

## District Municipality of Muskoka

### Draft and Final Plan of Subdivision/Condominium Description Digital Submission Requirements June 2022

#### Background:

The information checklist attached to the applications for a plan of subdivision or a condominium description references the requirement to submit an electronic copy of the draft plan. This is required to assist Muskoka's planning staff with presentations to Muskoka Planning Community and Planning Services Committee or District Council concerning the application.

Furthermore, should an application be approved, one of the conditions of draft approval includes a requirement for the submission of an electronic copy of the final plan of subdivision or condominium description. This is required to assist Muskoka's GIS staff in updating road centerline and lot/unit parcel fabric, as well as updating 911 information.

#### Draft and Final Plan Submission Requirements

The electronic copy of the draft and final plan must only contain the following information:

1. Exterior boundary of the lands subject to the application;
2. Proposed road centerline (internal and adjacent streets);
3. Proposed lot/unit/block fabric (immediate and future);
4. Building footprints (required for standard and phased condominium applications);
5. Proposed street access and parking for corner lot/vacant land units (immediate and future). Proposed street access and parking is also required for standard and phased condominiums.
6. Proposed phasing plan (clearly indicating the boundary of each phase).

#### Technical Requirements

The digital file submission for the draft and final plan shall contain the following drawing accuracy, georeferenced coordinates and layer standard specifications. A sample AutoCAD plan illustrating the drawing specifications is attached.

##### a) Drawing Accuracy

All line and arc segments in the digital drawing file must be drawn to legal survey accuracy and must mathematically close to form the perimeter of each lot or block. Units are to be in meters.

##### b) Georeferenced Coordinates

Digital drawings must be georeferenced UTM NAD83 datum (CSRS), Zone 17N 81dW coordinate system. The coordinates for monuments may be established by GPS observations and the relative accuracy of the integration must be 0.05 metres at a 95% confidence level.

##### c) Layer Standard

The digital file submission for the draft and final plan shall contain the layers SP-BOUNDARY\_LINE, CENTRELINE, LOT\_LINE, BUILDING, ACCESS, PHASE, LOT\_TXT, ROAD\_TXT, and PHASE\_TXT.

All line and arc segments, which form the survey and plans exterior boundary of the lands subject to the application, must be drawn on layer SP-BOUNDARY\_LINE.

All lines, which form proposed road layout, must be drawn on layer CENTRELINE.

All line and arc segments, which form lot/unit fabric or blocks, must be drawn on layer LOT\_LINE.

All line and arc segments, which form building footprints, must be drawn on layer BUILDING.

All line and arc segments, which form street access and parking, must be drawn on layer ACCESS.

All line and arc segments, which form phases of development, must be drawn on layer PHASE.

All lots or blocks must be identified with a text entity inserted on layer LOT\_TXT.

All road names must be identified with a text entity inserted on layer ROAD\_TXT.

All phases must be identified with a text entity inserted on layer PHASE\_TXT.

	LAYER NAME	LINE TYPE	LAYER COLOUR
SURVEYS AND PLANS EXTERIOR BOUNDARY LINE	SP-BOUNDARY_LINE	CONTINUOUS	1 (Red)
PROPOSED ROAD CENTRELINE	CENTRELINE	CONTINUOUS	51
LOT / UNIT OR BLOCK LINES	LOT_LINE	CONTINUOUS	1 (Red)
BUILDING FOOTPRINT LINES	BUILDING	CONTINUOUS	6 (Magenta)
STREET ACCESS AND PARKING LINES	ACCESS	CONTINUOUS	2 (Yellow)
PHASE	PHASE	CONTINUOUS	5 (Dark blue)
LOT / UNIT OR BLOCK TEXT	LOT_TXT	CONTINUOUS	2 (Yellow)
ROAD CENTRELINE STREET TEXT	ROAD_TXT	CONTINUOUS	4 (Light blue)
PHASE TEXT	PHASE_TXT	CONTINUOUS	5 (Dark blue)

The insertion point of each text entity must be within the boundaries of the lot or block.

Lot / unit and block text must be entered using a standard AutoCAD font. Example: TXT.SHX

If the Condominium is creating blocks, which will be severed to create individual parcels, then we require the individual building footprints and driveways to be provided in the digital submission.

When a plan is substantially changed including revised lot lines, realigned centreline, new driveway locations, or new lot numbers then a revised digital file is required to be submitted. This may apply to major or minor amendments.

Completed digital draft plans and final plans of subdivision must be in AutoCAD version 22 (Release 32) or AutoCAD 2018 (AC1032) or newer format and be provided on USB or via e-mail at [gisinfo@muskoka.on.ca](mailto:gisinfo@muskoka.on.ca). One digital copy of the draft plan and one digital copy of the final plan are required. Each disk or e-mail delivered must be labeled identifying the legal property description, contractor's/surveyor's name, file name and date delivered. Files may be compressed using a .zip format.

AutoCAD sample drawn to legal survey accuracy as per the District of Muskoka specifications

