



## **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](mailto:planning@aurora.ca)

**Town of Aurora**  
100 John West Way  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

January 2025



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## 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](mailto: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 3<sup>rd</sup> 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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## Site Plan Application

### 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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## Site Plan Application

### 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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**Site Plan Application**

**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? \_\_\_\_\_



**Site Plan Application**

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 Ste 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 arkeological 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: \_\_\_\_\_

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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 \_\_\_\_\_

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**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.	



**Site Plan Application**

**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	



## Site Plan Application

### 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*.

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Signature of Owner

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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	\$ 17,524.00	\$ _____
b) Minor and Amending Site Plan Approval Application	\$ 9,411.00	\$ _____
Plus:		
i) Industrial/ Commercial/ Institutional		
GFA for first 2,000m <sup>2</sup> _____ GFA (m <sup>2</sup> )	X \$ 7.75 / m <sup>2</sup>	\$ _____
GFA between 2,001m <sup>2</sup> - 10,000m <sup>2</sup> _____ GFA (m <sup>2</sup> )	X \$ 5.25 / m <sup>2</sup>	\$ _____
Portion of GFA larger than 10,000m <sup>2</sup> _____ GFA (m <sup>2</sup> )	X \$ 2.60 / m <sup>2</sup>	\$ _____
ii) Residential		
0 - 25 Units	\$ 758.00/unit	\$ _____
26 – 100 Units	\$ 455.00/unit	\$ _____
101- 200 Units	\$ 273.00/unit	\$ _____
More than 200 Units	\$ 1.00/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)	\$ 9,411.00	\$ _____
ii) Minor Site Plan (each)	\$ 5,054.00	\$ _____
Site Plan Exemption Applications: See Site Plan Exemption Application Form and Fees.		
<b>Total Fee Amount</b>		<b>\$ _____</b>
Payment of Fees		
All fees set out herein shall be payable by cheque to the <b>Town of Aurora</b> 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: _____	