

## PRE-CONSULTATION

The Town's **Minor Variance Application** process recommends that an applicant meet with Town staff prior to submitting an application. This pre-consultation meeting will allow the applicant to explain the proposal and give staff an opportunity to provide preliminary comments and advise what will be required in support of a formal application.

This enables the Committee of Adjustment to make an informed decision within prescribed timelines. A pre-consultation meeting can be arranged by contacting the Planning & Development Services department.

## PRINCIPLES IN APPLICATION REVIEW

The vision of The Town of Aurora *Official Plan* guides the review of planning applications and the resulting development within the Town with the following principles:

- Promoting responsible growth management
- Ensuring design excellence
- Building a greener community
- Providing a range and mix of housing
- Providing appropriate community facilities
- Protecting stable neighbourhoods
- Developing vibrant new neighbourhoods
- Advancing the economy
- Building a successful downtown
- Establishing a linked greenland system
- Conserving cultural resources
- Providing sustainable infrastructure

# Minor Variance Application PROCESS GUIDELINES



This brochure is part of a series that outlines development processes in The Town of Aurora



If applicable, review the following documents prior to filing your application. They are available at the Planning & Development Services department and on our website.

- Town of Aurora *Official Plan/Secondary Plan* policies
- Aurora Promenade Urban Design Strategy
- Zoning Bylaw
- Design guidelines
- Heritage Conservation District plans



### Need more information?

Contact the Town of Aurora's Planning & Development Services department

#### Hours of Operation:

Monday to Friday from 8:30 a.m. to 4:30 p.m.

#### Contact Information:

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: [planning@aurora.ca](mailto:planning@aurora.ca)

Website: [www.aurora.ca/planningdevelopmentservices](http://www.aurora.ca/planningdevelopmentservices)

#### Address:

Planning & Development Services department  
Aurora Town Hall, 3<sup>rd</sup> Floor  
100 John West Way  
Aurora, Ontario L4G 6J1



## WHAT IS A MINOR VARIANCE APPLICATION?

A **Minor Variance Application** is the process through which The Town of Aurora's Council-appointed Committee of Adjustment (COA) makes decisions on proposed changes to a property which do not conform to the Zoning Bylaw. This process engages the public by offering an opportunity to voice concerns and questions at a public meeting prior to the COA's consideration of the application.

Please note a minor variance does not change the Zoning Bylaw; it allows a variance to a specific requirement of the bylaw.

### Additional Information

The **Minor Variance Manual** and **Application Form** is located on The Town of Aurora's website at [www.aurora.ca/planningdevelopmentservices](http://www.aurora.ca/planningdevelopmentservices) or at the Planning & Development Services department.

## PLANNING CONSIDERATIONS

When an application is reviewed, consideration is given to:

- How the request complies with the general intent and purpose of the *Official Plan*
- Whether the request constitutes a minor departure from the Zoning Bylaw
- Whether the physical or inherent conditions of the site make compliance with the bylaw difficult
- Whether alternative solutions in conformity with the bylaw are not feasible or appropriate
- Ensure that adjacent owners and residents are not adversely affected
- Ensure that ministries, conservation authorities and other agencies have been consulted, where appropriate

## REQUIRED CRITERIA

The following criteria is to be considered by the Committee under the *Ontario Planning Act*, Section 45:

- The variance must be minor
- The variance must be desirable and appropriate development for use of the land, building or structure
- The general intent and purpose of the Zoning Bylaw must be maintained
- The general intent and purpose of the *Official Plan* must be maintained

## SUBMISSION REQUIREMENTS

- Application fee
- Application form (1 copy)
- Site plan or survey (1 copy)

Please note applications within the Oak Ridges Moraine require additional information, determined on a case-by-case basis.

## MINOR VARIANCE APPLICATION PROCESS

The flow chart below represents the **Minor Variance Application** process used by The Town of Aurora. Each proposal is unique and the process may vary for each application. Please note the application process may take approximately two months.

