

## PRE-CONSULTATION

The Town's Site Plan Approval process requires an applicant to meet with Town staff prior to submitting an application. This pre-consultation meeting will allow the applicant to explain the proposal and give staff an opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application.

Required plans and studies will be based on the complexity of the application. This enables Council to make an informed decision within prescribed timelines. A checklist will be provided by staff, outlining submission requirements needed for the applicant to make a complete application. The pre-consultation provision is a requirement of the Town's *Official Plan* (s 15.2.1) and are detailed in the Planning Application Guide. A pre-consultation meeting can be arranged by contacting the Planning and Building Services Department, Development Planning Division.

## PRINCIPLES IN APPLICATION REVIEW

The vision of the Town of Aurora *Official Plan* guides the review of planning applications and the resulting development within the Town with the following principles:

- Promoting responsible growth management
- Ensuring design excellence
- Building a greener community
- Providing a range and mix of housing
- Providing appropriate community facilities
- Protecting stable neighbourhoods
- Developing vibrant new neighbourhoods
- Advancing the economy
- Building a successful downtown
- Establishing a linked greenland system
- Conserving cultural resources
- Providing sustainable infrastructure



If applicable, review the following documents prior to filing your application. They are available at the Planning and Building Services Department and on our website.

- Town of Aurora *Official Plan/Secondary Plan* policies
- Aurora Promenade Urban Design Strategy
- Zoning Bylaw
- Design guidelines
- Heritage Conservation District plans



### Need more information?

Contact the Town of Aurora's Planning and Building Services Department, Development Planning Division.

#### Hours of Operation:

Monday to Friday from 8:30 a.m. to 4:30 p.m.

#### Contact Information:

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

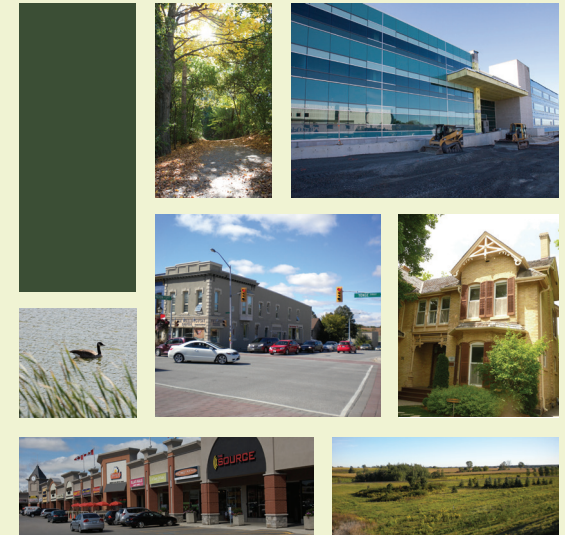
Email: [planning@aurora.ca](mailto:planning@aurora.ca)

Website: [aurora.ca](http://aurora.ca)

#### Address:

Planning and Building Services Department  
Aurora Town Hall, 3<sup>rd</sup> Floor  
100 John West Way  
Aurora, Ontario L4G 6J1

# Site Plan Approval PROCESS GUIDELINES



This brochure is part of a series that outlines development processes in the Town of Aurora



## WHAT IS A SITE PLAN APPROVAL?

Site Plan Approval provides the Town of Aurora the opportunity to review the detailed aspects of development and is a key component of implementing the Town's Official Plan, Secondary Plans and urban design guidelines. Site Plan Approval also ensures that the approved development is completed and maintained.

The following classes of development are subject to Site Plan Approval:

- All new commercial, industrial, multiple residential and institutional development on lands zoned for such purposes
- All building additions on commercial, industrial, multiple residential and institutional lands where service extensions or alteration of drainage is involved
- Parking lot construction or expansion

Please note, site plan exemptions are considered based on scale of development.

Applications for building permits should be made prior to the Site Plan Approval process. Partial permits may be issued in advance of the executed site plan at the discretion of the Chief Building Official.

### Additional Information

The **Site Plan Manual** and **Application Form** is located on the Town of Aurora's website at [aurora.ca](http://aurora.ca) or at the Planning and Building Services Department.

## PLANNING CONSIDERATIONS

When an application is reviewed, consideration is given to: Building siting and massing, character and appearance, building scale, architectural details, sustainable building design, vehicle access and pedestrian movement, parking and maneuvering, landscaping, public areas, amenity space site servicing and grading, lighting, screening, fencing, street furniture, waste and recycling, bicycle parking facilities, easements for water courses and public utilities and road widening requirements as outlined in the *Planning Act*.

## SUBMISSION REQUIREMENTS

- Application fees
- Application form
- Site plan drawings
- Architectural elevations in 8.5" x 11" colour format
- Site servicing and grading plans and landscape plan
- Architectural elevations of all building faces, electrical plan and floor plans
- Current\* legal surveys, signed by an Ontario Land Surveyor
- CD containing all PDFs of all plans and required reports

The number of copies and other submission requirements will be determined at the Pre-Consultation Meeting.

\* Not more than five years old

## SITE PLAN APPROVAL PROCESS

The flow chart below represents the Site Plan Approval process used by the Town of Aurora. Each proposal is unique and the process may vary for each application. Please note the application process may take approximately two to six months.

