

## PRE-CONSULTATION

The Town's **Consent Application** 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 the Committee of Adjustment to make an informed decision within prescribed timelines. The pre-consultation and complete application provisions are 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: 905-726-4700

Fax: 905-726-4736

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

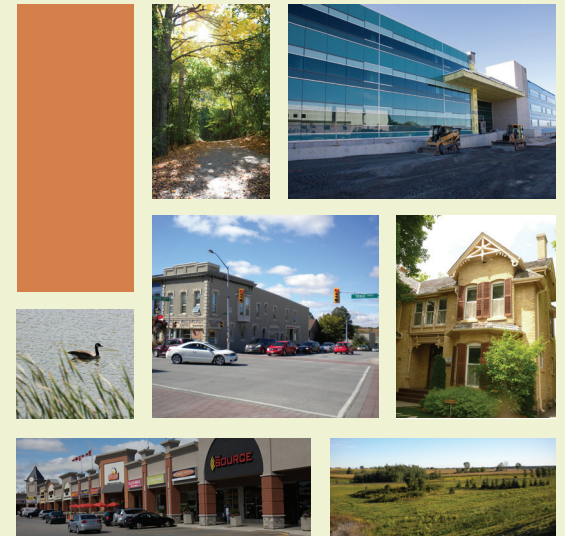
Website: [aurora.ca](http://aurora.ca)

#### Address:

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

# Consent Application

## PROCESS GUIDELINES



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



## WHAT IS A CONSENT APPLICATION?

A **Consent Application** is the process through which the Town of Aurora's Council-appointed Committee of Adjustment (COA) makes decisions on proposed subdivision of lands. This can include: The creation of a new lot, leases of more than 21 years, mortgage or partial discharge of a mortgage, foreclosure or exercise of power-of-sale, rights-of-ways and easements of more than 21 years, lot adjustments and extensions and corrections to deeds or property descriptions. This process engages the public by offering an opportunity to voice concerns and questions at a public meeting prior to the COA's consideration of the application.

### Additional Information

The **Consent Guide** 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:

- Whether the parcels of land created through the **Consent Application** conform to the provisions of the Zoning Bylaw, the *Official Plan* and the *Planning Act*
- Whether development of the new lot or the remaining parcel creates any cost to the Town in road or service improvements
- Future development and subdivision potential is not prejudiced
- The compatibility and impact of the proposed use on adjacent areas
- Whether minor infilling in existing urban areas or lot boundary adjustments will be supported while extensions of an urban area or strip development will not
- Availability of adequate and appropriate road access
- Dedications for road widening or reserves

Please note, if the proposed **Consent Application** does not conform, an application for either **Minor Variance**, **Zoning Bylaw Amendment** or **Official Plan Amendment** will be required.

## SUBMISSION REQUIREMENTS

- Application fee
- Application form
- Site plan or survey
- Current Property Identification Number (PIN)

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

Please note, applications within the Oak Ridges Moraine require additional information, determined on a case-by-case basis.

## CONSENT APPLICATION PROCESS

The flow chart below represents the **Consent Application** 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 three to 12 months.

