

## PRE-CONSULTATION

The Town's *Official Plan 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

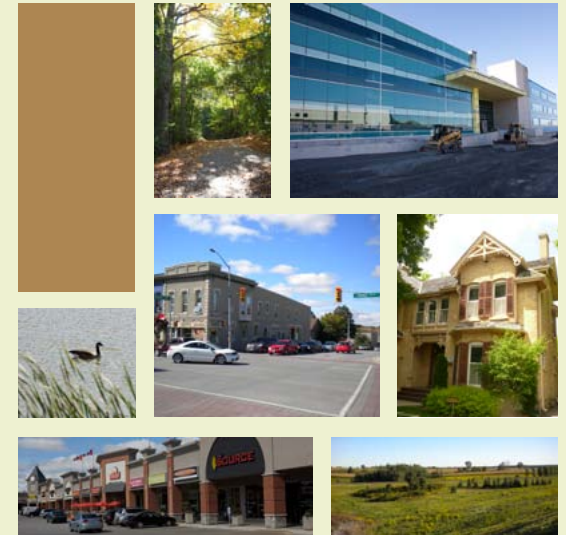
Email: [planning@aurora.ca](mailto:planning@aurora.ca)

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

#### Address:

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

# Official Plan Amendment PROCESS GUIDELINES



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



## WHAT IS AN OFFICIAL PLAN AMENDMENT?

An *Official Plan Amendment Application* is the process where changes are made to the *Official Plan*. The Town of Aurora's *Official Plan* sets out the goals, objectives and direction for the Town. The *Official Plan* establishes the vision, corresponding principles and supporting policies to guide the Town's evolution and development to the year 2031. The *Official Plan* contains a number of *Secondary Plans* which provide more specific land-use policies and direction.

## PLANNING CONSIDERATIONS

When considering an amendment to the *Official Plan*, the Town will evaluate:

- The need for the proposed change
- The assessment of the proposed change in terms of social, economic, environmental and visual impacts and benefits for the community
- The extent of the change to the policies, objectives and principles of the *Official Plan*
- The effect on population and employment projections
- Conformity with The Regional Municipality of York's *Official Plan* and provincial legislation

## SUBMISSION REQUIREMENTS

- Application fees
- Application form (3 copies)
- Draft *Official Plan Amendment* document (3 copies)
- Conceptual site plan and conceptual building elevations (12 copies)
- Planning justification report (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



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

## OFFICIAL PLAN AMENDMENT PROCESS

The flow chart below represents the *Official Plan 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 twelve months.

