

Update to the Town of Aurora's Services - COVID-19

Please be advised, that the Town of Aurora has provided additional information to BILD regarding their level of services amid the efforts to provide business continuity to the development industry during the COVID-19 pandemic.

Overall, Planning and Building Services staff are still working and are available through email and phone. Outlined below, is how members can expect to proceed with Planning and Building Services at the Town during this time:

- **PLANNING & BUILDING:**
 - As of this week, Planning and Development Services have officially arranged a safe process for accepting new applications and issuing building permits through a pick-up and drop-off location. This includes the intake of building permits, building/engineering plans, and all development planning applications (For example, Official Plan Amendments, Zoning By-Law Amendments, Plans of Subdivision, Site Plans, Condo Plans, and Committee of Adjustment applications);
 - The pick-up and drop-off area is located at the North-East corner of the back entrance of Aurora Town Hall;
 - Further, the Town will also be accepting building permit applications electronically through email at building@aurora.ca as well as through the drop-off location. Once the building permit is submitted staff will arrange with the applicant on how to pick up the approved permit;
 - The Town kindly asks that applicants contact the respective division to arrange pick-up or drop-off for a new or existing file/application;
 - Development Planning continues to accept Pre-Application Requests at planning@aurora.ca, and will schedule Planning Review Meetings through video conferencing;

- **APPLICATION PROCESSING & REVIEW:**
 - Please note, all submissions will be quarantined for 48 hours before staff intake any documentation. All materials will be secured every day at 4:30pm. Members will receive an email confirmation once your Application/Permit/Plans have been formally received and stamped.

- **PAYMENT:**
 - Payment terms follow the usual Application process. Cheques can accompany the Application Package in this same drop-off box location;
 - At this time, Building Permit payment will only be accepted by cheque.

- **COUNCIL & COMMITTEES:**
 - Council and General Committee meetings will be livestreamed moving forward, [please refer here](#) for a schedule of meetings for the month of May;
 - Committee of Adjustment remains suspended for the month of May, though the Town is still accepting applications through email at planning@aurora.ca as well as through the new drop-box location;
 - Staff have advised BILD that the Town is looking into a way to start hosting Committee of Adjustment meetings in June.

As a friendly reminder, [BILD's website](#) contains the most recent updates to members including any relevant provincial bulletins, the status and actions of any municipalities/regions as it pertains to your

operations and bulletins/notices from our partner organizations. BILD staff is monitoring the situation closely and making updates as new information comes along.

For inquiries around Planning, Development and Engineering, kindly contact:

Planning and Development Services Division

t. 905.727.3123 ext. 4226 | e. planning@aurora.ca or engineering@aurora.ca

For inquiries around Building, kindly contact:

Building Services Division

t. 905.727.3123 ext. 4388 | e. building@aurora.ca