



TOWN OF AURORA

SITE ALTERATION PERMIT APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Engineering and Capital Delivery Division

Phone: 905-726-4704

Email: engineering@aurora.ca



SITE ALTERATION PERMIT APPLICATION FORM
PURSUANT TO TOWN OF AURORA BY-LAW 6226-19

FOR OFFICE USE ONLY	
Application Received By:	
Application File Number:	Date Received:
Assigned Application Name:	
Engineering Project File Path:	
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 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. Site Alteration 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 a:

- ☐ SITE ALTERATION PERMIT APPLICATION
- ☐ SITE ALTERATION PERMIT RENEWAL APPLICATION

1. OWNER/APPLICANT/CONSULTANT/CONTRACTOR INFORMATION

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

SITE OWNER ☐ PERSON (S) ☐ COMPANY

Registered Owner(s) _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell Phone _____

Fax _____ E-mail _____

Applicant(s) _____
(If different than above)

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell Phone _____

Fax _____ E-mail _____



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Consultant(s) _____
(Consultant, if applicable)

Contact _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell Phone _____

Fax _____ E-mail _____

Contractor(s) _____
(Contractor, if applicable)

Contact _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell Phone _____

Fax _____ E-mail _____

Emergency After Hours Telephone _____

2. SEND CORRESPONDENCE TO
(Check off the appropriate box)

☐ OWNER ☐ APPLICANT ☐ CONSULTANT ☐ CONTRACTOR ☐ ALL

3. LOCATION AND DESCRIPTION OF PROPERTY

Municipal Street Address _____
(If applicable)

Legal Description _____

Other _____

Size of Property

Site Area _____ (hectares) _____ (acres)

Area of Site Alteration _____ (hectares) _____ (acres)

Start Date _____ Completion Date _____



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Property Details

Property within the Oak Ridges Moraine	☐ Y	☐ N	
Property within LSRCA Regulated Area	☐ Y	☐ N	
Property within TRCA Regulated Area	☐ Y	☐ N	
Property within Wellhead Protection Area	☐ Y	☐ N	If Yes What Zone? _____

4. BRIEF DESCRIPTION OF WORK _____

5. CURRENT AND PROPOSED LAND USE

Present Use of Property _____
(Also list existing buildings)

Proposed Use of Property _____

6. PLANNING INFORMATION AND SURROUNDING LANDS

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

Current Zoning _____

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

Is the property currently or proposed to be the subject to any other Applications under the Act?
(i.e. Rezoning, Minor Variance, Consent, Site Plan, Subdivision) ☐ Yes ☐ No

If Yes, please state File Number and the status _____

What are the existing adjacent land uses?

North _____

South _____

East _____

West _____

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7. SITE ALTERATION PERMIT SCREENING

(Check off the appropriate boxes)

1. Is the site alteration 2.0 hectares or greater?	☐ Yes ☐ No ☐ Unknown
2. Are you raising any portion of the subject lands by more than 300mm? If yes, how much? _____	☐ Yes ☐ No ☐ Unknown

The definition of “fill” means any type of imported or relocated material deposited or placed, or proposed to be deposited or placed, on the site and includes, but is not limited to, soil, stone, concrete, sod or turf either singly or in combination - By-Law 6226-19, Section 1.1 (r).

3. Is proposed total amount of fill placed on lands greater than 50m³? (Includes moving material from one location within the lands to another location within the lands). If yes, how much? _____	☐ Yes ☐ No ☐ Unknown
4. Is the grade of the land proposed to be altered within 60mm of any property line?	☐ Yes ☐ No ☐ Unknown
5. Will there be any drainage changes to the existing property? That is change in the location, direction, elevation or flowrate of any natural or artificial watercourse, open channel, swale or ditch.	☐ Yes ☐ No ☐ Unknown
6. Will the site alteration activity affect the land drainage of abutting properties?	☐ Yes ☐ No ☐ Unknown
7. Are you providing erosion and sediment controls? If no, why not? _____	☐ Yes ☐ No ☐ Unknown
8. Does the site alteration involve a demolition or removal of a building structure?	☐ Yes ☐ No ☐ Unknown
9. Will the site alteration fill be placed or dumped in an excavation to the elevation of the existing grade of the land?	☐ Yes ☐ No ☐ Unknown
10. Will the removal of topsoil be an incidental part of agricultural use? (such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products). This exception does not include the removal of topsoil for sale, exchange or other deposition.	☐ Yes ☐ No ☐ Unknown
11. Has the site been subject to previous site alteration permits, topsoil preservation permits and/or fill control permits. If yes, please provide the previous permit number _____	☐ Yes ☐ No ☐ Unknown
12. Is there proof of insurance in an amount satisfactory to the Director of Planning and Development Services from an insurer licenced in the Province of Ontario for the proposed Site Alteration works?	☐ Yes ☐ No ☐ Unknown
13. Has the applicant/owner obtained and reviewed the Town of Aurora “Design Criteria Manual For Engineering Plans” document and the “Town of Aurora Site Alteration Standards” document? The documents can be downloaded from the following web page: https://www.aurora.ca/en/business-and-development/construction-projects.aspx	☐ Yes ☐ No ☐ Unknown
15. Do the subject lands contain built heritage resources or cultural heritage landscapes?	☐ Yes ☐ No ☐ Unknown
16. Is the site within a heritage conservation district?	☐ Yes ☐ No ☐ Unknown

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If so, do you have heritage clearance? _____	
17. Do you have a LSRCA or TRCA Permit (if applicable)?	☐ Yes ☐ No ☐ Unknown
18. Do you have a Region of York Permit (if applicable)?	☐ Yes ☐ No ☐ Unknown
19. Are there currently or in the past well(s) on the subject lands? If so do you have well decommissioning records? _____	☐ Yes ☐ No ☐ Unknown
20. Are there currently or in the past septic tank(s) on the subject lands? If so do you have septic decommissioning records? _____	☐ Yes ☐ No ☐ Unknown
21. Are there drawings attached to this Site Alteration Permit Application? (3 sets required).	☐ Yes ☐ No ☐ Unknown
22. Is there any Geotechnical/Environmental Information? If yes, provide details _____ _____	☐ Yes ☐ No ☐ Unknown
23. Is this a completed site alteration permit application, signed by the applicant and/or owner of the property? If no, why not? _____	☐ Yes ☐ No ☐ Unknown
24. Are the permit application fees attached? If no, why not? _____	☐ Yes ☐ No ☐ Unknown
25. Is the Site Alteration Plan certified by a qualified person? See By-Law 6226-19 Section 6.2 for certified qualification requirements.	☐ Yes ☐ No ☐ Unknown
26. Does the owner/applicant agree to comply with the permit conditions imposed by the Director of Planning and Development Services Department or Aurora Council?	☐ Yes ☐ No ☐ Unknown
27. Is the site alteration permit in compliance with Ontario Regulation 140/02, the Oak Ridges Moraine Conservation Plan, and the Town of Aurora Zoning By-Law.	☐ Yes ☐ No ☐ Unknown
28. Does the Application propose development on private services or redevelopment on a site where private services were used?	☐ Yes ☐ No ☐ Unknown
29. Is the Application on lands (or adjacent to lands) that have or may have potential sources of contamination: • previously used for industrial uses; • petroleum or other fuel stored on the subject land or adjacent land; • buried waste on the property • existing or previously existing buildings which may be made with materials hazardous to health (i.e., asbestos, PCBs etc.) • where filling had occurred; or • where there is a reason to believe that the lands may be contaminated based on historical use • etc. *Possible offending uses may include: disposal of waste, 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.	☐ Yes ☐ No ☐ Unknown

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30. Has this subject lands been changed by either the addition of earth or other fill material prior to this application? If yes, how much? _____	☐Yes ☐ No ☐Unknown
31. 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 has been prepared, a copy is required to be submitted with the Application Form.	☐Yes ☐No ☐Unknown
32. Is site alteration access by a provincial highway, municipal road, or a right of way?	☐Yes ☐No ☐Unknown
33. Will the proposed site alteration require access to an adjacent property or impact adjacent properties (i.e. altering drainage or extending grading works on adjacent property)? if yes please note that a signed letter from the impacted owner giving permission for the alteration will be required	☐Yes ☐No ☐Unknown
34. Are there any known archeological sites on or adjacent to the subject lands?	☐Yes ☐No ☐Unknown
35. Have appropriate archaeological assessments on the lands been completed to the satisfaction of the Ministry of Tourism Culture and Sport?	☐Yes ☐No ☐Unknown

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Permit Fee Provided Flat Fee (\$743.25) + Price Per Hectare of Site Area (\$43.00/ha): ☐ Yes ☐ No Total Permit Fee \$_____ Cheque Receipt No. _____ Cheque Date: _____			
Permit Renewal Fee Provided ½ of Flat Fee (\$371.75) + ½ Price Per Hectare of Site Area (\$21.50/ha): ☐ Yes ☐ No Total Permit Fee \$_____ Cheque Receipt No. _____ Cheque Date: _____			
Cost Estimate to Stabilize the Site with 50mm Topsoil and Terraseed: ☐ Yes ☐ No Total Value \$_____			
Cost Estimate to Install Erosion Sediment Control: ☐ Yes ☐ No Total Value \$_____			
Complete Application Submitted (as per Section 7 of By-Law 6226-19): ☐ Yes ☐ No Date of Submitted Application: _____			
The applicant/owner has submitted the following plans, documents and drawings: _____ _____			
Site Alteration Plans, Documents and Drawings Prepared By: _____ _____			
Certificate of Insurance Provided: ☐ Yes ☐ No			
WSIB Provided: ☐ Yes ☐ No			
Securities Provided: ☐ Yes ☐ No Total Value \$_____ Cheque Receipt No. _____ Cheque Date: _____			
Letter of Credit Provided: ☐ Yes ☐ No Total Value \$_____			
Three Hardcopies of Drawings: ☐ Yes ☐ No			
Development Planning Division Approval: ☐ Yes ☐ No ☐ n/a			
Heritage Planner Approval: ☐ Yes ☐ No ☐ n/a			
Parks Division Approval: ☐ Yes ☐ No ☐ n/a			
Vegetation Agreement from Parks Division: ☐ Yes ☐ No ☐ n/a			
Region of York Approval: ☐ Yes ☐ No ☐ n/a			
LSRCA Permit: ☐ Yes ☐ No ☐ n/a			
TRCA Permit: ☐ Yes ☐ No ☐ n/a			
Archeological Clearance: ☐ Yes ☐ No ☐ n/a			
Environmental Site Assessment: ☐ Yes ☐ No ☐ n/a			
Meets Town of Aurora By-Law Requirements: ☐ Yes ☐ No ☐ n/a (ie. site alteration, zoning, blockage of drains, property standards, etc.)			
Proposed Alteration in Accordance with Oak Ridges Moraine Conservation Act: ☐ Yes ☐ No ☐ n/a			
Septic Decommissioning Records Received: ☐ Yes ☐ No ☐ n/a			
Well Decommissioning Records Received: ☐ Yes ☐ No ☐ n/a			
Please note letter of credit and/or securities may be requested before insurance of permit.			



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8. FEE CALCULATION WORKSHEET

Are the applicable fees attached? ☐ Yes ☐ No

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

Permit Fee Provided: Flat Fee (\$796.00) + Price Per Hectare of Site Area (\$46.00/ha).

Permit Renewal Fee Provided: ½ of Flat Fee (\$398.00) + ½ Price Per Hectare of Site Area (\$23.25/ha).

Comments _____



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AUTHORIZATION OF OWNER/APPLICANT

OWNER’S AUTHORIZATION (if Agent is used)	
<i>The Owner must complete this section. For more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization, if necessary.</i>	
I, _____ being the registered owner of the subject site, hereby authorize _____ (print agent’s name), to submit the above application to the Town of Aurora for approval thereof.	
Signature:	Date:
Name of Signatory:	Title:

APPLICANT’S CERTIFICATION	
<i>THE APPLICANT</i> has read the Site Alteration By-law and Schedules and agrees to abide by all the conditions therein.	
I, hereby make the above application for Site Alteration, declaring that all information contained herein is true and correct, and acknowledging the Town of Aurora will process the application based upon the information provided.	
Signature:	Title:

TOWN OF AURORA AUTHORIZATION (to be filled in by Town of Aurora staff member)	
Staff 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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INFORMATION COLLECTION AND RELEASE

Information being collected on this application form is being collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and the *Municipal Act*, 2001, S.O. 2001, c. 25 and will be used for processing, administering and reviewing of the application, any resulting permit and any other related applications, requests and inquiries made to the Town.

I acknowledge 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 acknowledge 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.

Signature of Owner/Applicant or Agent

Date



FEE CALCULATION WORKSHEET – 2023
SITE ALTERATION PERMIT APPLICATION

THIS FORM MUST BE COMPLETED BY APPLICANT FOR CALCULATION OF FEES

BREAKDOWN OF FEES FOR SITE ALTERATION PERMIT APPLICATION		
CALCULATIONS		TOTAL
☐ a) Permit Application	\$796.00	\$ _____
OR:		
☐ b) Permit Renewal Application	\$398.00	\$ _____
PLUS: (per hectare of site area)		
☐ a) Permit Application Site Area in Hectares _____ hectares X \$46.00		\$ _____
OR:		
☐ b) Permit Renewal Application Site Area in Hectares _____ hectares X \$23.25		\$ _____
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) _____

☐ SITE ALTERATION PERMIT APPLICATION GL ACCOUNT NUMBER:

☐ SITE ALTERATION PERMIT RENEWAL APPLICATION GL ACCOUNT NUMBER:

VERIFICATION OF FEES:
Indicate Correct Total \$ _____

Municipal Engineer's Name: _____ Date: _____