



TOWN OF AURORA

MINOR VARIANCE OR PERMISSION APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Development Planning Division

Committee of Adjustment Section

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: planning@aurora.ca

Town of Aurora

100 John West Way

Box 1000, Aurora, ON L4G 6J1

www.aurora.ca

January, 2022



MINOR VARIANCE OR PERMISSION
APPLICATION FORM

FOR OFFICE USE ONLY	
Application Received By:	
Application File Number:	Date Received:
Assigned Application File Name:	
Other Related Application Numbers on Property:	

This Application Form is available in digital format on the Town's Website under Planning and Development Services or please contact planning@aurora.ca via e-mail or by calling 905-727-3123 ext. 4226 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)**, and must be submitted with this Application Form. 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 Committee of Adjustment for the Town of Aurora under Section 45 of the *Planning Act*, for relief, as described in this Application Form, from the Town's Comprehensive Zoning By-law (as Amended).

(Please check off relevant box or both boxes for joint Applications)

MINOR VARIANCE APPLICATION

PERMISSION APPLICATION

Effective December 2013, the Town of Aurora has implemented a new Preliminary Zoning Review Process that is administered by the Building Division. Applicants who wish to apply to the Committee of Adjustment must first have the Preliminary Zoning Review completed by the Building Division staff. To obtain information regarding this process, please contact building@aurora.ca via e-mail or by calling 905-727-3123 ext. 4388.

1. COMPLETE APPLICATION

When was the Pre-consultation meeting held with Town Staff?

Which staff member(s) were in attendance?

Comment



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2. PRELIMINARY ZONING REVIEW

Is the Preliminary Zoning Review Form completed and attached? Yes No

Is the Application consistent with information provided in the Preliminary Zoning Review Form?

Yes No If not, you must speak to the Building Division directly.

Have the subject lands ever been the subject of an application under Section 45 of the *Planning Act* (Minor Variance)?

Yes No

If the answer is "Yes", describe briefly _____

Is the subject property *currently* the subject of any Applications under the *Planning Act*?

Yes No

If the answer is "Yes", please indicate File Number and status of the Application _____

3. OWNER/APPLICANT/AGENT INFORMATION:

Registered Owner(s) _____

Address _____

City _____ Province _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____



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Applicant _____

(If different from above)

Address _____

City _____ Province _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Agent _____

(Solicitor/Consultant, if applicable)

Contact _____

Address _____

City _____ Province _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

SEND CORRESPONDENCE TO

(Check off the appropriate box)

- OWNER** **APPLICANT** **AGENT** **ALL**



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4. LOCATION AND DESCRIPTION OF PROPERTY

Legal Description of the subject land

Municipal Street Address _____
(If applicable)

Legal Description _____

Other _____

Official Plan Designation _____

Zoning By-law Designation _____

Size of Property

Area _____ (hectares) _____ (acres)

Frontage _____ (meters) _____ (feet)

Depth _____ (meters) _____ (feet)

5. NATURE AND EXTENT OF RELIEF FROM THE ZONING BY-LAW APPLIED FOR:

6. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?

(Please Note: if full reasons are not provided, Town staff will be unable to comment to the Committee and the Committee may defer hearing your Application until a staff response has been obtained).



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7. SUBJECT LANDS

Particulars of all <u>EXISTING</u> building(s) and structure(s) on the subject land. Please specify:				
	Existing Structure 1		Existing Structure 2	
a) Type of building(s) or structure(s)				
b) Gross floor area or dimensions of the building(s) or structure(s)				
c) The front, rear and side yard setbacks	Front:	Rear:	Front:	Rear:
	Side:	(Ext.) Side:	Side	(Ext.) Side:
d) Height of the building or structure				
e) Location of parking				

Particulars of all <u>PROPOSED</u> building(s) and structure(s) on the subject land. Please specify:				
	Proposed Structure 1		Proposed Structure 2	
a) Type of building(s) or structure(s)				
b) Gross floor area or dimensions of the building(s) or structure(s)				
c) The front, rear and side yard setbacks	Front:	Rear:	Front:	Rear:
	Side:	(Ext.) Side:	Side	(Ext.) Side:
d) Height of the building or structure				
e) Location of parking				



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Note: the Applicant must submit a Site Plan, together with any photographs or drawings (such as floor plans or elevation plans) which may assist the Committee, if applicable.

Year of acquisition of subject land _____

Year of construction of all buildings and structures on subject land _____

Existing use of the subject property

Proposed use of the subject property

Existing uses of abutting properties

Length of time the existing uses of the subject property have continued

8. EXISTING EASEMENTS / RESTRICTIVE COVENANTS

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

If yes, describe the easement of covenant and its effect

9. ACCESS Type of Road Access
(Check off the appropriate box)

- Provincial highway
- Municipal road (maintained all year)
- Another public road or a right-of-way

10. WATER SUPPLY Water Supply provided by:
(Check off the appropriate box)

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal well
- Lake or other body of water
- Other means

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11. SEWAGE DISPOSAL Sewage Disposal provided by:
(Check off the appropriate box)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual sewage system
- Privately owned and operated communal septic system
- Other means

12. STORMWATER MANAGEMENT Storm Drainage provided by:
(Check off the appropriate box)

- Sewers
- Swales
- Ditches
- Other means

If a property is not municipally or publicly serviced, have you had the *On-site Sewage System Form* reviewed and completed by the Building Division staff?

- Yes No If not, you are requested to contact the Building Division staff directly.

13. SURVEY OF THE PROPERTY

The Application Form shall be accompanied by a survey (maximum size 8 ½" X 14") drawn to a standard metric scale, showing the following:

- (a) The boundaries and dimensions of the subject lands;
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard and the side yard lot lines;
- (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples including buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas and septic tanks;
- (d) The current uses on land that is adjacent to the subject land;



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- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way;
- (f) If access to the subject land is by water only, the location of the parking and docking facilities to be uses; and
- (g) The location and nature of any easement affecting the subject land.

13. 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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AFFIDAVIT

I/We	of the Municipality of
In the Region of	
<p>SOLEMNLY DECLARE THAT (please select ONE):</p> <p><input type="checkbox"/> I am the registered owner of the subject property at _____ and will be occupying the property after obtaining required approvals from the Town of Aurora's Planning and Development Services Department, AND, if applicable, once construction is complete and occupancy has been granted by the Building Services Division.</p> <p><input type="checkbox"/> I am the registered owner of the subject property _____ and will NOT be occupying the property after obtaining required approvals from the Town of Aurora's Planning and Development Services Department, AND, if applicable, once construction is complete and occupancy has been granted by the Building Services Division.</p> <p>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>.</p>	
SWORN before me at the (City/Town)	of (Municipality)
in the (Region, if Applicable)	of
This	day of , 20
Owner	
Commissioner for Taking Affidavits, etc.	



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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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DECLARATION OF SITE PLAN

I,	
with respect to the Site Plan submitted with this Minor Variance Application hereby declare that (please select one of the following):	
<input type="checkbox"/>	Where the Site Plan is a photocopy of a survey, I am the Owner of the copyright in the survey and hereby authorize the Town of Aurora to circulate this site plan;
<input type="checkbox"/>	The Site Plan of the property submitted by myself contains siting information provided by me and does not violate copyright in any survey related to the property which is the subject of this Application Form.
Dated this	day of 20
Signature of Owner/Applicant or Agent	



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SIGN POSTING AFFIDAVIT

In the matter of the following Application(s) to the Town of Aurora Committee of Adjustment,	
Application Number	
Last day for Posting Sign	
I/We	
hereby confirm that the required sign has been posted on the subject property in a prominent location	
at (Property Location/Address)	
on (Date of Posting)	
I did cause the Notice(s) of the Applicant(s) provided to me (the Applicant as the case may be) by the Secretary-Treasurer of the Committee of Adjustment of the Town of Aurora to be posted so as to be clearly visible and legible from a public highway, or other place to which the public has access on the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s), in compliance with the <i>Planning Act</i> , R.S.O. 1990, c. P. 13, as amended.	
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.	



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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 Form 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 Form, 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 Form.

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 Application Form and/or required as part of this Application Form; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this Application Form and made available to the public by the Town pursuant to section 1.0.1 of the *Planning Act*.

Signature of Owner/Applicant or Agent

Date



FEE CALCULATION WORKSHEET
 COMMITTEE OF ADJUSTMENT APPLICATIONS

THIS FORM MUST BE COMPLETED BY APPLICANT FOR CALCULATION OF FEES

BREAKDOWN OF FEES FOR COMMITTEE OF ADJUSTMENTS		
CALCULATIONS		TOTAL
<input type="checkbox"/> CONSENT (Base Fee)	\$ 5,299.00	\$ _____
<input type="checkbox"/> Additional fee per new lot created	\$ 2,661.00	\$ _____
<input type="checkbox"/> Change of Conditions <i>(section 53 (23) of the Planning Act – only before final consent is given)</i>	\$ 976.00	\$ _____
<input type="checkbox"/> Re-Circulation Fee (Note 7)	\$ 2,776.00	\$ _____
TOTAL CONSENT APPLICATION FEE:		\$ _____
<input type="checkbox"/> MINOR VARIANCE OR PERMISSION		\$ _____
a) Oak Ridges Moraine Residential	\$ 2,445.00	\$ _____
b) Ground related Residential zoned lands	\$ 2,927.00	\$ _____
c) More than one Variance related to draft Approved Plan of Subdivision	\$ 2,927.00	\$ _____
d) Additional fee per lot / unit	\$ 1,534.00	\$ _____
e) All other uses, including ICI (Additional Fee)	\$ 3,587.00	\$ _____
f) Minor Variance for Outdoor Swim Schools	\$ 255.00	\$ _____
g) Minor Variance in Stable Neighbourhoods (Non-Owner Occupied Applicants) <i>(Note⁸)</i>	\$ 4,670.00	\$ _____
<input type="checkbox"/> Re-Circulation Fee (Note⁷)	\$ 1,472.00	\$ _____
TOTAL VARIANCE APPLICATION FEE:		\$ _____
For the Application file to be complete, the required Application Fee must be paid in full before any processing of the Application will commence.		
TOTAL FEE AMOUNT:		\$ _____

STAFF USE ONLY

File Name: _____ File No.(s): _____

Property Address/Legal Description: _____

Related File(s): _____

General Ledger Number: 1-3-08101-1107 (COAAP)

VERIFICATION OF FEES:

Indicate Correct Total

\$ _____

Secretary-Treasurer COA : _____ Date: _____