



Town of Aurora

Site Plan Application Form

Planning and Development Services Development Planning Division

Phone: 905-726-4700
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 2026



Site Plan Application

This Application Form is available in digital format on the Town's Website under Planning and Development Services or contact planning@aurora.ca via e-mail or by calling 905-726-4700 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)**. The fee must be delivered to Planning and Development Services at Town Hall located on the 3rd floor, quoting the address of the proposed development. 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 Town of Aurora in respect to the lands hereinafter described for:

Please check off the applicable applications box(s)

- ☐ Full Site Plan Application
- ☐ Amending Site Plan Application
- ☐ Minor Site Plan Application

1. Owner/Applicant/Agent Information

(Please list additional Property Owners on an attached schedule, if applicable)

Registered Owner(s) _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____

Applicant(s) _____

(If different than above)

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____



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Agent(s)

(Solicitor/Consultant, if applicable) _____

Contact _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____

2. Send Correspondence to

(Check off the appropriate box)

☐ Owner ☐ Applicant ☐ Agent ☐ All

3. Location and Description of Property

Municipal Address (if applicable) _____

Legal Description _____

Other _____

Size of Property:

Area _____ (hectares) _____ (acres)

Frontage _____ (meters) _____ (feet)

Depth _____ (meters) _____ (feet)

Existing width of abutting street _____ (meters) _____ (feet)



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4. Current and Proposed Land Use

All lands must be identified as to the proposed use. If additional space is necessary to accommodate all the required information, attach a separate schedule in the same format as this table.

Present Use of Property _____
(Also list existing buildings)

Proposed Use of Property _____

5. Planning Information

Current designation of the subject lands in the approved Town of Aurora Official Plan / Secondary Plan

Current designation of the subject lands in the approved Regional Municipality of York Official Plan:

Current Zoning _____

What are the relevant Zoning By-law Number(s) and Provisions? _____

Is the property currently or proposed to be subject to any other applications under the Act?

☐ Yes ☐ No

If yes, please state the file number(s) _____



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6. Subject and Surrounding Lands

What are the existing and proposed adjacent surrounding land uses?

North _____

South _____

East _____

West _____

Site Plan Amendment Applications

In addition to the above, the following information must be provided on Applications submitted for Site Plan Amendment.

Date of Existing Agreement & Signage Parties _____

Describe fully the amendments to the Site Plan Agreement which are proposed for this application



Site Plan Application

7. Site Screening Questionnaire

	Yes	No	Unknown
1. Does the Application propose development on private services or redevelopment on a site where private services were used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Application on lands (or adjacent to lands) that were previously used for industrial uses; where filing had occurred or where there is a reason to believe that the lands may be contaminated based on historical use? *Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the grading of the subject land been changed by either the addition of earth or other fill material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If yes to any of the above, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land is required. Is the previous inventory attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. What information was used to determine the answers to the above questions? _____

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8. Is the nearest boundary line of the application within 500m (1,650ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have previous agricultural operations ever included sewage sludge application on the lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If there are any existing or previously existing building, are there building materials remaining which may be hazardous to health (i.e asbestos, PCB's etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, has it been submitted with the Application? *Please note that, if an Environmental Site Assessment for the site has been prepared, a copy is required to be submitted with the Application	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13. Is access by a provincial highway, municipal road or right of way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do the subject lands contain built heritage resources or cultural heritage landscapes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are there any known archaeological sites on or adjacent to the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the site within a heritage conservation district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Servicing

Indicate proposed method of servicing:

a) Water Supply ☐ Municipal (piped) ☐ Private individual or communal well

☐ Other – specify _____

b) Sewage Disposal ☐ Municipal (sewers)

☐ Private individual system (septic or holding tank)

☐ Other – specify _____



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Has availability of connections and capacities for municipal servicing been discussed with the Town?

☐ Yes ☐ No

Or the Regional Municipality of York? ☐ Yes ☐ No

If the Development is to be privately serviced, additional information must be provided in the form of a hydrogeological and geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity.

Have such studies been included with this Application Form? ☐ Yes ☐ No

9. Complete Application

When was the Pre-Consultation meeting held with Town Staff? _____

Is the Pre-Consultation Meeting Checklist attached to this Application Form? ☐ Yes ☐ No

Have you completed and obtained all Department Sign-offs? ☐ Yes ☐ No

Comment: _____

10. Fee Calculation Worksheet

Are the applicable fees attached? ☐ Yes ☐ No

Is the Fee Calculation Worksheet completed and attached? ☐ Yes ☐ No

Comment _____



Site Plan Application

Affidavit

I/We	of the Municipality of
In the Region of	
solemnly declare that 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> .	
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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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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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 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, 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.

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

Signature of Owner

Date



Site Plan Applications

This form must be completed by Applicant for calculation of fees.

Breakdown of Fees		
Calculations	Fee	Total
a) Major Site Plan Approval Application	\$ 17,875.00	\$ _____
b) Minor and Amending Site Plan Approval Application	\$ 9,599.00	\$ _____
Plus:		
i) Industrial/ Commercial/ Institutional		
GFA for first 2,000m ² _____ GFA (m ²)	X \$ 8.00 / m ²	\$ _____
GFA between 2,001m ² - 10,000m ² _____ GFA (m ²)	X \$ 5.50 / m ²	\$ _____
Portion of GFA larger than 10,000m ² _____ GFA (m ²)	X \$ 2.70 / m ²	\$ _____
ii) Residential		
0 - 25 Units	\$ 773.00/unit	\$ _____
26 – 100 Units	\$ 464.00/unit	\$ _____
101- 200 Units	\$ 278.00/unit	\$ _____
More than 200 Units	\$ 165.00/unit	\$ _____
c) Recirculation/ Revision Fee (Where the Applicant fails to revise drawings as requested by the Town beyond the third submission or the Applicant changes the plans/proposal)		
i) Major Site Plan (each)	\$ 9,599.00	\$ _____
ii) Minor Site Plan (each)	\$ 5,155.00	\$ _____
Site Plan Exemption Applications: See Site Plan Exemption Application Form and Fees.		
Total Fee Amount		\$ _____

Payment of Fees

All fees set out herein shall be payable by cheque to the **Town of Aurora** upon the submission of this application. For the Application file to be complete, the required Application Fee must be paid in full before any processing of the Application will commence.

Staff use only

File Name: _____ File Number(s): _____

Property Address / Legal Description: _____
General Ledger Number

1-10-1093-56113-000000-000-000-0000 (STPLAN)

Verification of Fees:
Indicate Correct Total \$ _____

Staff Name: _____ Date: _____