



## **TOWN OF AURORA**

### **Guidelines for the Approval of Temporary Sales Trailer and/or Office**

#### **PLANNING AND DEVELOPMENT SERVICES**

##### **Building Division**

Phone: 905-727-3123 ext. 4388

Fax: 905-726-4731

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



**Building Division**

Guidelines for the Approval of Temporary Sales Trailer and/or Office

Temporary Sales Trailer and/or Office is a building or part of a building used for the offering of Lots and/or dwelling units for sale to prospective purchasers, incidental to the construction of new housing developments.

**Zoning By-law Requirements**

Temporary Sales Trailer and/or Office would be allowed on the property to be developed where there is an approved draft plan of subdivision or site plan and the zoning is in place for the proposed development subject to parking requirements of Section 5 of the Town of Aurora's Zoning By-law 6000-17. For more information about the Zoning By-law requirements please contact Building Division at 905-727-3123 ext. 4388.

**Building Permit Requirements**

Applicant must apply and obtain a building permit. The following items must be submitted as part of complete application:

- Completed building permit application form
- 3 copies of fully dimensioned site plan
- 3 sets of construction drawings including foundation, framing and other construction details
- 3 sets of HVAC calculations, duct layout and appliance specifications
- 3 sets of roof truss drawings and specifications (if roof trusses are proposed)
- The location of portable sanitary facilities (if building is not equipped with water and sewer connections)
- For Pre-Manufactured Buildings:
  - Foundation and anchorage drawings and details
  - Details for new construction, including stairs, ramps, porches or canopies (Note: A barrier free access must be provided to the office)
- Permit Fees:
  - Pre-manufactured building - \$5.25 per square meter of gross floor area
  - On-site constructed building - \$10.50 per square meter of gross floor area
- Securities: A letter of credit or a certified cheque in the amount of \$15,000 per temporary sales office is required at the time of building permit issuance. (Securities will be returned upon completion of inspections and complete removal of the sales office and restoration of the site)

**Sign By-law Requirements**

All signs must comply with the Town of Aurora Sign By-law. Applicant must apply and obtain a sign permit from the Building Division. For more information about the sign permit requirement, please contact Building Division at 905-727-3123 ext. 4388.

**Display Plan Requirements**

Applicant shall submit a display plan as per attached schedule 'A' to be approved by the Director of Planning and Development Services prior to issuance of the building permit.



**Building Division**

Guidelines for the Approval of Temporary Sales Trailer and/or Office

**Town's Road Excavation Permits**

A road excavation permit is required for any construction or road access within the Town's road allowance and property. To obtain a road excavation permit, please visit our office at 229 Industrial Parkway North to complete a permit application form. For more information, please contact 905-727-1375.

**Regional Road Access**

For permanent or temporary access from private property to a Regional road, applicant must apply and obtain a permit from York Region. For more information, please contact York Region at 1-877-464-9675 ext. 75700

**Conservation Authority**

If any part of the lot on which the temporary structure is located is within an area regulated by the Lake Simcoe Conservation Authority, a land use permit may be required. This may affect the building location and/or grading of the lot. Contact: LSRCA (Lake Simcoe Region Conservation Authority). Contact: 905-895-1281; Toll Free: 1-800-465-0437



## SCHEDULE "A"

### Display Plans:

- 1) Prior to entering into an Offer to Purchase relating to any lots on the Plan by the owner of the land(s) or by a builder(s) or their real estate agent(s), the applicant shall provide accurate display plans and post them in all sales offices which clearly indicate the location of the following facilities in respect to the lot being purchased:
  - a) parks by type;
  - b) schools by type;
  - c) walkways;
  - d) church sites;
  - e) commercial sites by type;
  - f) existing or future rail facilities;
  - g) existing or future provincial highways;
  - h) existing or future arterial roads;
  - i) existing or potential transit loops;
  - j) existing or proposed bus loops;
  - k) surrounding land uses;
  - l) all temporary turning circles required to be constructed on lots within the Plan; and
  - m) other facilities as specified by the Town.
  
- 2) The above mentioned display plan shall be submitted to and approved by the Director of Planning and Development Services prior to use.
  
- 3) The Owner shall indicate on any copy of the Plan prepared for public display or distribution, or for the sale of any lots or blocks on the Plan, the land use information contained in item (1) above and also the location and extent of any berms and/or noise attenuation measures, and fencing required along lot boundaries, and the location of rail lines, walkways, bicycle paths and future road extensions. If the Owner is found to be in default of the provisions of this section, the Town may withhold further building permits until the provisions herein are complied with.



**Excerpt from Zoning By-law 6000-17**

**SECTION 5 PARKING & STACKING REQUIREMENTS**

**5.1 PARKING SPACE REQUIREMENTS**

The Parking Space requirements of this By-law shall apply in all cases wherever a Lot or building is used or is converted for any use unless stipulated elsewhere in this By-law.

**5.2 PARKING SPACE DIMENSION REQUIREMENTS**

One single and tandem Parking Space shall have a dimension of 2.7 metres by 5.3 metres. One parallel Parking Space shall have a dimension of 2.7 metres by 6.5 metres.

**5.3 REQUIRED MANOEUVRING SPACE**

All single and parallel spaces shall have adequate provisions for Manoeuvring Space or Driveway purposes as follows:

90 degree spaces	7.0 metres
60 degree spaces	5.2 metres
45 degree spaces	4.2 metres
Less than 45 degree spaces	3.6 metres

**5.3.1** Notwithstanding the Parking Space requirements of this By-law, Tandem parking spaces are permitted in any Residential Zone, excluding Apartment Residential. Where a Tandem Parking is permitted, shall be considered as required parking. Tandem parking spaces do not require minimum Manoeuvring Space.

**5.4 PARKING STANDARDS**

The following Parking Standards shall apply to the total Gross Floor Area (GFA) related to the use, unless otherwise specified in this By-law.

<b>Temporary Sales Trailer and/or Sales Office</b>	<b>11.0 spaces per 100 m2 of GFA, no case shall be less than 15 spaces</b>
--	--

**5.8 BARRIER-FREE PARKING**

Barrier-free Parking Spaces are required for all non-residential uses and for visitor Parking Spaces for Apartment Residential use

**5.8.1 Barrier-Free Dimension Requirements:**

The minimum dimensions for a barrier-free Parking Space shall be as follows:

<b>Type</b>	<b>Width</b>	<b>Length</b>
<b>Type A</b>	3.65m	5.3m
<b>Type B</b>	2.7m	5.3m



**Building Division**

Guidelines for the Approval of Temporary Sales Trailer and/or Office

- a) Where the minimum number of barrier-free Parking Spaces required is an even number, an equal number of Type A and Type B barrier-free Parking Spaces shall be required.
- b) Where the minimum number of barrier-free Parking Spaces required is an odd number, the additional barrier-free Parking Space remaining shall be a Type B barrier-free Parking Space.
- c) Where there are twelve (12) or fewer required Parking Spaces, a Type A barrier-free Parking Space is required.
- d) A minimum distance separation of 1.5 metres is required abutting the entire length of one side of a barrier free parking space. The minimum distance separation may be shared by two barrier-free Parking Spaces.

**5.8.2 Barrier-Free Parking Standards:**

- a) Where the minimum required Parking Spaces is less than twelve (12), the minimum required barrier-free Parking Spaces shall be inclusive of the required Parking Spaces.
- b) Where the minimum required Parking Spaces is greater than twelve (12), the minimum required barrier-free Parking Spaces shall be additional to the total provided Parking Spaces.
- c) The following Barrier Free parking rates shall apply.

Minimum Required <i>Parking Spaces</i>	Minimum Barrier Free <i>Parking Spaces Provided</i>
1-12	1
13-100	4% of the total number of <i>Parking Spaces</i> provided in the <i>Parking Area</i>
101-200	1 Plus 3% of the total number of <i>Parking Spaces</i> provided in the <i>Parking Area</i>
201-1000	2 Plus 2% of the total number of <i>Parking Spaces</i> provided in the <i>Parking Area</i>
1001 or greater	11 Plus 1% of the total number of <i>Parking Spaces</i> provided in the <i>Parking Area</i>