

1955-1984, predominant 1958-1969

64 cm. of textual records

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Under the provisions of the Planning Act, when land was to be subdivided for the purpose of being sold, conveyed or leased in lots by reference to a registered plan of subdivision, a draft plan, together with an application was forwarded to the Ministry of Planning and Development for approval. The Ministry would then confer with officials of the affected municipality to ensure that the plan would meet all necessary requirements. Some of these requirements included the conformity of the plan to the Official Plan, and any adjacent plans of subdivision in the municipality, the suitability of the land for the purposes for which it was being subdivided, the number, width, location and proposed grades and elevations of highways in the subdivision and its vicinity, any restrictions on the land with regard to structures proposed to be erected, and the adequacy of utilities and municipal services.

The files in this series have originated from a number of different areas including the Planning Department, City Solicitor's Office, Property Department and the City Clerk's Office but apparently, at some point, were brought together for reference purposes by someone in the Planning Department.

The files consist of correspondence, memos, agreements and plans relating to various subdivisions within the City of Port Arthur and are arranged alphabetically by file title.

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A detailed file list is available.

Title based on contents of series.

Any plans contained in the files have not as yet been removed.

Other records relating to this series may be found in Series 29, City Clerk's Files, under the categories "Planning" and "Property" and Series 96, Subdivision & Agreement Files.