



**Town of Aurora**  
**Minor Variance Application Form**

**Planning and Development Services**

**Development Planning Division**  
**Committee of Adjustment Section**

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 2024



## Minor Variance Application Form

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 Committee of Adjustment for the Town of Aurora under Section 53 of the *Planning Act*, for relief, as described in this Application Form, from the Town’s Comprehensive Zoning By-law (*as Amended*).

Applicants who wish to apply to the Committee of Adjustment must first have the Preliminary Zoning Review completed by the Building Division staff. To obtain information regarding this process, please contact [building@aurora.ca](mailto:building@aurora.ca) via e-mail or by calling 365-500-2081

### 1. Complete Application

When was the Pre-consultation meeting held with Town Staff?

---

Which staff member(s) were in attendance?

---

---

Comments

---

---

### 2. Preliminary Zoning Review

Has the Preliminary Zoning Review Form completed and attached?  Yes  No

Is the Application consistent with information provided in the Preliminary Zoning Review Form?

Yes  No

If not, you must speak to the Building Division staff directly.



## Minor Variance Application Form

### 3. 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 \_\_\_\_\_

**Agent(s):**

(Solicitor/Consultant, if applicable) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Send correspondence to:**

(Check off the appropriate box)

Owner

Applicant

Agent

All



---

## Minor Variance Application Form

### 4. Location and description of property

Legal Description of the subject land:

Municipal Address \_\_\_\_\_  
(If applicable)

Legal Description \_\_\_\_\_

Other \_\_\_\_\_

Size of Property

Area \_\_\_\_\_ (hectares) \_\_\_\_\_ (acres)

Frontage \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)

Depth \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)

### 5. Nature and extent of relief from the Zoning By-law applied for

---

---

---

### 6. Why is it not possible to comply with the provisions of the By-law

---

---

---



**Minor Variance Application Form**

**7. Subject lands**

Particulars of all <b>existing</b> building(s) and structure(s) on the subject land. Please specify:				
	Existing structure 1		Existing structure 2	
a) Type of building(s) or structure(s)				
b) Gross floor area or dimensions of the building(s) or structure(s)				
c) The front, rear and side yard setbacks	Front:	Rear:	Front:	Rear:
	Side:	(Ext.) Side:	Side:	(Ext.) Side:
d) Height of the building or structure				
e) Location of parking				



**Minor Variance Application Form**

Particulars of all <b>proposed</b> building(s) and structure(s) on the subject land. Please specify:				
	Proposed structure 1		Proposed structure 2	
a) Type of building(s) or structure(s)				
b) Gross floor area or dimensions of the building(s) or structure(s)				
c) The front, rear and side yard setbacks	Front:	Rear:	Front:	Rear:
	Side:	(Ext.) Side:	Side:	(Ext.) Side:
d) Height of the building or structure				
e) Location of parking				

Note: The Applicant must submit a Site Plan, together with any photographs or drawings (such as floor plans or elevation plans) which may assist the Committee, if applicable.

Year of acquisition of subject land \_\_\_\_\_

Year of construction of all buildings and structures on subject land \_\_\_\_\_

Existing use of the subject property \_\_\_\_\_

Proposed use of the subject property \_\_\_\_\_

Existing use of the abutting properties \_\_\_\_\_

Length of time the existing uses of the subject property have continued \_\_\_\_\_



## Minor Variance Application Form

### 8. Existing easements / Restrictive covenants

Are there any easements or restrictive covenants affecting the subject land?  Yes  No

If yes, describe the easement or covenant and its effect \_\_\_\_\_

### 9. Access

Type of road access (check the appropriate box)

- Provincial Highway
- Regional Road, maintained all year
- Another public road or right-of-way

### 10. Water Supply

Water supply provided by (check the appropriate box)

- Publicly owned and operated piped water
- Privately owned and operated individual well
- Privately owned and operated communal well Lake
- or other body of water
- Other means

### 11. Sewage Disposal

Sewage disposal provided by (check the appropriate box)

- Publicly owned and operated sanitary sewage system Privately
- owned and operated individual sewage system Privately
- owned and operated communal septic system
- Other means

**Minor Variance Application Form**

**12. Stormwater Management**

Storm Drainage provided by (check the appropriate box)

- Sewers                       Swales  
 Ditches                       Other means

If the property is not municipally or publicly serviced, have you had the On-site Sewage System Form reviewed and completed by the Building Division staff:     Yes             No

If no, you are required to contact the Building Division Directly.

**13. Survey of the property**

The Application Form shall be accompanied by a survey drawn to a standard metric scale, showing the following:

- a) The boundaries and dimensions of any land abutting the subject lands;
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard and the side yard lot lines;
- c) The approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject land that, in the opinion of the Applicant may affect the Application, such as buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells, septic tanks, and tile fields;
- d) The current uses on land that is adjacent to the subject land;
- e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or right-of-way;
- f) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- g) The location and nature of any easement affecting the subject land.

**14. Fee calculation worksheet**

Are the applicable fees attached?     Yes             No

Is the Fee Calculation Worksheet completed and attached?     Yes             No

Comment \_\_\_\_\_





## Minor Variance Application Form

### 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.	



**Minor Variance Application Form**

**Authorization of Owner(s)**

I/We,

Hereby consent and authorize representatives of the Town of Aurora and those persons identified under the Planning Act, R.S.O. 1990 c. P.13, including the Members of the Committee of Adjustment, to enter upon the land subject to this application for the purpose of conducting any site inspections and take pictures which is necessary for the evaluation of this application.

Signature(s) of Owner(s)

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 Agent.

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



## Minor Variance Application Form

### Declaration of Site Plan

I,

with respect to the Site Plan submitted with this Consent Application hereby declare that (please select one of the following):

Where the Site Plan is a photocopy of a survey, I am the Owner of the copyright in the survey and hereby authorize the Town of Aurora to circulate this site plan;

The Site Plan of the property submitted by myself contains siting information provided by me and does not violate copyright in any survey related to the property which is the subject of this Application Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Owner/Applicant or Agent



## Minor Variance Application Form

### Sign Posting Affidavit

In the matter of the following Application(s) to the Town of Aurora Committee of Adjustment,		
Consent Application Number		
Last day for Posting Sign		
I/We		
hereby confirm that the required sign has been posted on the subject property in a prominent location		
at (Property Location/Address)		
on (Date of Posting)		
I did cause the Notice(s) of the Applicant(s) provided to me (the Applicant as the case may be) by the Secretary-Treasurer of the Committee of Adjustment of the Town of Aurora to be posted so as to be clearly visible and legible from a public highway, or other place to which the public has access on the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s), in compliance with the <i>Planning Act</i> , R.S.O. 1990, c. P. 13, as amended.		
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.		



## Minor Variance Application Form

### Public record notice and release

**Public Record Notice:** Pursuant to 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 Form 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 Form, 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 Form.

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 Form; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this Application Form and made available to the public by the Town pursuant to section 1.0.1 of the *Planning Act*.

---

Signature of Owner/Applicant or Agent

---

Date



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

Town of Aurora

# Fee Calculation Worksheet

Planning and Development Services

## Committee of Adjustment Applications

This Form must be completed by the Applicant for the calculation of fees.

Breakdown of Fees		
Calculations	Fee	Total
<b>Consent</b>		
a) Base Fee (for all Consent types) Plus: Fee per additional lot created (beyond the initial severed parcel)	\$ 5,777.00  \$ 2,902.00	\$ _____  \$ _____
b) Change of conditions <small>(Section 53(23) of the Planning Act—only before final consent is given)</small>	\$ 1,064.00	\$ _____
c) Re-circulation Fee <small>(Note 7)</small>	\$ 3,026.00	\$ _____
<b>Total Consent Application Fee</b>		\$ _____
<b>Minor Variance or Permission</b>		
a) Oak Ridges Moraine Residential	\$ 3,191.00	\$ _____
b) Ground related Residential zoned lands	\$ 3,191.00	\$ _____
c) More than one Variance related to a Draft Approved Plan of Subdivision <small>(plus per lot or unit calculation per the below)</small>	\$ 3,910.00	\$ _____
d) All other uses, including ICI	\$ 278.00	\$ _____
e) Minor Variance for Outdoor Swim Schools	\$ 5,092.00	\$ _____
f) Minor Variance (non-owner occupied) <small>(Note 8)</small>	\$ 1,672.00	\$ _____
g) Re-circulation / Revisions Fee <small>(Note 7)</small>	\$ 1,605.00	\$ _____
Note 7: Recirculation Fees: Required due to an Owner's or Applicant's revisions or deferrals.		
Note 8: Minor Variance applications for non-owner occupied.		
<b>Total Minor Variance Application Fee</b>		\$ _____
<b>Total Fee Amounts</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 to be complete, the required Application Fee must be paid in full and delivered to the Town before any processing of the Application commences.		
Staff use only		
File Name: _____	File Number: _____	
Property Address / Legal Description: _____		
Committee of Adjustment General Ledger Number		
1-10-1093-52107-000000-000-000-0000 (COAAP)		
Verification of Fees: Indicate Correct Total		\$ _____
Staff Name: _____	Date: _____	