



TOWN OF AURORA
COMMITTEE OF ADJUSTMENT APPLICATION FORM
CHECKLIST

PLANNING AND BUILDING SERVICES
Committee of Adjustment
Phone: 905-727-3123 ext. 4226
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Town of Aurora
100 John West Way,
Box 1000, Aurora, ON L4G 6J1
www.aurora.ca

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TOWN OF AURORA

Planning and Building Services

**COMMITTEE OF ADJUSTMENT APPLICATION
FORM CHECKLIST**

Please ensure you have all materials included below before you attend our offices. Only completed Application Forms, with plans in metric, will be accepted, NO EXCEPTIONS.

1. PRE- APPLICATION CONSULTATION

If your property is: A) within a Conservation Authority area B) a historical site C) subject to Site Plan approval, it is strongly recommended that you first contact the departments listed below to discuss and determine if it is ready to be scheduled for a Public Hearing.

- Conservation Authority regulated area: If the subject property is within a Conservation Authority regulated area, please contact:

Lake Simcoe Region Conservation Authority
120 Bayview Parkway, PO Box 282
Newmarket ON L4G 3G8
Tel: 905-895-1281 Fax: 905-853-5881

OR

Toronto and Region Conservation Authority
5 Shoreham Drive
Downsview ON M3N 1S4
Tel: 416-661-6600 Fax: 416-661-6869

(Note: Please feel free to speak with Planning staff to determine which Conservation Authority your subject property falls within.)

- Heritage: If the subject property is listed or designated as historical, please contact:

Town of Aurora, Planning and Building Services,
Heritage Planning Section
100 John West Way, Third Floor,
Aurora ON L4G 6JZ
Tel: 905-727-3123 ext. 4226 Fax: 905-726-4736
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- Site Plan Approval: If your project requires Site Plan Approval, it is strongly recommended that you first file your Site Plan Application with Planning and Building Services Department. Once the first round of Site Plan feedback has been received the assigned Planner will acknowledge in writing that he/she is prepared for the Application to proceed to a Committee of Adjustment Public Hearing Meeting for a decision.

- Other Planning Applications: Other Planning Act applications may be necessary for your proposal. Committee of Adjustment staff will determine this in consultation with Planning and Building services staff. If other applications are required, the prospective applicant will be advised to address those other applications prior to proceeding with their Committee of Adjustment application.

IMPORTANT: To ensure that your Application Form is accepted and processed in a timely manner please bring a copy of the written Acknowledgements from the applicable departments and file it with the other required application materials. Failure to provide such information could result in delays with the processing of your Application.

2. APPLICATION OF VARIANCES

- A. Application Form; All applicable sections must be completed by the Owner, Applicant or Agent;

- B. Authorization: All Registered Owners of the property must sign the Application Form. (Note: Discrepancies in ownership information may require additional documentation); and

- Application Fee: Fees should be made by cheque, payable to '**Town of Aurora**'. Refer to the Fee Calculation Worksheet in Application Form to determine the applicable fees.



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3. IDENTIFICATION OF VARIANCES

- A. Preliminary Zoning Review: Preliminary Zoning Review (PZR) is prepared by a Zoning Examiner, Building Section, and is required. The PZR will list all variances and other important building information. Please ensure that the PZR is correct and complete before you file it with your Committee of Adjustment Application Form.

OR

- B. Permitted Use Letter: If your proposed Committee of Adjustment Application Form only deals with the use for the subject property, a Permitted Use (PU) Letter could be provided in lieu of the PZR. Please consult with Building and By-law Services staff to determine if the PU Letter is applicable to your Application.

4. PLANS – MUST BE IDENTIFIED IN METRIC

Guidelines for Preparing Plans:

- A. Survey: A current Ontario Land Survey is required for all Consent Applications. For Minor Variance Applications, this is recommended.
- B. Site Plans: Must accurately illustrate building locations on any neighbouring property in relation to your project. Measurements must be identified in metric.
- C. Site Statistics & Calculations: Please ensure that this information matches the information detailed on the PZR or PU Letter. Measurements must be identified in metric.
- D. Floor Plans & Elevations: One (1) drawing per page. Measurements must be identified in metric.
- E. Variances: Should be identified clearly on the plans (ie. Building heights shown on all elevations, setbacks shown clearly on the site plan). Measurements must be identified in metric.



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5. REQUIRED PLANS

A. Minor Variance Applications

Two (2) full sets of metric plans on paper size 28cm x 43cm (11"x17") and one set of plans on paper size 20.5cm x 28cm (8.5" x 11") containing:

Please Check	Item	Size 28cm x 43cm (11" x 17")	Size 21.5cm x 28cm (8.5" x 11")
<input type="checkbox"/>	Ontario Land Survey	2 sets	1 set
<input type="checkbox"/>	Site Plan, including neighbouring properties, buildings, and trees	2 sets	1 set
<input type="checkbox"/>	Site Plan, which clearly identifies Variances being requested, North arrow, addressing for abutting streets, and, municipal address for subject property (Note: Planning staff can provide examples of what is expected to be completed)	2 sets	1 set
<input type="checkbox"/>	Floor Plans One (1) per page	2 sets	1 set
<input type="checkbox"/>	Elevations One (1) per page	2 sets	1 set

B. Consent Applications

Two (2) full sets in metric plans on paper sized 28cm x 43cm (11" x 17") and One (1) full set of metric plans on paper size 21.5cm x 28cm (8.5" x 11") containing:

Please Check	Item	Size 28cm x 43cm (11" x 17")	Size 21.5cm x 28cm (8.5" x 11")
<input type="checkbox"/>	A Draft R Plan Listing parts and Areas	2 sets	1 set
<input type="checkbox"/>	NAD 83 CSRS – 3 Degree Modified Transverse Mercator projection (see last page of Application Form for correct number and size)	2 sets	1 set



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- Note: the above plans are required for each Application. If a submission requires one Consent Application and two Minor Variance Applications, please provide the above listed required sets of plans. One (1) per Consent Application, and for two (2) Minor Variance Applications.

- Only Complete Applications will be accepted and scheduled for Public Hearing Meetings.

- Complete Applications are scheduled on first come first serve basis.