.	

May 27, 2020