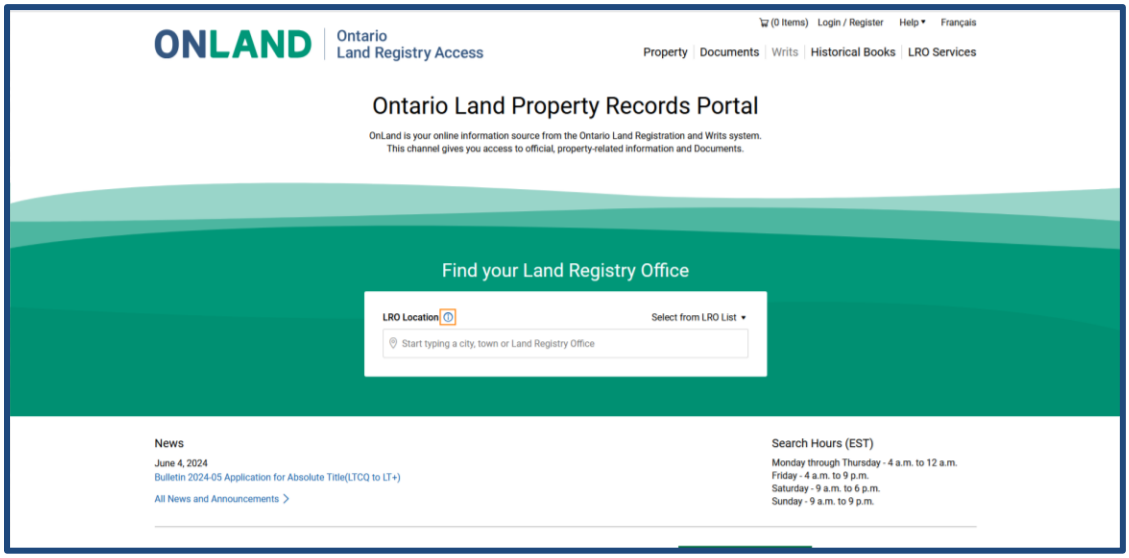
How to Order Plans

To order Plans, you will need to know the Plan you are looking for. Plan Numbers can be found either on an Abstract Page or through the Subdivision Plan Index noted below.

Accessing the Subdivision Plan Index

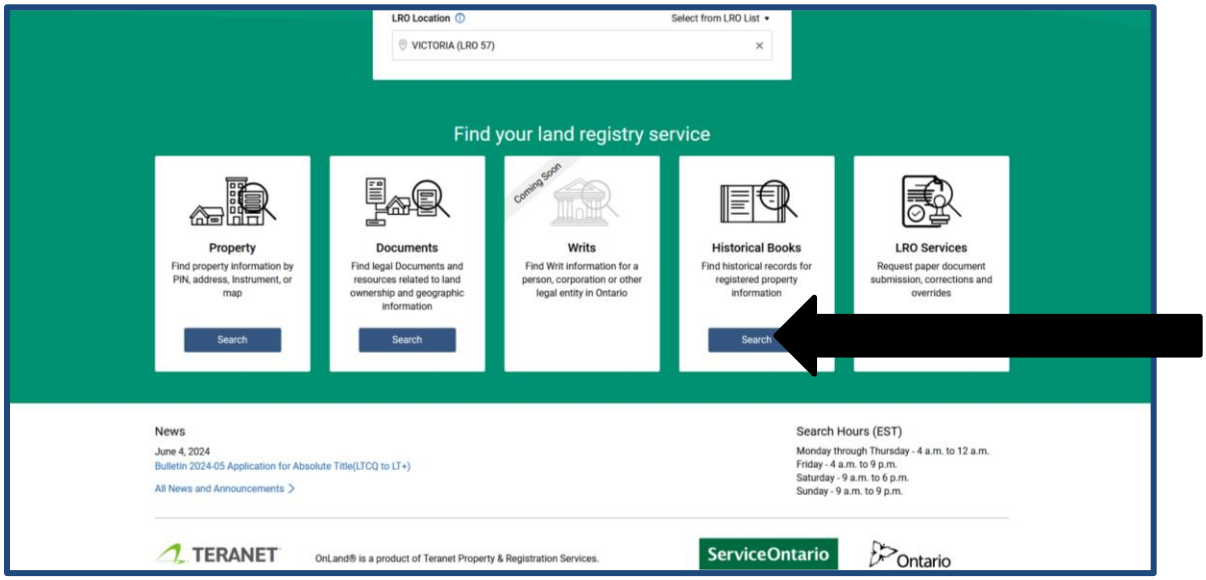
Step 1: Go to www.onland.ca



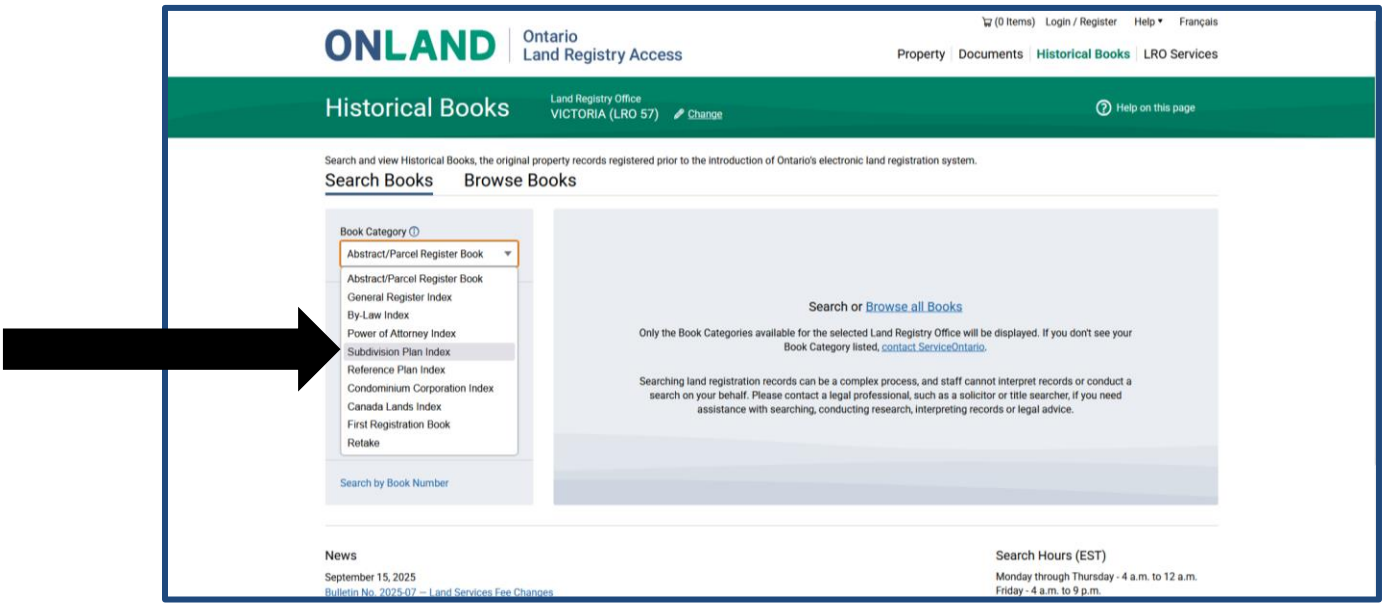
Step 2: In the search bar, enter the Land Registry Office Location for the property you are researching. For this example, we will be looking up properties in the City of Kawartha Lakes, so we will type “Victoria” or the number 57.



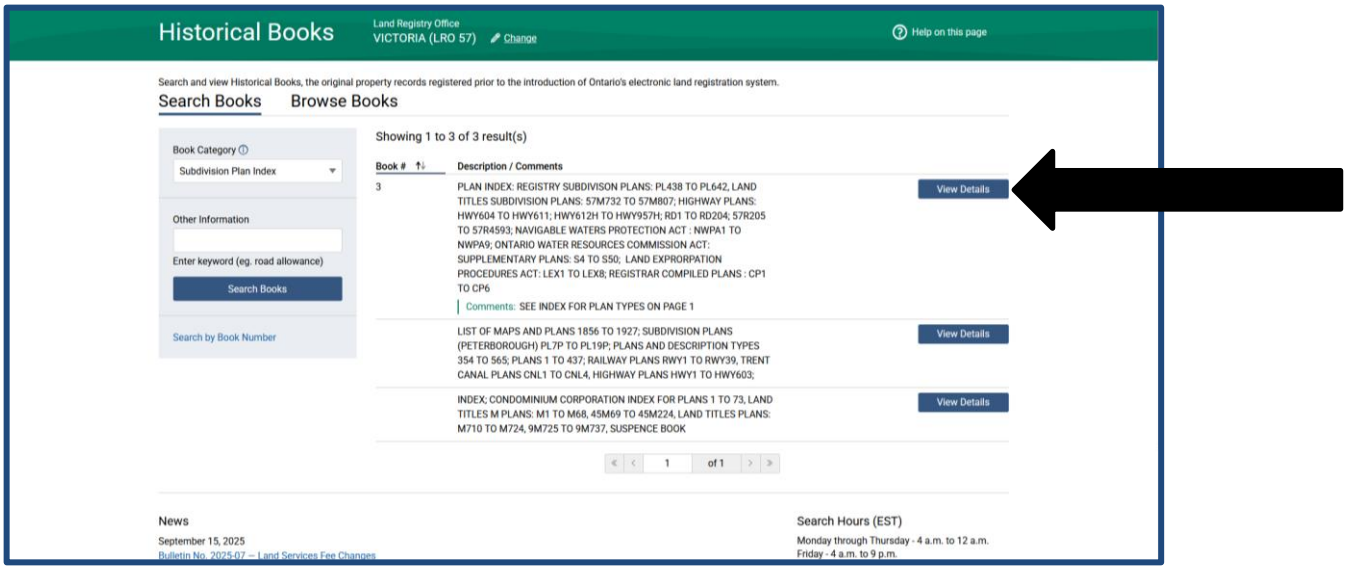
Step 3: Once you have selected the proper Land Registry Office Location, you will now need to select the appropriate service tile which will appear under the search bar once you've selected the Land Registry Office Location. To order Plans, you first need to consult the Plan Index which can be found under the Historical Books service tile. Click on the Search button under the Historical Books tile.



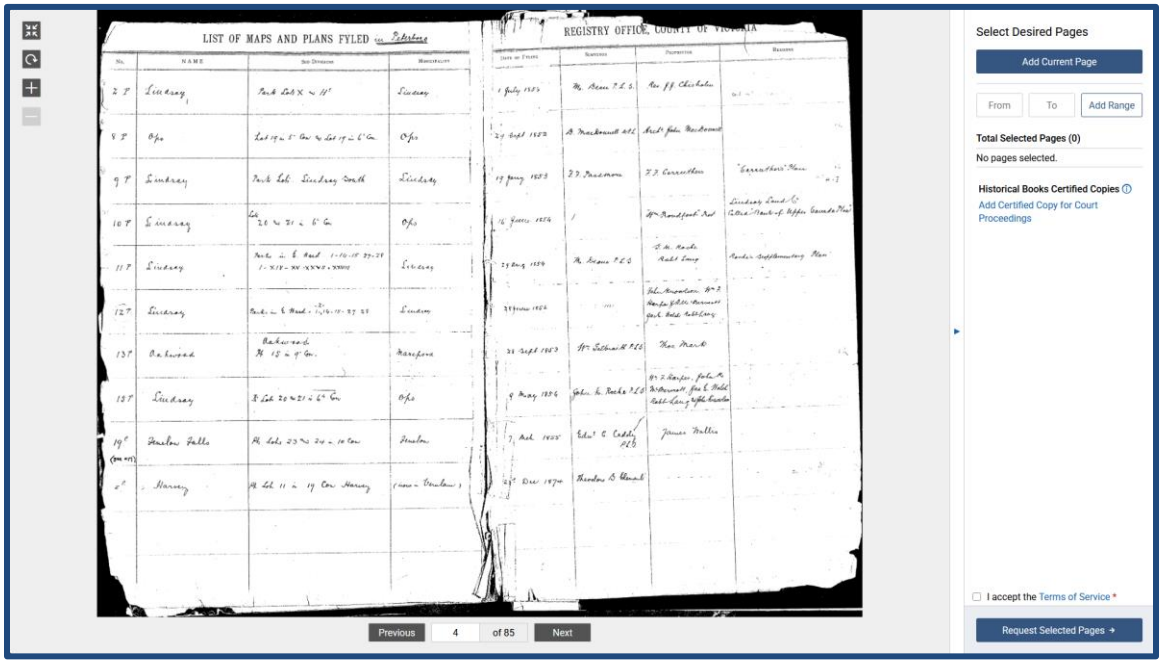
Step 4: Activate the dropdown menu under Book Category, then select Subdivision Plan Index from the dropdown menu. Once you've selected the Subdivision Plan Index, click Search Books.



Step 5: Plans that are older than 1927 are listed together under the same index which is titled “List of Maps and Plan 1856 to 1927”. To access this book, click the View Details button on the right side of your screen.



Step 6: Browse through the book to find the Plan Number you are looking for. The information includes what lots were subdivided in which geographic location, the date of filing, the surveyor, property owner(s), and any remarks. Once you’ve found the Plan Number for the property you are researching, write it down since you will need it for Step 8.

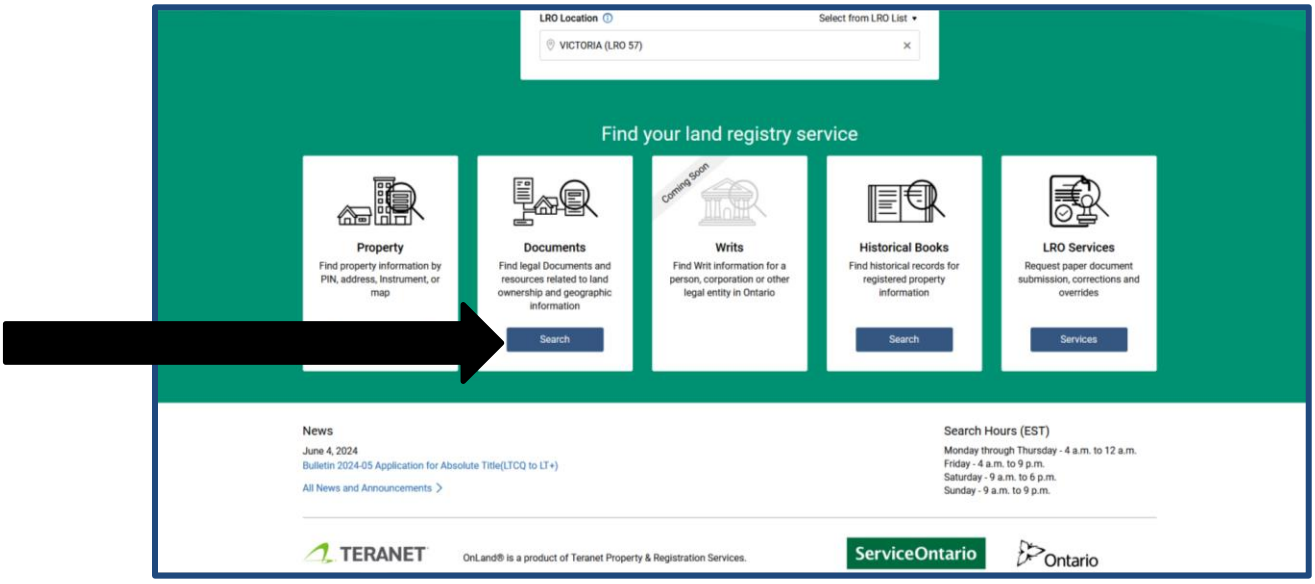


Step 7: Once you've found the Plan Number, you will then need to find the Plan Prefix Codes which can be found on the Victoria Plans Prefix List. The codes are organized by location, plan type, and dates.

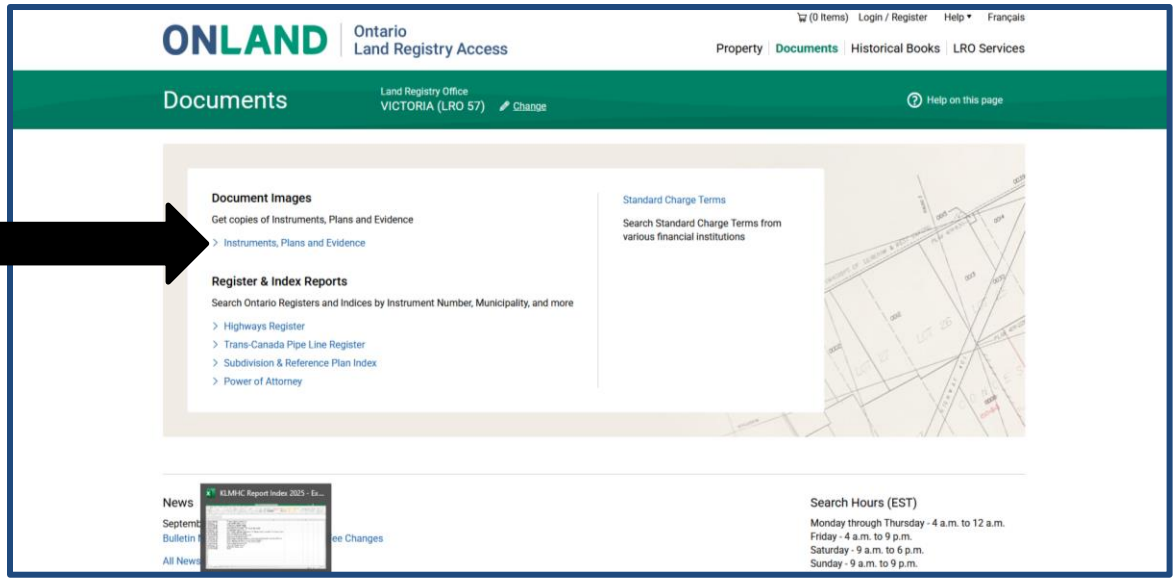
Plans filed under the "PL" prefix include the following plan types: Registry Subdivision Plans, Boundary Act Plans, Canal Plans, Expropriation Plans and Registrar Compiled Plans. Review the Subdivision Plan Index in OnLand for detailed information on plans filed.					
PL	**Subdivision Plan (Registry)**	01/19/1857	11/22/1994	1	642
Subdivision Plans filed in Manvers Township and Peterborough have been identified with the suffix "M" and "P". If you cannot locate your plan with the suffix "M" or "P" request without the suffix. For detailed information on Plans filed review the Subdivision Plan Indicies in OnLand.					
PL	**Subdivision Plan Manvers Township (Registry) *Broken Series**	01/27/1871	12/27/1973	2M	157M
PL	**Subdivision Plan Peterborough (Registry) *Broken Series**	09/29/1852	12/23/1874	2P	19P
CP	**Registrar Compiled Plan**	02/04/1970	02/15/1977	1	6
HWYM	**Highway Plan Expropriation Plan Manvers Township *Broken Series**	11/23/1937	08/12/1991	34	183
HWY	**Highway Plan *Broken Series**	01/03/1922	12/24/1964	1	611

How to Access and Order Plans

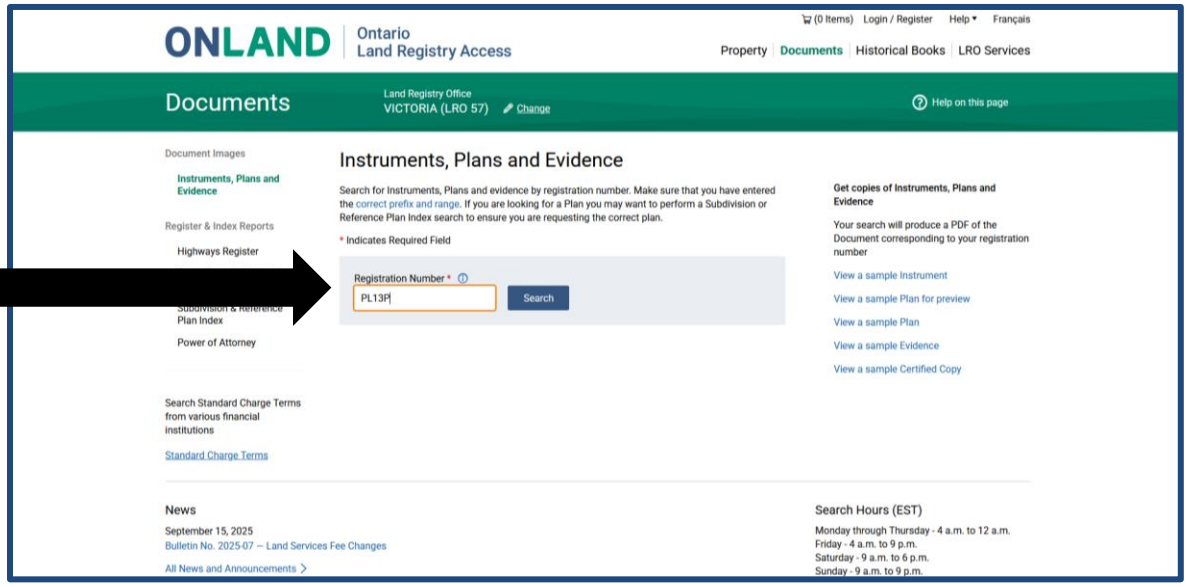
Step 8: Return to the OnLand homepage and click the Search button under Documents to order Plans.



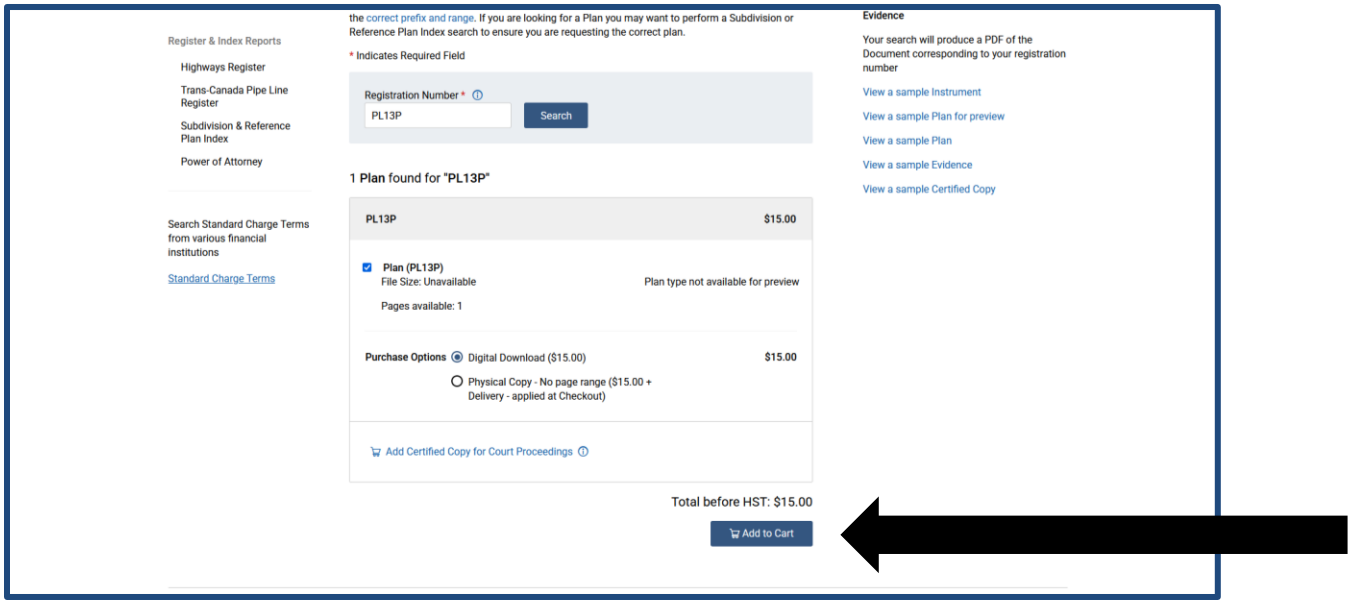
Step 9: After clicking the Search button you will be brought to a new screen where you will need to click the Instruments, Plans and Evidence link under the Document Images category.



Step 8: Once you've selected the Instruments, Plans and Evidence page, you will be brought to another page with a search bar. Select the search bar and enter the Prefix Code you got from the Victoria Plans Prefix List, followed by the Plan Number from the Plan Index page. Click Search.



Step 9: A significant number of plans have already been digitized and will be available for immediate download. If the document is available for download, click on Add to Cart to add it to your cart. If the document is not available for immediate download, please follow instructions 9 to 11 on How to Order and Access Instruments on OnLand guide to request a digitized version of the document.



Step 10: To purchase and download your document, follow steps 11 to 15 in the How to Order and Access Instruments on OnLand guide for further explanation.