



Town of Aurora

Pre-Application Consultation Request 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



Pre-Application Consultation Request

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.

1. Location and Description of Property

Municipal Address _____
(If applicable)

Legal Description _____

Other _____

Area _____(hectares) _____(acres)

Frontage _____(meters) _____(feet)

Depth _____(meters) _____(feet)

2. Owner/Applicant/ Information

Registered Owner(s) _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____

Company: (If the property is owned by a company)

Company Name _____

Company Principal _____

Representative _____ Position _____



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Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____

Agent(s) (Required if 'Applicant' is not the 'Owner')

Contact _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____ E-mail _____

3. Existing Property Information

Describe the current use _____

Describe buildings or structures on the property, including natural features _____



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4. Use of Surrounding Lands

Current Official Plan Designation _____

Does the proposal comply with the Current Official Plan Designation _____

Current Zoning _____

Does the proposal comply with the current Zoning _____

5. Detailed description of proposed development:

Proposed Application Type

☐ Official Plan Amendment

☐ Minor ☐ Major

☐ Site Plan Application

☐ Minor ☐ Major ☐ Stable Neighbourhood Review

☐ Radiocommunication Tower/Antenna

☐ Zoning By-law amendment

☐ Minor ☐ Major ☐ Hold Removal ☐ Temporary use

☐ Plan of Subdivision

☐ Plan of Condominium

☐ Other: _____

Describe the proposed development _____



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6. Permission to Enter

The Applicant acknowledges that a site visit may be required and authorized the Town Staff to enter onto the subject lands for the purpose of reviewing this application.

Applicant Signature _____ Dated _____

7. Fee Calculation Device

Are the applicable fees attached? ☐ Yes ☐ No

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

Comment _____



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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,	
The registered Owner(s) 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



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 726-4700
aurora.ca

Town of Aurora

Fee Calculation Worksheet

Planning and Development Services

Pre-Application Consultation Application

This Form must be completed by Applicant for calculation of fees

Breakdown of Fees

Calculations	Fee	Total
Pre-Application Consultation Fee Level 1: If the Applicant only provides a site plan, with no other supporting information.	\$ 1,051.00	\$ _____
Pre-Application Consultation Fee Level 2: If the Applicant provides the following: Site Plan, Landscape Plan, conceptual elevation/images and brief planning justification outlining the proposal and the relevant planning policies.	\$ 683.00	\$ _____
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: _____
Property Address / Legal Description: _____	
General Ledger Number 1-10-1093-52128-000000-000-000-0000 (PREAPP)	
Verification of Fees: Indicate Correct Total	\$ _____
Staff Name: _____	Date: _____

January 2026