



# APPLICATION FOR CONSENT - NOTES -

**ALL CONSENT APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:**

1. Application Form
2. Fee
3. Photographs
4. Twelve copies of the survey plan or sketch plan
5. Authorization from owner if applicant is not the owner.

**NOTE: The application cannot be processed until it is considered to be complete. An application is considered to be complete when all of the above have been provided and the requisite sign has been posted on the subject lands and all signage requirements have been met.**

## 1.0 CITY APPLICATION FEE

\$2,000.00 for Consent to create a new lot

\$750.00 for all other types of Consents (eg: lot addition, easement, right-of-way)

\$1,100.00 for combined application of Minor Variance and Severance

\$2,200.00 for combined application of Minor Variance and Severance (new lot)

**Please note:** The application fee is non-refundable whether the application is approved or denied. Prior to submitting an application, it is strongly recommended that you contact the Manager of Approvals in order to determine the feasibility of your proposal.

## 2.0 QUINTE CONSERVATION FEE SCHEDULE - consents

**\$320.00**

1. Effective January 1, 2018 the City of Belleville will pre-screen all consent applications on behalf of Quinte Conservation and determine which applications will be circulated to Quinte Conservation for review.
2. 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.**
3. To check to see if the land subject to your application will be charged the Quinte Conservation fee, please refer to the eight (8) screening maps that are found at:

<http://belleville.ca/city-hall/page/quinte-conservation-screening-maps>

Alternatively, please contact City Staff at the Approvals Section.

### 3.0 SIGNAGE REQUIREMENTS

1. A sign is required to be posted on the lands subject to the consent.
2. Once the application is processed, a cardboard sign will be provided to the applicant.
3. The sign must be posted on the property so that it is visible to the public.
4. The sign must remain on the property until the Committee of Adjustment meeting has been held.

### 4.0 APPLICATION FORM (ATTACHED)

1. Parts 1 to 18 must be completed. Please read the application form carefully and answer each item accurately and fully.
2. One copy of the application is required by the Secretary-Treasurer of the Committee of Adjustment.
3. The application shall be signed by the owner of the land that is the subject of the application or a person authorized by the owner to make the application.
4. When the application is signed by a person authorized by the owner, the owner's signed authorization in Part 17 of the application shall be completed.
5. The signature of the applicant is to be validated by a Commissioner of Oaths, e.g., Solicitor, Manager of Approvals, City Clerk.
6. Application to be submitted to: Secretary-Treasurer  
Belleville Committee of Adjustment  
City of Belleville  
169 Front Street, 2<sup>nd</sup> Floor  
Belleville, ON K8N 2Y8

### 5.0 DETAILED INFORMATION REQUIRED FOR APPLICATIONS

1. Item 2      This item is extremely important as this is the reason for the application. The Notice of Public Meeting for the application and the Decision are both formulated from this item. If the applicant has any doubt as to what to apply for and the nature of the consent then the applicant should contact the Secretary of the Committee of Adjustment for assistance.
2. Item 7      Staff processing the consent application cannot look beyond the information provided in Item 7 and will process your application on the basis of information provided in Item 7. **This is your application. Make sure you know the exact details of what you are applying for to the Committee of Adjustment.**

Any errors or omissions in Item 7 could result in the Committee's Decision being different from the true measurements and dimensions found on the ground when it comes time to prepare the legal survey.

## 6.0 PHOTOGRAPHS

**Five** photographs should be submitted with the application. The photographs should be sufficient to illustrate the intent of the application. The pictures should be taken from various locations.

## 7.0 SKETCH PLAN

If a survey plan of the subject property is not available, then a sketch plan **must** be submitted. An example of a sketch plan is attached as Section 10.0 below.

The following details **must** be supplied on the sketch plan:

1. the boundaries and dimensions of the subject land, the part that is to be **severed** marked clearly in **red** and the part that is to be retained marked clearly in **green**;
2. the location and nature of any easement(s) affecting the subject land;
3. the boundaries and dimensions of any land owned by the owner of the subject land that abuts the subject land;
4. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
5. the existing use(s) on **adjacent** lands (residential, commercial, industrial);
6. the approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream, banks, wetlands, wooded areas, wells and septic tanks;
7. 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;
8. if the severed parcel is to be conveyed to an abutting property as a lot addition, please identify the abutting property on the sketch (an arrow can be used);
9. a scale and north arrow should be shown on the sketch;
10. the sketch plan must be drawn to scale utilizing good drafting techniques;
11. the Committee reserves the right to reject sketches for insufficient or poorly presented information, and;
12. the size has to be a minimum of 8.5" x 11" and a maximum of 11" x 17";

## 8.0 ADDITIONAL INFORMATION FOR THE APPLICANT

1. All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Belleville is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Belleville is also permitted to provide copies of the application and any supporting information to any member of the public or other third party that requests the information.
2. The Committee of Adjustment generally meets on Thursday afternoons in the Council Chamber on the fourth floor of Belleville City Hall starting at 3:30 p.m.
3. The Secretary-Treasurer schedules the applications and will advise the applicant of the actual public meeting date by way of written notice and will confirm the time and place of the meeting.

4. The applicant/agent should attend the meeting on the date and time stated in the public notice to present their application to the Committee if required, explaining the nature of and reason for the consent. The applicant/agent should be prepared to answer any questions by the Committee or members of the public.
5. Once the application has been heard and the Committee members have made a decision, the Secretary-Treasurer will send the applicant/agent a notice of decision.
6. There will be a 20-day appeal period after the decision has been made. No construction may occur until the appeal period has expired. A final letter will be received by the applicant at the time of expiration explaining whether or not an appeal to the Ontario Municipal Board has been lodged. If the applicant, the City, or surrounding residents are dissatisfied with the decision of the Committee of Adjustment they may, within the 20-day appeal period, deliver personally to the Secretary-Treasurer or send by registered mail a Notice of Appeal with reason for appeal, together with a cheque in the amount of \$300.00 made payable to the Ontario Municipal Board. The Office of the Ontario Municipal Board will notify the applicant/agent of a hearing date at which time you must attend.

## **9.0 CITY POLICY ON PARKLAND DEDICATIONS**

City policy as approved by City Council, with respect to park levies and/or parkland dedications, as it applies to applications to the Belleville Committee of Adjustment is as follows:

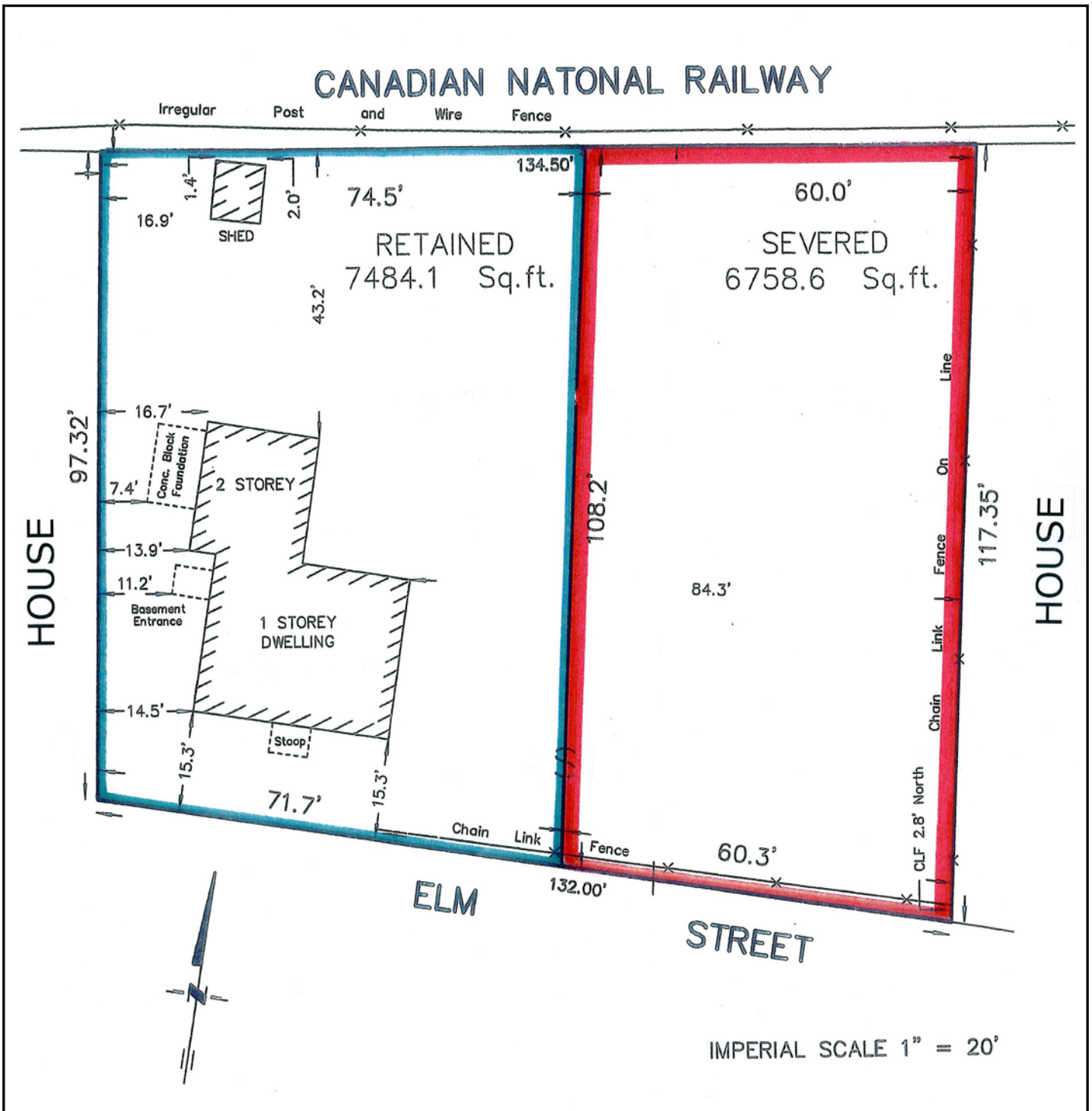
1. 5% land required on newly created residential lots only if the land can be combined with an abutting park;
2. 2% land required on newly created commercial lots only if the land can be combined with an abutting park;
3. "cash-in-lieu" of land on newly created residential and commercial lots in all other cases;
4. The 2% or 5% cash-in-lieu of land will be collected before the Consent is issued by the Committee of Adjustment. This will mean that the 2% or 5% payment is a condition of the approval of the Consent which condition has to be fulfilled before the Consent Certificate can be issued.

The current "cash-in-lieu" value for a new residential lot has been set at \$1,500.00 in the urban serviced area and \$1,250.00 in rural areas.

## **10.0 EXAMPLE OF SKETCH PLAN**

An example of a sketch plan has been provided on the following page and has been prepared to assist you in the preparation of your own sketch plan and also as a guide to the information required to evaluate your request for a consent. The information that is required on the sketch is also listed in Section 7.0 above.

# Sample Sketch Plan





**PLEASE FILL OUT THE FOLLOWING PAGES AND RETURN TO THE CITY OF BELLEVILLE APPROVALS SECTION**

**CITY OF BELLEVILLE  
COMMITTEE OF ADJUSTMENT  
APPLICATION FOR A CONSENT**

The undersigned hereby applies to the Committee of Adjustment for the City of Belleville under Section 53 of the **PLANNING ACT**, R.S.O. 1990, Chapter 13, for a consent.

**1. OWNER / AGENT**

	<b>REGISTERED OWNER</b>	<b>AGENT</b>
Contact Name		
Company		
Mailing Address		
Phone	(     )	(     )
Fax	(     )	(     )
Email		

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

**2. PURPOSE OF APPLICATION**

Type and purpose of application (check all that apply)

Creation of a new lot	<input type="checkbox"/> Yes
Lot addition	<input type="checkbox"/> Yes
Right-of-Way	<input type="checkbox"/> Yes
Easement	<input type="checkbox"/> Yes
Lease	<input type="checkbox"/> Yes
Mortgage or Charge	<input type="checkbox"/> Yes
Partial Discharge of Mortgage	<input type="checkbox"/> Yes
Other (validation/correction of title)	<input type="checkbox"/> Yes
Disposal of Surplus Farm Dwelling	<input type="checkbox"/> Yes

**3. LOT ADDITION**

If a lot addition, identify the lands to which the parcel will be added.

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**4. RECIPIENT OF CONSENT**

Name of person(s) to whom the land or interest in land is intended to be transferred, leased or charged (if known).

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Not known at this time	<input type="checkbox"/>
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**5. EXISTING EASEMENTS AND/OR RIGHTS-OF-WAY**

Are there any easements and/or rights-of-way affecting the severed or retained parcel?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please describe below:

<b>Severed Parcel</b>		
<b>Retained Parcel</b>		

**6. PROPERTY DESCRIPTION**

Municipal Address:						
Roll Number: (located on tax bill)		1208 _____				
Legal Description						
Lot		Concession		Township		
Frontage		Depth		Area		
Date Property Acquired						

**7. DIMENSIONS OF SEVERED AND RETAINED PARCELS**

	<b>Severed Parcel</b>	<b>Retained Parcel</b>
Frontage		
Average Width		
Average Depth		
Area		

**8. EXISTING and PROPOSED USES AND STRUCTURES**

	<b>EXISTING</b>		<b>PROPOSED</b>	
			<b>Severed Parcel</b>	
Use(s) of parcel				
Number of buildings and structures				
Type of buildings and structures	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	
			<b>Retained Parcel</b>	
Use(s) of parcel				
Number of buildings and structures				
Type of buildings and structures	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	

**9. PLANNING INFORMATION**

	<b>Severed Parcel</b>	<b>Retained Parcel</b>
<b>OFFICIAL PLAN DESIGNATION</b>		
<b>PRESENT ZONING</b>		



**PLEASE EXPLAIN HOW THE APPLICATION CONFORMS WITH THE OFFICIAL PLAN:**

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**PLEASE EXPLAIN HOW THE APPLICATION IS CONSISTENT WITH THE PROVINCIAL POLICY STATEMENT:**

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**10. EXISTING CONNECTED SERVICES**

	Severed Parcel		Retained Parcel	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Sanitary Sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Storm Sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Private Septic System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Private Well	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ditches / Swales	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(if not yet connected, indicate when service will become connected)				

**11. ACCESS**

Access to Property is by:	Severed Parcel		Retained Parcel	
a. Opened Municipal Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Unopened Road Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Provincial Highway	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Right-of-Way	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Road(s)				

**12. USES SURROUNDING SUBJECT PROPERTY**

North	
South	
East	
West	

**13. AGRICULTURAL SETBACK**

Are there 1 or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject lands?

Yes  No

If **Yes**, please obtain from the Approvals Section a **“DATA SHEET - MDS”**.  
**It must be submitted with your application.**

**14. NEARBY LAND USES**

Type of Land Use	On the Subject Land		Within 500m (1,640')	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
an agricultural operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a stream, creek or water course	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a Provincially significant wetland or other environmental feature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a railway line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
an industrial use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**15. OTHER APPLICATIONS**

Has there been a previous application to Committee of Adjustment for the subject lands?

Yes  No

If **Yes**, date of application: \_\_\_\_\_

Describe application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**16. AFFIDAVIT**

I, (name) \_\_\_\_\_ of the  
(municipality) \_\_\_\_\_ in the  
(county) \_\_\_\_\_

solemnly declare that all the above statements contained within this application 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 "The Canada Evidence Act".

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant

**17. OWNER'S AUTHORIZATION**

As of the date of this application, I (name) \_\_\_\_\_ am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_

to act as my agent in this matter and to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**18. PERMISSION TO ENTER**

Date: \_\_\_\_\_

Secretary-Treasurer  
Committee of Adjustment  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to Committee of Adjustment

Location of Land: \_\_\_\_\_  
(municipal address)

I hereby authorize the members of the Committee of Adjustment and members of the staff of the City of Belleville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Please print name.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form and at any hearing is collected under the authority of the Planning Act, R.S.O. 1990 ,c.P.13, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Please be advised that the information in this application form may be released to the public in an electronic form, i.e., web site, and/or paper format, i.e., agenda or minutes. Questions regarding this collection should be forwarded to: The Secretary-Treasurer, Committee of Adjustment, City of Belleville, 169 Front Street, Belleville, ON K8N 2Y8, Telephone: (613) 968-6481.