

Providing Draft Approved Plans and Registered Plans

As the City of Cambridge is not the approval authority for plans of subdivision and plans of condominium, we do not receive registered plans from the Land Registry Office (LRO). In order to assign civic addresses and/or unit numbers in a timely manner, the Building Services Division is making changes to our process.

As soon as a plan gets registered, the developer or builder shall email a copy to building@cambridge.ca.

“Draft” Addressing

- Provide a copy of the draft approved plan showing the proposed lots and blocks. “Draft” addresses will be assigned for office use only. This is not an official document to provide to utilities.

For properties that are blocks on the registered plan of subdivision (i.e., for future street facing townhomes, vacant land condominiums), please provide the draft approved plan of condominium or council-approved part lot control exemption by-law together with the reference plan to determine if additional civic numbers or unit numbers are required.

Finalized Addressing

Please ensure the registered plan includes the following:

- The owner’s certificate with the date and signature of the owner or person with authority to bind the corporation.
- The Region of Waterloo’s approval block with the date and signature of the person issuing the approval.
- The registration block with the plan number, date, time, signed by the representative for the land registrar.

For any questions on addressing please contact:

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