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1 PLAN OF SUBDIVISION

1.1 Specific Submission Requirements

An AutoCAD drawing (.dwg) file containing the layers described in Section 1.2 must be submitted at each of the following stages of plan review:

1.1.1 Application for Draft Plan of Subdivision Approval Stage

The applicant is required to submit the digital file of the plan at the time of original application. As well, revisions to the plan arising out of the review process must be provided.

1.1.2 Draft Approval Stage

The AutoCAD (.dwg) must be modified to reflect any changes arising out of the circulation and review stage. The final draft plan submission must be submitted prior to planning staff preparing the staff report for draft approval.

1.1.3 Registration Stage

Together with the submission of the request to release the plan for registration, the applicant is required to submit the final .dwg file representing the plan to be registered .

Note: This file must contain *layers 1 to 13, 35- 37, 63 and 64* described in Section 1.2 below. All other layers are optional.

1.2 Plan of Subdivision Layer Structure

Layer Number	Name	Description of content	Colour	LineType	Entity Type
1	BOUNDARY_LIN	Legal property boundary of the subject plan.	Magenta-Index 6 (0,0,255)	Center2	Closed polyline
2	BEARINGS_DIST_LIN	Bearings and distances of plan boundary linework (metric)	Cyan-Index 4 (0,255,255)	Continuous	Line
3	BEARINGS_DIST_TXT	Bearings and distances of plan boundary text (metric)	Cyan-Index 4 (0,255,255)	Continuous	Text
4	LEGAL_LIN	Any relevant background legal lines (lots, concessions, Reg. Plans)	Grey-Index 8 (128,128,128)	Continuous	Polyline
5	LEGAL_TXT	Any relevant background legal text (legal descriptions: lots, concessions, Reg. Plans)	Grey-Index 8 (128,128,128)	Continuous	Text
6	LOT_LIN	All lot and block lines	Red-Index 1 (255,0,0)	Continuous	Closed polyline
7	LOT_DIM_LIN	Lot dimensions linework (in metric)	Red-Index 10 (255,0,0)	Continuous	Line
8	LOT_DIM_TXT	Lot dimensions text (in metric)	Red-Index 10 (255,0,0)	Continuous	Text
9	PLAN_TXT	Plan text (lot numbers, block numbers)	Green-Index 3 (0,255,0)	Continuous	Text
10	ROW_LIN	Right of way boundary lines	Black-Index 7 (0,0,0)	Continuous	Polyline
11	ROW_TXT	Street names within Rights of way	Black-Index 7 (0,0,0)	Continuous	Text
12	EX_ROW_LIN	Existing streets ROW surrounding the subject plan.	Green-Index 90 (0,255,0)	Continuous	Polyline
13	EX_ROW_TXT	Existing streets ROW text surrounding the subject plan.	Green-Index 3 (0,255,0)	Continuous	Text
14	STAGING_LIN	Staging boundaries linework. Show all proposed stages	Grey-Index 252 (102,102,102)	Hidden	Polyline
15	STAGING_TXT	Staging boundaries text. Show all proposed stages	Grey-Index 252 (102,102,102)	Continuous	Text
16	EX_STRUCTURES_LIN	Existing built form, structures, buildings, utilities linework	Grey-Index 9 (192,192,192)	Continuous	Polyline

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17	EX_STRUCTURES_TXT	Existing built form, structures, buildings, utilities text	Grey-Index 9 (192,192,192)	Continuous	Text
18	EX_USE_LIN	Existing surrounding land use linework	Grey-Index 9 (192,192,192)	Continuous	Polyline
19	EX_USE_TXT	Existing surrounding land use text	Grey-Index 9 (192,192,192)	Continuous	Text
20	EX_VEGETATION_LIN	Existing trees, shrubs, woodlots linework	Green-Index 122 (0,165,124)	Continuous	Polyline
21	EX_VEGETATION_TXT	Existing trees, shrubs, woodlots text	Green-Index 122 (0,165,124)	Continuous	Text
22	EX_WATER_LIN	Existing rivers, streams, lakes, ponds linework	Blue-Index 141 (0,127,255)	Continuous	Polyline
23	EX_WATER_TXT	Existing rivers, streams, lakes, ponds text	Blue-Index 141 (0,127,255)	Continuous	Text
24	WETLANDS_LIN	Locally and Provincially significant wetlands (Classes 1-7) linework	Blue-Index 151 (127,191,255)	Continuous	Polyline
25	WETLANDS_TXT	Locally and Provincially significant wetlands (Classes 1-7) text	Blue-Index 151 (127,191,255)	Continuous	Text
26	ESPA_LIN	ESPA boundaries linework	Orange-Index 30 (255,127,0)	Continuous	Polyline
27	ESPA_TXT	ESPA boundaries text	Orange-Index 30 (255,127,0)	Continuous	Text
28	CONTOURS_LIN	Contour linework	Grey-Index 8 (128,128,128)	Continuous	Polyline
29	CONTOURS_TXT	Contour text	Grey-Index 8 (128,128,128)	Continuous	Text
30	FLOODLINE_LIN	Floodline boundaries linework	Blue-Index 150 (0,127,255)	Continuous	Polyline
31	FLOODLINE_TXT	Floodline boundaries text	Blue-Index 150 (0,127,255)	Continuous	Text
32	PROP_LOTTING_LIN	Proposed lotting linework (ie. For lotless blocks)	Grey-Index 8 (128,128,128)	Center	Polyline
33	PROP_LOTTING_TXT	Proposed lotting text (ie. For lotless blocks)	Grey-Index 8 (128,128,128)	Continuous	Text
35	SURVEY_BLK	Monumentation	Blue-Index 5 (0,0,255)	Continuous	Block
36	SURVEY_TXT	Monumentation text	Blue-Index 5 (0,0,255)	Continuous	Text
37	SURVEY_LIN	Monumentation linework	Blue-Index 5 (0,0,255)	Continuous	Line
63	TITLEBLOCK_LIN	Titleblock linework	Cyan-Index 4 (0,255,255)	Continuous	Line
64	TITLEBLOCK_TXT	Titleblock text	Red-Index 1(255,0,0)	Continuous	Text

2 PLAN OF CONDOMINIUM

2.1 Specific Submission Requirements

An AutoCAD drawing (.dwg) file, containing the layers described in Section 2.2 must be submitted at each of the following stages of plan review:

2.1.1 Application for Draft Plan of Condominium Approval Stage

The applicant is required to submit the digital file of the plan at the time of original application. As well as, revisions arising out of the review process must be provided. For condominium conversion projects, .dwg files do not need to be submitted.

2.1.2 Draft Approval Stage

The AutoCAD (.dwg) must be modified to reflect any changes arising out of the circulation and review stage. The final draft plan submission must be submitted prior to planning staff preparing the staff report for draft approval.

2.1.3 Registration Stage

Together with the submission of the request to release the plan for registration, the subdivider is required to submit the final .dwg, representing the plan to be registered.

2.2 Plan of Condominium – Layer Structure

Layer Number	Name	Description of content	Colour	LineType	Entity Type
1	BOUNDARY_LIN	Legal property boundary of the subject plan	Magenta-Index 6 (0,0,255)	Center2	Closed Polyline
2	BEARINGS_DIST_LIN	Linework for bearings and distances of plan boundary (metric)	Cyan-Index 4 (0,255,255)	Continuous	Line
3	BEARINGS_DIST_TXT	Text for bearings and distances of plan boundary (metric)	Cyan-Index 4 (0,255,255)	Continuous	Text
4	LEGAL_LIN	Any relevant background legal lines (legal descriptions: lots, concessions, Reg. Plans)	Grey-Index 8 (128,128,128)	Continuous	Polyline
5	LEGAL_TXT	Any relevant background legal text (legal descriptions: lots, concessions, Reg. Plans)	Grey-Index 8 (128,128,128)	Continuous	Text
6	EXCLUSIVE_USE_BOUNDARY_LIN	All plan lines defining exclusive use areas.	Grey-Index 9 (192,192,192)	Continuous	Polyline
7	EXCLUSIVE_USE_BOUNDARY_TXT	All plan text defining exclusive use areas	Grey-Index 9 (192,192,192)	Continuous	Text
8	COMMON_ELEMENT_BOUNDARY_LIN	All lines defining common element areas	Purple-Index 181 (159,127,255)	Continuous	Polyline
9	COMMON_ELEMENT_BOUNDARY_TXT	All text for defining common element areas	Purple-Index 181 (159,127,255)	Continuous	Text
10	EXTERIOR_FACE_OF_STRUCTURE_LIN	Boundary of building linework	Green-Index 84 (31,127,0)	Continuous	Polyline
11	EXTERIOR_FACE_OF_STRUCTURE_TXT	Boundary of building text	Green-Index 84 (31,127,0)	Continuous	Text
12	ROW_LIN	Boundary of any rights-of-way or easements	Black-Index 7 (0,0,0)	Continuous	Polyline
13	ROW_TXT	Text of any rights-of-way or easements	Black-Index 7 (0,0,0)	Continuous	Text
14	SURVEY_BLK	Monumentation Blocks	Blue-Index 5 (0,0,255)	Continuous	Block
15	SURVEY_TXT	Monumentation text	Blue-Index 5 (0,0,255)	Continuous	Text
16	SURVEY_LIN	Monumentation Linework	Blue-Index 5 (0,0,255)	Continuous	Line
63	TITLEBLOCK_LIN	Titleblock linework	Cyan-Index 4 (0,255,255)	Continuous	Line
64	TITLEBLOCK_TXT	Titleblock text	Red-Index 1 (255,0,0)	Continuous	Text

3 GENERAL NOTES

3.1 Plan Submission

- Digital mapping files are to be submitted to the following email address: planningsubmission@region.waterloo.on.ca
- If the digital submission standards are not met, the application may be considered incomplete.

3.2 Templates, Pen files

- Use the standard CAD template file, as provided.
- Use the standard pen setting file (.ctb) file, as provided, for plotting.

3.3 Content

- Only the content described under each respective layer's "Description of Content" shall be allowed.
- Purge all old or extra drawing layers.
- All property lines that meet must snap to form closed polylines.

3.4 Other Technical

- All linework must be in MODEL SPACE at 1:1 scale and be unrotated (use UCS)
- Use PAPER SPACE (layout) for plotting and scaling for your paper needs.
- Titleblock_Lin and Titleblock_Txt must be in PAPER SPACE.
- Use only standard, true type, font types.
- All files should be in 2 dimensional (2D) format.
- ViewRes must be set to 20,000.
- Drawing units are to be in metric.
- Use of hatch pattern in CAD files should be kept to a minimum.

Please do not:

- Do not overwrite the assigned symbology, or layer colours.
- Do not xref any files. (Bind xref files through the xref manager under the Insert menu.)
- Do not attach any raster images to the CAD file submitted.

- Do not use Trim function at monumentation on Registered plan drawings; instead use the SURVEY BLOCK (provided in the template). The survey block was created using Wipeout.

3.5 Georeferencing

The plans must be georeferenced before being submitted to the Region.

The standard base map for the Region is 6 degree Universal Transverse Mercator (UTM) zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and given as an administrative set of coordinates.

The Region can provide the Teranet parcel mapping at no cost for the subject and surrounding properties to the applicant in AutoCAD (.dwg) format to assist in georeferencing. In order to receive the georeferenced file(s), the applicant will be required to sign a license agreement recognizing that the data will only be used for the purpose of the digital plan submission program.

Please contact planning staff at the following email to arrange delivery of the parcel mapping: planningsubmission@region.waterloo.on.ca

4 PLANS IN THE CITY OF KITCHENER

4.1 Specific Submission Requirements

The City of Kitchener has delegated approval for Subdivision and Condominium Applications. While the Region and City technical specifications for digital plan submission are generally consistent, for plans in the City of Kitchener please follow this link to ensure compliance with City requirements:

http://www.kitchener.ca/city_hall/departments/devtech_services/planning/plan_dev_applic/applications.html