



Application for an Amendment to the Official Plan and / or Zoning By-law Amendment

Application Fees

Application for Official Plan Amendment

Commercial use where lot area is greater than 4,000 m ²	\$8,740.00
Residential use in excess of 25 dwelling units	\$8,740.00
Other	\$6,550.00

Application for Zoning By-law Amendment

Commercial use where lot area is greater than 4,000 m ²	\$6,450.00
Residential use in excess of 25 dwelling units	\$6,450.00
Other	\$5,410.00
Other – minor (lot less than 1,000 m ² or may be applied to condition of Consent)	\$2,970.00

Combined Application for Official Plan and Zoning By-law Amendment

Commercial use where the lot area is greater than 4,000 m ²	\$13,830.00
Residential use in excess of 25 dwelling units	\$13,830.00
Other	\$11,180.00

Quinte Conservation Fees (if applicable)

Official Plan amendments	\$705.00
Zoning amendments	\$450.00

*Additional charges may apply based on supporting documentation required

*Please make any Quinte Conservation cheques payable to Quinte Conservation

The City of Belleville pre-screens applications on behalf of Quinte Conservation to determine which applications will be circulated to Quinte Conservation for review. If the pre-screening indicates that Quinte Conservation will be consulted the fee noted above shall be collected at the time the application is received by the City of Belleville.

Other Fees

Removal of holding 'H' symbol (*please see the appropriate application)	\$1,350.00
Temporary Use By-law	\$3,540.00
Sign printing fee (single street frontage)	\$250.00
*Additional signs \$150.00 per sign	



Owner's Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

E-mail Address: _____

Applicant Information (if different than owner)

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

E-mail Address: _____

Agent Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

E-mail Address: _____



Section 1 - Property Details

Municipal Address: _____

Assessment Roll Number: _____

Registered Plan Number (if applicable): _____

Lot or Block Number (if applicable): _____

Lot Frontage (metres): _____

Lot Depth (metres): _____

Lot Area (square metres or hectares): _____

Are there any buildings or structures on the subject lands?

- a) Yes
- b) No

If there are buildings or structures please describe the type, the setbacks (in metric) from the front, rear and side lot lines, the height of the building(s) / structure(s) and the dimensions or floor area.

If known, please provide the date the subject land was acquired by the current owner, the date any existing buildings and structures on the subject land were constructed and the length of time that the existing use of the subject land have continued.

If known whether the subject land has ever been the subject of an application for a Plan of Subdivision, Consent, or Rezoning please provide the file number:



Is the subject land, or land within 120 metres of it, subject to an application by the applicant for (choose all that apply):

- a) Minor Variance or Consent
- b) Amendment to an Official Plan, Zoning By-law or Minister's Zoning Order
- c) Approval of a Plan of Subdivision or a Site Plan

If the answer is yes to any of the above, please provide the file number; the land it effects; its purpose; its status; and its effect on the requested amendment.

Section 2 – Proposal Details

Please describe the present use(s) of the property:

Please describe the proposed use(s) of the property:

Are there any buildings or structures proposed to be built on the subject lands?

- a) Yes
- b) No

If there are proposed buildings or structures to be built please describe the type, the setbacks (in metric) from the front, rear and side lot lines, the height of the building(s) / structure(s) and the dimensions or floor area.



Section 3 – Official Plan Details

Present Official Plan Designation:

Change requested (if applicable):

Reason for change (if applicable):

If an Official Plan policy change is being requested please provide the following information:

a) What Section is the proposal requesting to change:

b) Change requested:

c) Reason for change:

If an Official Plan amendment is being requested, please explain how the amendment is consistent with the Provincial Policy Statement:

Section 4 – Zoning Details

Present Zoning:

Change requested (if applicable):



Reason for change (if applicable):

If a change to the zoning provisions is being requested please provide the following information:

a) What Part is the proposal requesting to change:

b) What Section is the proposal requesting to change:

c) Change requested:

d) Reason for change:

If a Zoning By-law amendment is being requested, please explain how the amendment is consistent with the Provincial Policy Statement:

If a Zoning By-law amendment is being requested, please explain how the amendment conforms to the Official Plan:

Section 5 - Servicing

What type of water supply is proposed? (choose which one applies)

- a) Publicly owned and operated piped water system
- b) Privately owned and operated individual well
- c) Privately owned and operated communal well



What type of sewage disposal is proposed? (choose which one applies)

- a) Publicly owned and operated sanitary sewage system
- b) Privately owned and operated individual septic tank
- c) Privately owned and operated communal septic system
(*if more than 4,500 litres of effluent would be produced per day a servicing options report and a hydro-geological report shall be required)

How will storm drainage be provided? (choose all that apply)

- a) Sewers
- b) Ditches
- c) Swales
- d) Other

What type of road does the property front onto? (choose which one applies)

- a) Provincial
- b) County
- c) Municipal
- d) Private

Has the road in which the property fronts onto been reconstructed within the last 5 years?

- a) Yes
- b) No

Section 6 - Supporting Documentation

Attach to the application all supporting documentation required as identified through the City's pre-consultation meeting. Also include a copy of the City's pre-consultation reporting letter and attachments you received after the development pre-consultation.

Required supporting documentation has been submitted along with the pre-consultation checklist.



Section 7 - Applicant's Acknowledgements

The Applicant hereby acknowledges and agrees:

1. that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
2. that personal information on this application is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and Ontario Regulation 545/06 and /or 543/06, and will be used for the purpose of processing the application and to determine compliance with the policies and bylaws of the City of Belleville;
3. that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
4. City Staff may take up to 30 days to review the application and submissions in order to determine if the application is considered to be "deemed complete";
5. that submission of this application constitutes tacit consent for authorized City Staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
6. that a public meeting will be held to provide a public forum for debate on the merits of the application. The public meeting allows an opportunity for the applicant to present the proposal and address any issues or concerns. If the applicant chooses to prepare and present a formal presentation at public meeting, the presentation needs to be submitted to Staff the Wednesday prior to the public meeting date;
7. that placing or posting signage with respect to this application will be the responsibility of the applicant. Signs must be posted on the subject property by a date that will be provided by City Staff and according to the "Notice Sign Installation Guide" that will be provided;
8. it is the applicant's responsibility to contact City Staff to obtain any department, agency and/or public comments submitted regarding the application. You can request comments by contacting planning@belleville.ca;
9. that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit) may be required;



10. that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
11. that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
12. that additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the City but retained for that purpose due to an expertise in the area of the study (e.g. traffic, marketing, environmental, noise, servicing);
13. that the applicant will be required to pay reasonable legal fees of the City for the preparation and registration of agreements when such agreements are required;
14. the Owner hereby acknowledges and agrees to reimburse the City on demand for all expenses incurred by the City as a result of any work proceeding in advance of necessary agreements or approvals being in place, including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements;
15. that all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application; and
16. that in the event that the Application(s) or any matter related to same is appealed, referred or brought before the OLT (Ontario Land Tribunal), other tribunal and/or Court, and the City is required to attend (or, in its sole and absolute discretion, determines it necessary or advisable to attend) at any proceeding including without limitation, motions, case management conferences, telephone conferences, hearings, etc. then in such case the Owner hereby acknowledges and agrees that the Owner shall be responsible to reimburse the City on demand for all expenses incurred by the City with respect to such proceedings including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements.



Section 8 - Declaration

I, _____, of the _____, in the County of _____, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true. Further, I have carefully read the Acknowledgments above, including without limitation the obligation to reimburse the City for fees, costs and disbursements and hereby agree to be bound by same.

Sworn (or declared) before me at the _____ in the County of _____, on the date of _____.

Signature of Applicant and / or Agent: _____

Signature of Commissioner of Oaths: _____

Section 9 - Permission to Enter

Date: _____

Secretary-Treasurer
Planning Advisory Committee
City of Belleville
City Hall

Dear Secretary-Treasurer:

RE: Application to the Planning Advisory Committee regarding the following subject lands: _____

I hereby authorize staff of the City of Belleville to enter onto the above noted property for the purpose of evaluating the merits of this application. I acknowledge that it is my responsibility as the Owner or Authorized Applicant and/or Agent to notify any tenants that may reside on the premises of staff entry on the subject lands.

Signature of Owner or Authorized Applicant and / or Agent: _____

Please print name: _____



Applications will not be processed where application forms and / or fees are incomplete and when pre-consultation has not occurred.

Engineering & Development Services Department
Planning Section
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