



TOWN OF AURORA

PRE-APPLICATION CONSULTATION REQUEST FORM

PLANNING AND DEVELOPMENT SERVICES

Development Planning Division

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: planning@aurora.ca



**PRE-APPLICATION CONSULTATION
REQUEST FORM**

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

This Application Form is available in digital format on the Town’s Website under Planning and Development Services or you may contact planning@aurora.ca or call 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. A Pre-Application Consultation Request will not be accepted unless the required fee and material is received.

1. LOCATION AND DESCRIPTION OF PROPERTY

Municipal Street Address _____

(If applicable)

Legal Description _____

Other _____

Size of Property

Area _____ (hectares) _____ (acres)

Frontage _____ (meters) _____ (feet)

Depth _____ (meters) _____ (feet)

2. OWNER/APPLICANT INFORMATION

A. If the Property is owned by person/s

Registered Owner(s) _____

Address _____

City _____ Province _____



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Postal Code _____ Telephone _____

Fax _____ E-mail _____

B. If a Company owns the Property

Company Name _____

Company Principal _____

Representative _____ Position _____

Address: _____

City _____ Province _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

3. AGENT INFORMATION

(Required if 'Applicant' is not the 'Owner')

Contact _____

Address _____

City _____ Province _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____



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4. EXISTING PROPERTY INFORMATION

Describe the Current Use

Describe buildings or structures on the property, including natural features

5. CURRENT ZONING & OFFICIAL PLAN DESIGNATION

Current Official Plan Designation

Does the proposal comply with the Current Official Plan Designation?

Current Zoning

Does the proposal comply with the Current Zoning?



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6. DETAILED DESCRIPTION OF PROPOSED DEVELOPMENT:

Proposed Application Type

Official Plan Amendment

Major Minor

Zoning By-Law Amendment

Major Minor

Hold Removal

Temporary Use

Plan of Subdivision

Plan of Condominium

Site Plan Application

Major Minor

Stable Neighbourhood Review

Radio Communication Tower /
Antenna Facilities

Other: _____

Describe the proposed development



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7. OWNER'S AUTHORIZATION

If an Agent is applicable in Item #3, the Owner must complete this section.

I, _____ being the registered owner of the subject lands, hereby authorize _____ (*print name of agent*), to submit the above Pre-Application Consultation request to the Town of Aurora.

Owner Signature

Date

Note: If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page/s in the same format as this authorization, if necessary.

8. APPLICATION DECLARATION

I, _____ solemnly declare that I am (*choose one of the following*)

- The Owner An Officer / Employee of the Owner The Agent of the Owner

And that all above statements contained within this application are true and accurate.

Applicant Signature _____ Dated _____

9. PERMISSION TO ENTER

The Applicant acknowledges that a site visit may be required and authorizes the Town staff to enter onto the subject lands for the purpose of reviewing this Application.

Applicant Signature _____ Dated _____



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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 _____

Public Record Notice: Under the Planning Act, R.S.O.1990,c.P.13,s.1.0.1, all information and the material that is required to be provided to the Town of Aurora respecting Planning Applications shall be made available to the Public.



TOWN OF AURORA
Planning and Development Services

FEE CALCULATION WORKSHEET
PRE-APPLICATION CONSULTATION

THIS FORM MUST BE COMPLETED BY APPLICANT FOR CALCULATION OF FEES

BREAKDOWN OF FEES FOR PRE-APPLICATION CONSULTATION	
CALCULATIONS	TOTAL
Pre-Application Consultation Application Fee:	\$ 400.00
For the Pre-Application Consultation Request to be complete, the required Fee must be paid in full before any processing will commence.	
TOTAL FEE AMOUNT:	\$ 400.00

STAFF USE ONLY	
File Name: _____	File No.(s): _____
Related File No.(s): _____	
Property Address/Legal Description _____	
General Ledger Number:1-3-08101-1128	
VERIFICATION OF FEES:	
Indicate Correct Total	<u>\$ 400.00</u>
Staff Name _____	Date: _____