



Building Division
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TOWN OF AURORA
Planning and Development Services
 PRELIMINARY ZONING REVIEW
 APPLICATION FORM

OFFICE USE ONLY			
Application Number		Date Received	
Application submitted to Town of Aurora, 100 John West Way, Aurora, ON, L4G 6R7			
A. Property information			
Municipal Address		Unit Number	Lot/Con.
Municipality AURORA	Postal Code	Plan Number/Legal Description	
B. Purpose of the Review			
		<input type="checkbox"/> for Consent Application (draft survey certificate is provided) <input type="checkbox"/> for Minor Variance Application <input type="checkbox"/> other	
Proposed Use of Building		Current Use of Building	
Description of Proposal			
C. Applicant			
Last Name		First Name	Corporation or Partnership
Municipal Address		Unit Number	Lot/Con.
Municipality	Postal Code	Province	E-mail
Telephone ()	Fax ()	Mobile ()	
D. Declaration of Applicant			
I _____		declare that:	
(Print Full Name)			
<p>The information contained in this Application Form, attached plans and specifications, and other attached documentation is true to the best of my knowledge. I also acknowledge that the outcome of this review will be based on the information that I have submitted as part of this Application and any additional information that is not part of this submission may result in non-compliance with the Town of Aurora Zoning By-law.</p>			
_____ Signature of Applicant		_____ Date	

About This Service

Preliminary Zoning Review is a service during which our Zoning Staff will conduct a Preliminary Review of your proposal in order to determine the areas of non-compliance with the Zoning By-law and also comment on the areas where compliance with the Zoning By-law could not be determined. This service is available for all types of proposals; however, if you are applying for a Minor Variance or Consent Application, you will be required to submit the result of Preliminary Zoning Review to the Planning and Building Services, Committee of Adjustment Section as part of your complete Minor Variance or Consent Application.

Review Time

Our goal is to complete our review and provide you with a written response within five (5) business days. Applicants who need to submit this written response to the Committee of Adjustment Section as part of their complete Minor Variance or Consent Applications, would be required to apply for Preliminary Zoning Review at least five (5) business days before the targeted submission deadline of their Planning Application.

Required Documents

Depending on the nature of the proposal, the required documents may vary. Below you will find a list of typical documents that would be required for the Preliminary Zoning Review:

- **Application Form:** Completed and signed by the Applicant;
- **Site Plan (2 Copies):** Fully dimensioned Site Plan referenced to a current survey of the property indicating, all property lines, easements, existing and proposed buildings and setbacks to the property lines, lot coverage, parking spaces, loading areas, width of the driveway and manoeuvring spaces and all other applicable information specified in the specific and general provisions of the Zoning By-law for the subject land. **(2 copies of a draft survey certificate is required if the requested review is for the purpose of a Consent Application);**
- **Floor Plans (2 Copies):** Fully dimensioned floor plan showing the existing and proposed use and the amount of floor areas devoted to each use; and
- **Elevations (2 Copies):** Indicating the building height as defined in the Zoning By-law.

Required Fee

A Non-refundable fee must accompany the Preliminary Zoning Review Application Form. Please see *Fees and Service Charges By-law* or contact Building Division (905) 727-3123 ext. 4388.

Important Note

Our comments will only be related to the information provided to us as part of this Application; therefore, in order to achieve the best result we strongly recommend that all Applicants provide us with quality drawings with sufficient information. Please note that you may need to make a new Application and pay a separate fee if you decide to revise or change your proposal or to include additional information after we have completed our review.