



Town of Aurora, Operational Services  
 229 Industrial Parkway North  
 Aurora, ON L4G 4C4  
 (365) 500-3148  
[roadpermits@aurora.ca](mailto:roadpermits@aurora.ca)

## Pre-Screening Questionnaire for Construction or Demolition

Project Address	Date
Owner	Applicant
Current Address	Work Proposed
Estimated Start and Completion Date	Phone Number
E-mail	

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Is your project subject to a Planning Application Process or an Encroachment Agreement?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you obtained or will you be applying for a minor variance to widen your driveway?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you require heavy equipment for your project (backhoe, forklift, etc.)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you planning to excavate for footings or services (water and/or sewer)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is your property currently serviced by a septic system?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will you require a new service from the municipal water main and/or sanitary connection (do you anticipate increasing the size of your water service)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you constructing a swimming pool?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you planning on removing any trees?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you be creating a secondary suite?  | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "Yes" to any of the above questions, a copy of this questionnaire will be sent to the Engineering Division and/or Operational Services; as you may need to obtain additional approvals from these departments. You are responsible to follow up with the respective departments to secure any necessary approvals. Depending on the scope of your project, the additional approvals could include the following:

- **Site Alteration Permit:** This permit may be required to change the grade on private property. For cost and further information regarding Site Alteration Permits, please contact the Engineering Division at [engineering@aurora.ca](mailto:engineering@aurora.ca) or (905) -726-4704
- **Road Occupancy Permit:** A contractor intending to transport heavy equipment across Town of Aurora property (boulevards, etc.) in order to facilitate construction on private property and a contractor proposing to excavate within the Town's right-of-way is required to obtain a Road Occupancy Permit. Applications are available online or by contacting Operational Services at [roadpermits@aurora.ca](mailto:roadpermits@aurora.ca) or (365)-500-3148. An approved Road Occupancy Permit must be obtained prior to starting any work.

Signature \_\_\_\_\_ Date \_\_\_\_\_