

## PRE-CONSULTATION

The Town's **Plan of Subdivision** 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 Council to make an informed decision within prescribed timelines. A checklist will be provided by staff, outlining submission requirements needed for the applicant to make a complete application. 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:

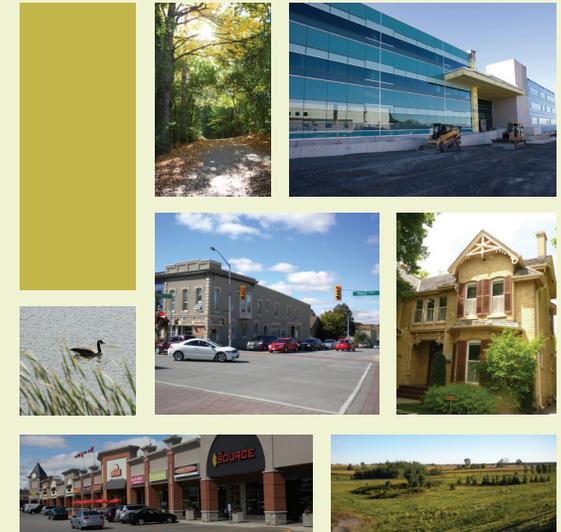
- Promoting responsible growth management
- Ensuring design excellence
- Building a greener community
- Providing a range and mix of housing
- Providing appropriate community facilities
- Protecting stable neighbourhoods
- Developing vibrant new neighbourhoods
- Advancing the economy
- Building a successful 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

# Plan of Subdivision PROCESS GUIDELINES



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



### 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: 905-727-3123 ext. 4226

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



## WHAT IS A PLAN OF SUBDIVISION?

Approval of a **Plan of Subdivision** is the process by which the Town of Aurora approves the creation of lots and blocks within residential neighbourhoods and/or industrial business areas. The Town of Aurora is the approval authority for all **Plans of Subdivision**, which are routinely processed with **Zoning Bylaw Amendment** applications.

### Additional information

The **Plan of Subdivision 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, Development Planning Division.

## PLANNING CONSIDERATIONS

The Town reviews both the technical and design aspects of the proposal and evaluates the proposed plan with the following considerations:

- Assessment of the physical, environmental, social and economic aspects of the plan
- Conformity with The Town of Aurora and The Regional Municipality of York *Official Plan* and applicable provincial legislation
- Assessment of the impact on the Town's natural resources and protection from flooding
- Adequacy of sewer and water service access
- Availability of other community services
- Transportation and road network design
- Suitability, compatibility and density of the proposal
- Impact on the existing built form
- Urban design and sustainable community development

## SUBMISSION REQUIREMENTS

- Application fees
- Application form
- Draft plan of subdivision
- Planning justification report
- Schedule of lots and blocks including areas and frontages
- Legal summary
- Reduction of all plans in 8.5" x 11" format
- CD containing all PDFs of all plans and required reports

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

## PLAN OF SUBDIVISION PROCESS

The flow chart below represents the **Plan of Subdivision 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 one to two years.

