

## PRE-CONSULTATION

The Town's **Zoning Bylaw Amendment** process requires an applicant to 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 plans and studies will be required in support of a formal application.

Required plans and studies will be based on the complexity of the application. This enables Council to make an informed decision within prescribed timelines. A checklist will be provided by staff, outlining submission requirements needed for the applicant to make a complete application. The pre-consultation and complete application provisions are a requirement of the Town's *Official Plan* (s 15.2.1) and are detailed in the planning application manuals. 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

### 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

# Zoning Bylaw Amendment PROCESS GUIDELINES



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



## WHAT IS A ZONING BYLAW AMENDMENT (OR "REZONING")?

A Zoning Bylaw Amendment or Rezoning is the process through which the Town guides and approves changes to how specific lands are used for specific purposes. The process also addresses related development standards, such as property setbacks, parking and landscape requirements.

Zoning applications must meet the objectives and policies of the Town's Official Plan. Applications for proposed developments are examined for design and technical aspects to determine if land use is appropriate for the community and that development standards are appropriate for the area. This process engages the public by offering an opportunity to voice concerns and questions at a public meeting prior to Aurora Town Council's consideration of the amendment application.

### Additional Information

The Official Plan Amendment and Zoning Bylaw Amendment Manual and Application Form are 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

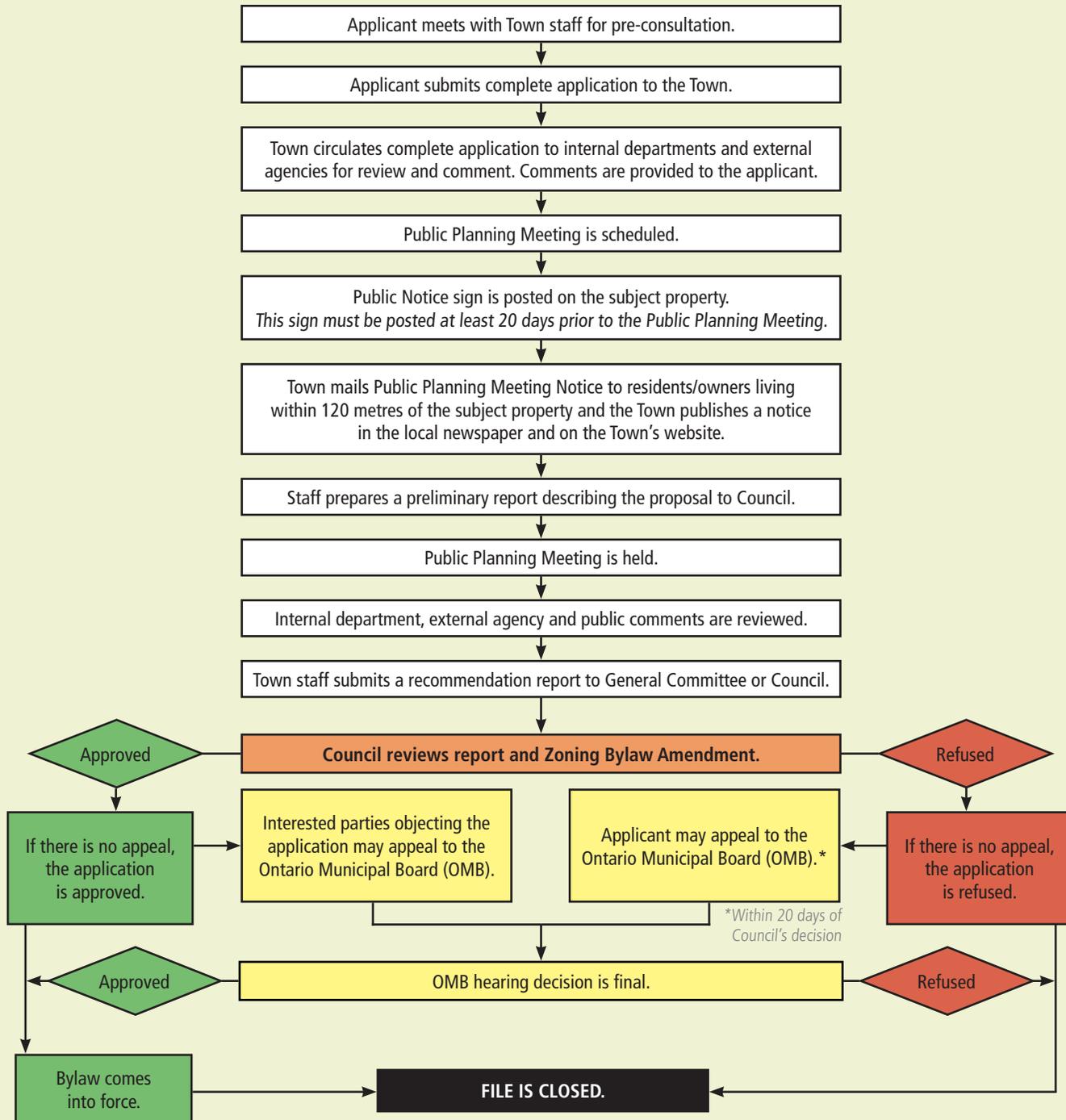
When an application is reviewed, consideration is given to: How the land is proposed to be used, location of buildings and structures, lot sizes and dimensions, building height, setbacks, safe and adequate parking, loading facilities, access to the site, municipal servicing availability, environmental and neighbourhood impacts, buffer and landscape screening, traffic impacts, compatibility, sustainability, grading and drainage and public input.

## SUBMISSION REQUIREMENTS

- Application fees
- Application form (3 copies)
- Conceptual site plan (12 copies)
- Conceptual building elevations (12 copies)
- Planning justification (12 copies)
- Reduction of all plans in 8.5" x 11" format (1 copy)
- CD containing all PDFs of all plans and required reports
- Other plans and reports as determined at the pre-consultation meeting

## ZONING BYLAW AMENDMENT PROCESS

The flow chart below represents the Zoning Bylaw Amendment 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 six to nine months.



**!** 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