



TOWN OF AURORA
PRE-APPLICATION CONSULTATION GUIDE

PLANNING AND DEVELOPMENT SERVICES

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REQUIREMENT FOR PRE-APPLICATION CONSULTATION

The Town's Pre-Consultation By-law 5084-08.D requires consultation with the Town Staff prior to submitting the following development applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision/Condominium
- Site Plan Control

The following Application Types do not require Pre-Application Consultation; however, you are encouraged to contact Planning staff at planning@aurora.ca before you apply:

- Minor Variance
- Consent
- Part-Lot Control

PURPOSE OF PRE-APPLICATION CONSULTATION

The purpose of Pre-Application Consultation is to allow the Applicant to present a development proposal to Town Staff and for Town Staff to:

- Clarify required Planning Applications and the Application Review Process;
- Identify application submission requirements for an application to be considered complete pursuant to the *Planning Act*. Submission requirements may include, but is not limited to, drawings, documents, technical studies, and any other additional supporting information/materials;
- Provide preliminary comments and identify key issues;
- Meet and/or consult with external agencies such as York Region, LSRCA (Lake Simcoe Region Conservation Authority), TRCA (Toronto and Region Conservation Authority), etc.

Please note, the purpose of the Pre-Application Consultation is **not** to provide a Planning position or approval on a development proposal.

PRE-APPLICATION CONSULTATION SUBMISSION REQUIREMENTS

The following is required when submitting a Pre-Application Consultation Request:

- Completed Pre-Application Consultation Request Form
- Cheque for the Pre-Application Consultation Fee (refer to the Pre-Application Consultation Request Form).
- 6 hard copies (11' by 17') and 1 digital copy of the following:
 - A survey (if available)
 - A site plan, concept plan, and elevations/renderings, as applicable. Please provide all measurements in metric and use colour, hatchings, or labels to illustrate which is existing and proposed. Site Plan and concept plan to include the following information:
 - Key Map
 - Location of subject property/properties and surrounding properties, including dimensions
 - Location of existing and proposed buildings, structures and features on the subject property including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections), parking and site circulation
 - Landscaped/trees areas, water courses and natural features
 - Services and utilities (including location of connections at property line) or well and septic system, if applicable
 - Restrictive covenants, easements, other relevant property information

You may submit your Pre-Application Consultation Request, including all submission requirements, to the Development Planning Division (Planning and Development Services Department) at the Town of Aurora Office (100 John West Way, 3rd floor).

Alternatively, you may email your Pre-Application Consultation Request (with digital submission requirements) to planning@aurora.ca and send your cheque for the Pre-Application Consultation fee to the Development Planning Division (Planning and Development Services Department) at the Town of Aurora Office (100 John West Way, 3rd floor).

Please note: Your Pre-Application Consultation Request will not be processed until the Town receives the required fee.

PRE-APPLICATION CONSULTATION MEETING

Once the Town is in receipt of the Pre-Application Consultation Request and all submission requirements, Town Staff will:

- Contact the Applicant to schedule a meeting to discuss the proposal. A meeting will generally be scheduled within 15-30 days after a request is received and will be based on availability.
- Circulate the Pre-Application Consultation Request to Town Staff and applicable external agencies for comment.

Town Staff will be in attendance at the Pre-Application Consultation Meeting and Staff from external agencies may also be present to discuss your proposal.

PRE-APPLICATION CONSULTATION PACKAGE

Following the Pre-Application Consultation Meeting, Staff will provide the Applicant with a Pre-Application Consultation Package within ten (10) business days.

This package will:

- Confirm what Planning Applications are required;
- Confirm submission requirements for an application to be considered complete as per the *Planning Act*; and
- Provide preliminary comments on the proposal.

The Pre-Application Consultation Process is complete once the Town provides the Applicant with the Pre-Application Consultation package.