



Application for SITE PLAN APPROVAL

Fee: _____
File: _____

Location of Subject Lands		Send all Correspondence to:	
Street Address:		<input type="checkbox"/> Owner	<input type="checkbox"/> Engineer
Brief Legal Description:		<input type="checkbox"/> Architect	<input type="checkbox"/> _____
Registered Owner			
Name:			
Address:			
City:		Postal Code:	
Phone: ()	FAX: ()	Email:	
Consulting Engineer			
Company Name:		Contact:	
Address:			
City:		Postal Code:	
Phone: ()	FAX: ()	Email:	
Architect			
Company Name:		Contact:	
Address:			
City:		Postal Code:	
Phone: ()	FAX: ()	Email:	
Other (specify) _____			
Company Name:		Contact:	
Address:			
City:		Postal Code:	
Phone: ()	FAX: ()	Email:	

Description of Project			
Proposed Land Use:	<input type="checkbox"/> Multi-residential	Number of Dwelling Units: _____	
	<input type="checkbox"/> Commercial	Number of Dwelling Units: _____	
	<input type="checkbox"/> Commercial/Residential		
	<input type="checkbox"/> Industrial		
	<input type="checkbox"/> Institutional		
	<input type="checkbox"/> Other _____		
Existing Buildings:	Use/Tenancies	GFA (m ²)	Building Height
Proposed Buildings:			
Addition to Existing Buildings:			
Total Floor Area (existing & proposed):			

Contaminated Site Screening	
Does the application involve lands or is it adjacent to lands where there is reason to believe the lands may be contaminated due to historical land use (i.e., disposal of waste, commercial or agricultural application of fertilizers, herbicides or pesticides, gasoline stations, repair garages, industrial uses where spills could have occurred)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the application involve land or is it adjacent to land where land filling has occurred?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any underground storage tanks and/or buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an environmental site assessment been or is one being prepared for the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To the best of your knowledge, are there any other reasons to believe that the site is contaminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments to the Application			
<i>Required Plans / Information</i>	✓	<i>Optional Plans/Information</i>	✓
• Application Fee		• Written Description of Project	
• Plan of Survey		• Elevation Drawings	
• Site Plan(s)		• Floor Plans	
• Site servicing details		• Cross-section Drawings	
• Grading & drainage details		• Perspective Drawings	
• Landscaping details		• Other _____	

SAVE TIME

Submit a complete application in conformity with the Site Plan Guidelines manual!

<i>File a Complete Application</i>	✓
<i>Is the application form fully signed?</i>	
<i>Is the application fee being provided in full?</i>	
<i>Have the drawings been reviewed against the site plan drawing checklist?</i>	
<i>Are sufficient sets of plans being included? 6 sets < 1 ha OR 10 sets > 1 ha</i>	
<i>Are all studies/reports identified at the pre-consultation meeting included?</i>	

I hereby apply for Site Plan Approval pursuant to Section 41 of the Planning Act, 1990, as amended. I declare that the statements made in this application and the information contained in the accompanying plan(s) are true and I make this 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. I also agree to allow the City of Belleville, its employees and agents to enter upon the subject property for the purposes of conducting surveys and tests and inspections as may be required to complete the project as set out in this application. I understand that Site Plan Approval (and where appropriate a site plan agreement, and a letter of credit or cash deposit) may be required prior to any building permits being issued. If I am not the owner of the property, I have complete authority from the owner to apply for site plan approval for the development as indicated on the accompanying plan(s).

Applicant: _____ (signed) _____ (print name) Date: _____

As of the date of this application, I am the registered owner of the lands described in this application. I have examined the contents of this application, certified as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and concur with the submission of this application to the City of Belleville.

Owner (if different than applicant): _____ (signed) _____ (print name) Date: _____

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: Manager of Approvals, Engineering & Development Services Department, City of Belleville, 169 Front Street, Belleville, ON K8N 2Y8, Telephone: (613) 968-6481.

Development Services Department Phone: (613) 967-3224
 Approvals Section FAX: (613) 967-3262
 City Hall, 169 Front Street email: gpinchin@city.belleville.on.ca
 Belleville ON K8N 2Y8

FEE SCHEDULE

1. CITY OF BELLEVILLE

Type of Application	Nature of Application	Fee
Application for Site Plan Approval	Residential use	\$300 + \$40 per dwelling unit, maximum \$3,500
	Commercial or Institutional use	\$300 + \$175 for each 200 m ² or part thereof of gross floor area, maximum \$3,500
	Industrial or other use	\$300 + \$175 for each 1,000 m ² or part thereof of gross floor area, maximum \$3,500
	All buildings/additions 20m ² to 70 m ² gross floor area	\$175
	All buildings/additions less than 20 m ² gross floor area	nil
Application for Amendment to Site Plan	Major revision (engineering review required)	\$425
	Minor revision (engineering review not required)	\$225
	Amendment to site plan agreement	\$225
Application for Site Plan Undertaking		\$750

* Please make cheque for above fee payable to the City of Belleville.

2. QUINTE CONSERVATION

Minor Site Plan Review \$725
Standard Site Plan Review \$3,015

1. Effective January 1, 2018 the City of Belleville will pre-screen all site plan 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 seven (7) 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.