Digital Survey Plan Submission

In addition to submitting printed Plans of Survey, the County of Peterborough requires that a closed vector file of the Part boundaries shown on the Reference Plan in Autodesk DWG Windows-readable format be submitted to the Planning Department in order to meet consent requirements.

The applicant's Ontario Land Surveyor (OLS) shall provide the vector file in adherence with the following standards:

i) The filename shall meet the following naming convention:
   - 3-DIGIT CONSENT# [hyphen] YEAR [underscore] 45R[5-DIGIT PLAN #].dwg (e.g., B###-yyyy_45R####.dwg or B-15-2010_45R19287.dwg)

ii) At a minimum the submission shall contain:
   - Topologically clean linework representing closed geometries with true distance measurements within accepted industry tolerances;
   - County Land Division File number (e.g., B-15-2010);
   - the geographic location of the parcel (Lot and Concession);
   - the Geographic Township or Area;
   - Surveyor's name;
   - the date that the surveyor signed the Surveyor's Certificate;
   - the deposited reference plan number;
   - an appropriate scale reference;
   - a clear indication of the units of measure used in the plan; and
   - a north arrow, and coordinate system

iii) Files shall be submitted to the Planning Department via email to **rchuripuy@ptbocounty.ca** and also cc'd to **tsikma@ptbocounty.ca.** The subject line for each email shall include the Land Division file number (e.g., B-#-YYYY).

iv) For more information regarding submission requirements, please contact Rogers Churipuy, GIS Technologist, at 705-743-0380 x2408 or rchuripuy@ptbocounty.ca

Note: This guide has been produced by the County of Peterborough Planning Department and is intended to provide general information to the public. It should not be construed as technical or legal advice for consents, or a right for approval in the steps indicated are followed.