



## **Town of Aurora**

### **Subdivision and/or Condominium 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)



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## Subdivision and/or Condominium

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)

- Subdivision Application
- Condominium Application

### 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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**Subdivision and/or Condominium**

**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)

Are there any easements or restrictive covenants affecting the site?     Yes     No

If yes, provide a description of each and its effect \_\_\_\_\_

\_\_\_\_\_



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## Subdivision and/or Condominium

Has the property ever been the subject of a previous Draft Plan of Subdivision Application under Section 51 of the Planning Act or Consent Application under Section 53 of the Planning Act?

Yes     No

If yes, provide the application files number(s) and the decision of the application \_\_\_\_\_

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### 4. Current and Proposed Land Use

All lands shown within the Draft Plan 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 \_\_\_\_\_

Use the following definitions for residential buildings

**Dwelling Unit:** a room or group of rooms accommodating a single household

**Single or Detached:** a building containing 1 dwelling unit

**Double or Semi-detached:** a building containing 2 dwelling units

**Row or Multiple-attached:** a building containing 3 or more dwelling units all with access at ground level

**Apartment:** a building containing 3 or more dwelling units all with access through a common space.

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

Yes     No

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



**Subdivision and/or Condominium**

Provide a breakdown of the Proposed Uses by category and size

Proposed Use	Number of Residential Units	Lots and/or blocks as labelled on the Draft Plan	Area (ha)	Density (units/ha)	Number of Parking spaces
Single, Detached Residential					
Double, Semi-detached Residential					
Row, Multiple-attached Residential					
Apartment Residential – less than 2 bedrooms					
Apartment Residential – 2 bedrooms or more					
Other Residential (specify)					
Commercial					
Industrial					
Park Open Space	N/A				
Institutional (specify)					
Roads					
Other (specify)	N/A				
Totals					

**Additional Information**

(This section if requested for Condominium Application Forms only)

- Has a Site Plan Agreement been registered?  Yes  No If yes, date \_\_\_\_\_
- Has a Building Permit been issued?  Yes  No If yes, date \_\_\_\_\_
- Has construction commenced?  Yes  No If yes, date \_\_\_\_\_
- Have any units been occupied?  Yes  No If yes, date \_\_\_\_\_



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**Subdivision and/or Condominium**

**5. Planning Information**

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

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

Is an Amendment required from the Town of Aurora Official Plan?  Yes  No

If yes, have any Applications been submitted to the Town?  Yes  No

If an application form has been submitted, state the File Number and Amendment Number

\_\_\_\_\_

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

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

\_\_\_\_\_

Is the plan consistent with the policy statements issues under Section 3(1) of the Planning Act?

Yes  No

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



**Subdivision and/or Condominium**

Statements \_\_\_\_\_

(Please note that planning justification and other studies will be required to demonstrate compliance with the policy statements such as Oak Ridges Moraine Conservation Plan, Provincial Policy Statement, Places to Grow and other relevant legislated requirements.)

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

Is the property currently or proposed to be the subject to any other Applications under the Act? (i.e. Rezoning, Minor Variance, Consent, Site Plan)  Yes  No

If yes, please state File Numbers and the status \_\_\_\_\_

**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"/>



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## Subdivision and/or Condominium

Cultural Features, Natural features and water features such as forests,  
water courses, animal habitats and others as per Provincial Policy

Other (List \_\_\_\_\_)

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.

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### 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 \_\_\_\_\_





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## Subdivision and/or Condominium

### 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 \_\_\_\_\_

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



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## Subdivision and/or Condominium

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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### 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, Listed buildings and cultural landscapes are on the Municipal Heritage Register which can be verified with Planning and Development Services, Heritage Planning.

## 8. Site Screening Questionnaire

Does the Application proposed development on private services or redevelopment on a site where private services were used?     Yes     No     Unknown

Is the Application on lands or adjacent to lands that were previously used for industrial uses; where filing had occurred or where there is reason to believe that the lands may be contaminated based on historical land use?

Yes     No     Unknown



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**Subdivision and/or Condominium**

\*Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.

Has the grading of the subject land been changes by either the addition of earth or other fill material?

Yes     No     Unknown

Has a gas station been located on the subject land or adjacent land at any time?

Yes     No     Unknown

If yes to any of the above, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land is required.

Is the previous inventory attached?  Yes     No

What information did use to determine the answers to the above questions? \_\_\_\_\_

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Is the nearest boundary line of the application within 500 meters (1,640 feet) of an operational non-operational landfill or dump?     Yes     No

Have previous agricultural operations ever included sewage sludge application on the lands?

Yes     No

Are you aware of any underground storage tanks, or other buried waste on the property?

Yes     No



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If there are any existing or previously existing buildings are there building materials remaining which may be hazardous to health? (i.e. asbestos, PCBs Etc.)  Yes  No

Is there a current Environmental Site Assessment for the Site or has one be prepared within the last five years:  Yes  No

If yes, has it been submitted with the Application?  Yes  No

\*Please note that, if an Environmental Site Assessment has been prepared, a copy is required to be submitted with this Development Application Form.

**9. 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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**10. Fee Calculation Worksheet**

Are the applicable fees attached?  Yes  No

Is the Fee Calculation Worksheet completed and attached?  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.



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**Subdivision and/or Condominium**

**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.	



**Subdivision and/or Condominium**

**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*.

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Signature of Owner

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Date



## Subdivision and/or Condominium Applications

This form must be completed by Applicant for calculation of fees

Breakdown of Fees		
Calculations	Fee	Total
<b>Draft Plan of Subdivision</b>		
Base Fee:	\$ 50,679.00	\$ _____
Plus a) Residential rates		
0 - 25 Units plus	\$ 885.00/unit	\$ _____
26 - 100 Units plus	\$ 753.00/unit	\$ _____
101- 200 Units plus	\$ 640.00/unit	\$ _____
More than 200 Units	\$ 544.00/unit	\$ _____
And per hectare or part thereof for all other lands (Note 5)	\$ 10,728.00/ha	\$ _____
b) Non-residential rates:		
Total site area per hectare within the draft plan	\$ 10,506.00/ha	\$ _____
Extension of Draft Approval	\$ 3,633.00	\$ _____
c) Revision Fee (where applicant make revisions to plans requiring recirculation)	\$ 2,893.00	\$ _____
d) Revisions to draft approved plan or conditions of draft plan approval	\$ 6,937.00	\$ _____
e) Recirculation/Revision Fee (where the applicant fails to respond to the comments requested by the Town beyond the third submission).	\$ 2,534.00	\$ _____
Note 5: All other lands within the draft plan excluding roads, road widenings and environmental protection lands.		
<b>Total Draft Plan of Subdivision Application Fee</b>		<b>\$ _____</b>
<b>Draft Plan of Condominium</b>		
Base Fee:	\$ 33,545.00	\$ _____
Plus a) Extension of Draft Approval	\$ 2,669.00	\$ _____
b) Revisions to Approved draft plan of condominium	\$ 4,881.00	\$ _____
c) Recirculation/Revision Fee (where the applicant fails to respond to the comments requested by the Town beyond the third submission or the Applicant changes the plans/proposal)	\$ 1,613.00	\$ _____
<b>Total Draft Plan of Condominium Application Fee</b>		<b>\$ _____</b>
<b>Total Fee Amounts</b>		<b>\$ _____</b>
<b>Payment of Fees</b>		
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.		
<b>Staff use only</b>		
File Name: _____	File Number(s): _____	
Property Address / Legal Description: _____		
Subdivision General Ledger Number 1-10-1093-56112-000000-000-000-0000 (PLSA)	\$ _____	
Condominium General Ledger Number 1-10-1093-56116-000000-000-000-0000 (PLCA)	\$ _____	
Verification of Fees: Indicate Correct Total	\$ _____	
Staff Name: _____	Date: _____	