



## **Town of Aurora**

### **Official Plan and/or Zoning By-law Amendment Application Form**

#### **Planning and Development Services Development Planning Division**

Phone: 905-726-4700  
Fax: 905-726-4736  
Email: [planning@aurora.ca](mailto:planning@aurora.ca)

**Town of Aurora**  
100 John West Way  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

January 2024



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## Official Plan and/or Zoning By-law Amendment

This Application Form is available in digital format on the Town's Website under Planning and Development Services or contact [planning@aurora.ca](mailto:planning@aurora.ca) via e-mail or by calling 905-726-4700 for a copy. A processing fee in the amount specified on the Fee Calculation Worksheet shall be made payable to **The Town of Aurora (Cheque)**. The fee must be delivered to Planning and Development Services at Town Hall located on the 3<sup>rd</sup> floor, quoting the address of the proposed development. Please note that this fee is **non-refundable** regardless of the outcome pertaining to this request. Planning Applications will not be accepted unless the full Application fee and required material is received.

The undersigned hereby applies to the Town of Aurora in respect to the lands hereinafter described for an Amendment to:

Please check off the applicable applications box(s)

- The Official Plan of the Town of Aurora
- Zoning By-law No. 6000-17 as amended

### 1. Owner/Applicant/Agent Information

(Please list additional Property Owners on an attached schedule, if applicable)

**Registered Owner(s)** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Applicant(s)** \_\_\_\_\_

(If different than above)

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_



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**Official Plan and/or Zoning By-law Amendment**

**Agent(s)**

(Solicitor/Consultant, if applicable) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**2. Send Correspondence to**

(Check off the appropriate box)

Owner       Applicant       Agent       All

**3. Location and Description of Property**

Municipal Address (if applicable) \_\_\_\_\_

Legal Description \_\_\_\_\_

Other \_\_\_\_\_

Size of Property:

Area \_\_\_\_\_ (hectares)      \_\_\_\_\_ (acres)

Frontage \_\_\_\_\_ (meters)      \_\_\_\_\_ (feet)

Depth \_\_\_\_\_ (meters)      \_\_\_\_\_ (feet)

Existing width of abutting street \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)



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**Official Plan and/or Zoning By-law Amendment**

**4. Current and Proposed Land Use**

All lands must be identified as to the proposed use. If additional space is necessary to accommodate all the required information, attach a separate schedule in the same format as this table.

Present Use of Property \_\_\_\_\_  
(Also list existing buildings)

Proposed Use of Property \_\_\_\_\_

Has there been an industrial or commercial use on the subject land or adjacent lands?

Yes       No

If yes specify the uses \_\_\_\_\_

**5. Planning Information**

Current designation of the subject lands in the approved Town of Aurora Official Plan / Secondary Plan

Relevant Policy(s) \_\_\_\_\_

Current designation of the subject lands in the approved Regional Municipality of York Official Plan:

Relevant Policy(s) \_\_\_\_\_

Is an Amendment required to the Regional Municipality of York Official Plan?     Yes       No

If yes, have any Applications been submitted to the Regional Municipality of York?

Yes       No



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**Official Plan and/or Zoning By-law Amendment**

If an Application has been submitted, state the Application Number and/or Amendment Number

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Current Zoning \_\_\_\_\_

What are the relevant Zoning By-law Number(s) and Provisions? \_\_\_\_\_

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Proposed Zoning of the subject lands \_\_\_\_\_

List all Zoning Exceptions required \_\_\_\_\_

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Does the Official Plan Amendment Application?  
(check off all relevant boxes)

Change    Replace    Delete   and/or    Add policies to the Official Plan

Proposed Official Plan / Secondary Plan Designation for the subject lands \_\_\_\_\_

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Relevant Policy(s) \_\_\_\_\_

Is the Amendment consistent with the Policy Statements issues under Section 3(1) of the Planning Act?

Yes    No

If no, indicate what studies or measures are being undertaken to ensure compliance with the Policy

Statements \_\_\_\_\_

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(Please note that Planning Justification and other studies will be required to demonstrate compliance with the Policy Statements such as the Oak Ridges Moraine Conservation Plan, Provincial Policy Statement, Places to Grow and other relevant legislation required.)



**Official Plan and/or Zoning By-law Amendment**

Is the property currently or proposed to be subject to any Applications under the Planning Act.? (i.e. Plan of Subdivision, Minor Variance, Consent or Site Plan)

Yes     No

If yes, please state the Application File Number and the status \_\_\_\_\_

The Applicant hereby acknowledges that a peer review may be conducted on specific reports filed with the Application, and that the costs for any peer review shall be paid by the Applicant.

**6. Subject and Surrounding Lands**

What are the existing and proposed adjacent surrounding land uses?

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Indicate whether any of the following land uses exist on or adjacent to the subject lands.  
(complete all boxes)

	Yes	No
Land Fill Site (closed or operational)	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Use (past or present)	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural operation	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line within (300 meters)	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands within (120 meters)	<input type="checkbox"/>	<input type="checkbox"/>
Key Natural Heritage and/or Hydrological Features	<input type="checkbox"/>	<input type="checkbox"/>
On the ORM as per OPA 48 or ORMCP	<input type="checkbox"/>	<input type="checkbox"/>
Cultural Features, Natural features and water features such as forests, water courses, animal habitats and others as per Provincial Policy	<input type="checkbox"/>	<input type="checkbox"/>
Other (List _____)	<input type="checkbox"/>	<input type="checkbox"/>



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## Official Plan and/or Zoning By-law Amendment

Are any portions of the subject lands located within the Generic Regulation Limits of a Conservation Authority? (Information available within Planning and Development Services or either of the Conservation Authorities)

Yes     No

Should any of the above categories be selected, please list the submitted studies required to demonstrate compliance with the Oak Ridges Moraine Conservation Plan, Provincial Policy Statement, Places to Grow and other relevant Legislated Requirements.

Comment \_\_\_\_\_

### 7. Access and Servicing for the Site

#### Access

Is access by a provincial highway, municipal road, or a right of way?

Yes     No

If you, provide details \_\_\_\_\_

Has a proposed Access been discussed with either the Town of Aurora     Yes     No

Or the Regional Municipality of York?     Yes     No

If yes to either, please provide details \_\_\_\_\_

#### Servicing

Indicate proposed method of servicing:

a) Water Supply     Municipal (piped)     Private individual or communal well

Other – specify \_\_\_\_\_

b) Sewage Disposal     Municipal (sewers)

Private individual system (septic or holding tank)

Other – specify \_\_\_\_\_



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**Official Plan and/or Zoning By-law Amendment**

Has availability of connections and capacities for municipal servicing been discussed with the Town?

Yes     No

Or the Regional Municipality of York?     Yes     No

If the Development is to be privately serviced, additional information must be provided in the form of a hydrogeological and geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity.

Have such studies been included with this Application Form?     Yes     No

**Storm Drainage**

A stormwater management report is required for all developments, outlining the means by which stormwater will be conducted both on-site and on adjacent lands. This report should also indicate the means by which erosion, siltation and sedimentation will be minimized both during and after construction

Has such a report been provided to the Town?     Yes     No

Has such a report been prepared and provided to the Regional Municipality of York?

Yes     No

Has such a report been prepared and provided to the relevant Conservation Authorities?

Toronto Region Conservation Authority?     Yes     No

Lake Simcoe Region Conservation Authority?     Yes     No

**Energy Efficiency**

Indicate how the plan(s) design optimizes the available supply, means of supplying, efficient use and conservation of energy?

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## Official Plan and/or Zoning By-law Amendment

### Cultural Heritage and Archaeology

Do the subject lands contain built heritage resources or cultural heritage landscapes?

Yes     No

Are there any known archaeological sites on or adjacent to the subject lands?     Yes     No

Is the site within a Heritage Conservation District?     Yes     No

If yes, please list the resources and indicate protection measures / supporting studies

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\*(Designated and Listed buildings and cultural landscapes are on the Municipal Heritage Register which can be verified with Planning and Development Services, Heritage Planning).

### 8. Complete Application

When was the Pre-Consultation meeting held with Town Staff? \_\_\_\_\_

Is the Pre-Consultation Meeting Checklist attached to this Application Form?     Yes     No

Comment: \_\_\_\_\_

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Please note that Planning Application Forms will not be accepted unless the full Application Fee and required material identified is received.

### 9. Fee Calculation Worksheet

Are the applicable fees attached?     Yes     No

Is the Fee Calculation Worksheet completed and attached?     Yes     No



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**Official Plan and/or Zoning By-law Amendment**

**Affidavit**

I/We	of the Municipality of
In the Region of	
solemnly declare that all the statements contained in this Application Form are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of <i>The Canada Evidence Act</i> .	
SWORN before me at the (City/Town)	of(Municipality)
in the (Region, if Applicable)	of
This	day of , 20
Owner/Agent or Applicant	
Commissioner for Taking Affidavits, etc.	



**Official Plan and/or Zoning By-law Amendment**

**Authorization of Owner**

I/We,	
Hereby authorize (Name of Agent or person authorized to sign this Application Form)	
to act as our Agent to sign this Application Form, to appear on my/our behalf at any hearing(s) in respect of the Application and to provide any information or material required by the Town in connection with this Application Form and I/We hereby authorize the Town to collect such information from my/our client.	
Address	
Legal Description	
Signature(s) of Owner(s)	
Name of Corporation	
Name	Title
Dated this        day of        , 20	
Signing Officer Signature and Corporation seals, if applicable	
Per Name of Corporation	
Name	Title
I/We have the authority to bind the corporation	



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**Public Record Notice and Release**

**Public Record Notice:** Pursuant to the section 1.0.1 of the *Planning Act*, R.S.O. 1990, c. P.13, all information and material required in support of your Application will be made available to the public.

I understand and agree that my personal information, as well as any other information and material including, but not limited to, drawings, studies, plans, affidavits, etc., provided on this application form and/or required as part of this application, will be used to create a record that is available to the general public and I do hereby authorize and consent to the release, disclosure, copying and distribution of any such information and/or material to any person or public body.

I also understand and agree that The Corporation of the Town of Aurora (the "Town") is not responsible for protecting and/or enforcing copyrights or any other intellectual property rights that might attach to any information or material provided or submitted as part of this application.

By signing below, I agree to the foregoing and I also agree to release, waive and forever discharge the Town from all actions, claims, demands, losses, costs, damages, suits, proceedings or liabilities whatsoever related to: (a) the collection, handling and release of any information provided on this form and/or required as part of this application; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this application and made available to the public by the Town pursuant to section 1.0.1 of the *Planning Act*.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 726-4700  
aurora.ca

Town of Aurora

# Fee Calculation Worksheet

Planning and Development Services

## Official Plan and Zoning By-law Amendment Applications

This Form must be completed by Applicant for calculation of fees.

Breakdown of Fees		
Calculations	Fee	Total
Official Plan Amendment (OPA):		
a) Minor Official Plan Amendment	\$ 48,849.00	\$ _____
b) Minor Official Plan Amendment	\$ 28,182.00	\$ _____
c) Recirculation/Revision Fee (Major and Minor)	\$ 2,442.00	\$ _____
<b>Total Official Plan Amendment Application Fee</b>		<b>\$ _____</b>
Zoning By-law Amendment (ZBA):		
a) Major Zoning By-law Amendment	\$ 28,354.00	\$ _____
b) Minor Zoning By-law Amendment	\$ 15,342.00	\$ _____
c) Recirculation/Revision Fee (Major and Minor)	\$ 1,418.00	\$ _____
Removal of Hold	\$ 10,998.00	\$ _____
Temporary Use By-law	\$ 18,410.00	\$ _____
Extension of Temporary Use By-law	\$ 9,995.00	\$ _____
<b>Total Zoning By-law Amendment Application Fee</b>		<b>\$ _____</b>
<b>Total Fee Amount</b>		<b>\$ _____</b>
Payment of Fees		
All fees set out herein shall be payable by cheque to the <b>Town of Aurora</b> upon the submission of this application. For the Application file to be complete, the required Application Fee must be paid in full before any processing of the Application will commence.		
Staff use only		
File Name: _____	File Number: _____	
Property Address / Legal Description:		
Official Plan General Ledger Number 1-10-1093-56111-000000-000-000-0000 (PLOPAA)		\$ _____
Zoning By-law Amendment General Ledger Number 1-10-1093-56114-000000-000-000-0000 (PLZBAA)		\$ _____
Verification of Fees: Indicate Correct Total		\$ _____
Staff Name: _____	Date: _____	