



## **APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION or CONDOMINIUM DESCRIPTION Under Section 51 of the Planning Act**

### **NOTE TO APPLICANTS:**

This application form is to be used if applying for approval of a proposed plan of subdivision or condominium description in the City of Belleville. In this form, the term “subject land” means the land that is the subject of this application.

### **Completeness of the Application:**

The application must be completed in full. The information that must be provided by the applicant is prescribed in the Schedule to Ontario Regulation 196/96 made under the Planning Act. This mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information including the draft plan and fee is not provided, the City will return the application or refuse to further consider the application until the prescribed information, draft plan and fee have been provided. The application form also sets out other information (e.g., technical information or reports) that will assist the City and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### **Submission of the Application:**

The application shall include:

- 2 copies of the completed application form,
- 20 copies of the draft plan (measurements are to be in metric units),
- 4 copies of the draft plan on 8½” x 11” or 11” x 17” paper,
- 1 copy in digital format (pdf),
- 1 copy in digital format (dwg),
- 5 copies of the information/reports if indicated as needed when completing the relevant sections of the application form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features, and
- the application fee based on **\$1,500 plus \$100 per lot/unit** included in the plan, payable to the **City of Belleville**. (Please see Page 2 for Quinte Conservation Fee Schedule.)

Copies of the draft plan will be circulated to Provincial ministries, City departments and other agencies that may have an interest in the application. If the applicant is of the opinion that the scale or nature of the proposal may require that a large number of agencies be consulted, we recommend that 30 copies of the draft plan be submitted.

For assistance in completing the application form and/or preparing a draft plan of subdivision, please contact the Approvals Section, Engineering and Development Services Department at City Hall, 169 Front Street, Belleville, (613) 968-6481.

## QUINTE CONSERVATION FEE SCHEDULE

Application Type	Fee
Property Clearance - Planning	\$160
Consent to Sever	\$320
Zoning Amendment / Minor Variance	\$320
Official Plan Amendment	\$585
Subdivision Review	\$6,630
Minor Site Plan Review	\$715
Standard Site Plan Review	\$2,970
Subdivision Phase Review – Minor	\$1,150
Subdivision Phase Review – Complex	\$2,970

### Notes:

1. Effective January 2012 Quinte Conservation will be directly invoicing **all** applicants the applicable fee from the Fee Schedule above for **all** applications they receive.
2. Quinte Conservation will be charging **at least** the 'property clearance' fee for **all** applications that they receive. Quinte Conservation will inform the Owner/Agent and the Municipality via letter of the applicable fee that is to be paid.
3. Where several applications are applied for concurrently from the same 'parent' parcel (i.e. two severed lots from one parcel; or consent and rezoning applications for the same severed parcel), only the higher applicable fee will be charged.
4. Subdivision and site plan reviews include any pre-consultation meetings, site investigations, draft plan comments, peer reviews of environmental impact, hydrogeological and stormwater management studies, Ontario Regulation 319/09 permits, and clearance of draft conditions.

**1. APPLICANT INFORMATION**

1.1 Name of Applicant, telephone number, address and email address

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1.2 Name of Owner(s) (if different from applicant), telephone number, address and email address. An owner's authorization is required in Section 10 if the applicant is not the owner.

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1.3 Name of the person who is to be contacted about the application, if different than the applicant, telephone number, address and email address. (This may be a person or firm acting on behalf of the applicant.)

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**2. LOCATION OF SUBJECT LAND Complete the applicable lines.**

2.1 Former Municipality \_\_\_\_\_

Concession Number(s) \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Number(s) \_\_\_\_\_

Name of Street/Road \_\_\_\_\_ Number \_\_\_\_\_

2.2 Are there any easements or restrictive covenants affecting the subject land?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe the easement or covenant and its effect.

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**3. PROPOSED AND CURRENT LAND USE**

3.1 Check whether this application is for approval of:

a plan of subdivision \_\_\_\_\_ or, a condominium description \_\_\_\_\_

3.2 Complete Table A on proposed land use.

**Table A – Proposed Land Use**

Proposed Land Use	Number of units or dwellings	Number of Lots and/or Blocks on the draft plan	Area (ha)	Density (units/dwellings per ha)	Number of parking spaces
Detached residential					1
Semi detached Residential					1
Multiple attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile home					
Other Residential (specify)					
Commercial					
Industrial					
Park, Open Space	nil			nil	nil
Institutional (specify)					
Roads	nil			nil	nil
Other (specify)					
<b>TOTALS</b>					

<sup>1</sup> Complete only if for approval of condominium description.

3.3 What is the current use of the subject land?

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3.4 How is the subject land currently designated in the Official Plan?

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3.5 Has there been an industrial or commercial use on the subject land or adjacent land?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, specify the uses.

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3.6 Has the grading of the subject land been changed by adding earth or other material?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

3.7 Has a gas station been located on the subject land or adjacent land at any time?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

3.8 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes \_\_\_\_\_ No \_\_\_\_\_

3.9 What information did you use to determine the answers to the above questions?

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3.10 If YES to 3.5, 3.6, 3.7 or 3.8, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, should be provided. Is the previous use inventory attached? Yes \_\_\_\_\_ No \_\_\_\_\_

**4. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY**

4.1 Has a site plan for the proposed condominium been approved? Yes \_\_\_\_\_ No \_\_\_\_\_

4.2 Has a site plan agreement been entered into? Yes \_\_\_\_\_ No \_\_\_\_\_

4.3 Has a building permit for the proposed condominium been issued? Yes \_\_\_ No \_\_\_

4.4 Has construction of the development started? Yes \_\_\_\_\_ No \_\_\_\_\_

4.5 If construction is completed, indicate the date of completion.

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4.6 Is this a conversion of a building containing rental residential units? Yes \_\_\_ No \_\_\_

If YES, indicate the number of units to be converted \_\_\_\_\_ units  
(If the building to be converted includes one or more rental residential units, the City's condominium conversion policy will apply. Please contact the Approvals Section for copies of the Policy.)

**5. STATUS OF OTHER PLANNING APPLICATIONS**

5.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_  
If YES, and if known, indicate the application file number and the decision made on the application.

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5.2 Is the subject land also the subject of a proposed Official Plan amendment that has been submitted for approval? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_  
If YES, and if known, indicate the file number and the status of the application.

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- 5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment application?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_  
If YES, and if known, indicate the type of application, the file number and the status of the application.

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**6. PROVINCIAL POLICY**

- 6.1 Briefly explain how this proposal has regard for the Provincial (Planning) Policy Statement issued under the Planning Act.

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- 6.2 Table B below lists the features and development circumstances contained in the Provincial (Planning) Statement. Complete Table B and submit the information as indicated. If this information exists in a report or is shown on a map, please attach it and indicate the report name and/or page number in the appropriate space on the table. **If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.**

Refer to the Provincial (Planning) Policy Statement, Implementation Guidelines and the Guide to Planning Applications for a full description of the policies, the purpose of the information/reports and how it will be used in the evaluation of the application.

Table B below lists the features or development circumstances of interest to the City. Complete Table B and be advised of the potential information requirements in noted sections.

**Table B – Significant Features Checklist**

Features of Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (X)	NO (X)		
Non-farm development near designated urban areas or settlement areas				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas
Class 1 Industry <sup>1</sup>			_____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>			_____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres			_____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			_____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line			_____ metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones			_____ metres	Evaluate impacts within 100 metres.
Operating mine site			_____ metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____ metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater				Demonstrate feasibility of development above 28 NEF or sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			_____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line			_____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			_____ metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____ metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?



Existing pits and quarries			_____ metres	Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			_____ metres	Demonstrate no negative impacts.
Significant fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, wildlife habitat			_____ metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Great Lakes – St. Lawrence River System				Within the regulatory shoreline access the impact of development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains				Where one-zone floodplain management is in effect, development is not permitted within the flood plain. Where two-zone floodplain management is in effect development is not permitted within the floodway.  Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Hazardous Sites <sup>4</sup> and rehabilitated mine sites			_____ metres	For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.

1. Class 1 industry – small scale, self-contained plant no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 industry – indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).

6.3 Affordable Housing: For applications that include permanent housing (i.e. not seasonal) complete Table C below. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, please indicate the lot frontage, Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

**Table C – Affordable Housing**

FOR EXAMPLE: SEMI-DETACHED – 10 UNITS; 1,000 SQ. FT.; \$119,000.00/\$500.00/MONTH			
Housing Type	# of Units	Unit Size (sq. ft) or Lot Width	Estimated Selling Price/Rent
Single Detached			
Link/Semi Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

6.4 Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal? Yes \_\_\_\_ No \_\_\_\_  
If YES, explain in Subsection 9.1 or attach on a separate page.

**7. SERVICING**

7.1 Indicate in a) and b) the proposed servicing type. Select the appropriate servicing type from Table D. Attach and provide the name of the servicing information/reports as indicated in the Table.

a) Indicate the proposed sewage disposal system.

b) Indicate the proposed water supply system.

\_\_\_\_\_

c) Name of servicing information/report. Attached \_\_\_\_\_

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**Table D - Sewage Disposal and Water Supply**

Service Type	Action or Needed Information/Reports
<b>Sewage Disposal</b>	
a) Public piped sewage system	No action at this time. City or MOEE will confirm that capacity will be available to service the development
b) Public or private communal septic system	Hydrogeological Report (Note: A public body must own and operate the Communal system.)
c) Individual septic system(s)	Hydrogeological Report
d) Other	To be described by the applicant.
<b>Water Supply</b>	
a) Public piped water system	No action at this time. city will need to confirm that capacity will be available to service the development.
b) Public or private communal well(s)	Hydrogeological Report (Note: A public body must own and operate the Communal System.)
c) Individual well(s)	Individual wells for the development of <b>more than 5 lots/units</b> : Hydrogeological Report.  Individual wells for <b>non-residential development where water will be used for human consumption</b> : Hydrogeological Report.
d) Communal surface water	Approval of a "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
e) Individual surface water	To be described by applicant
f) Other	To be described by applicant

7.2 Indicate in a), b) and c) the proposed type of storm drainage and access. Select the appropriate type from Table E. Attach and provide the servicing information as indicated in the Table.

a) Indicate the proposed storm drainage system.

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b) Indicate the proposed road access to the subject land.

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c) Is water access proposed to the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Attached \_\_\_\_\_

d) Is the preliminary stormwater management report attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If not attached as a separate report, in what report can it be found?

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**Table E - Storm Drainage, Road Access and Water Access**

Service type	Action or Needed Information/Reports
<b>Storm Drainage</b>	
a) Sewers	A preliminary stormwater management report is recommended and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
b) Ditches or swales	
c) Other	
<b>Road Access</b>	
a) Provincial highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year	No action at this time. Acceptance of road alignment and access will be confirmed when the application is circulated for comment.
c) Municipal or other public road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
d) Right of way	Access by right of ways on private roads are not usually permitted, except as part of condominium
<b>Water Access</b>	Information from the owner of the docking facility on the capacity to accommodate the proposed development will assist the review.

**8. OTHER INFORMATION**

8.1 Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach on a separate page.

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**9. THE DRAFT PLAN**

9.1 Subsection 51 (17) of the Planning Act requires submission of a key map, at a scale of not less than 1:100 and a draft plan drawn to scale, showing the matters described in the attached **Schedule A**. The number of copies of the draft plan required is listed on Page 1 “Note to Applicants”.



**APPLICANT’S CHECKLIST:**

Have you remembered to attach:

- 2 copies of the completed application form Yes \_\_\_\_\_
- 20 copies, at a minimum, of the draft plan Yes \_\_\_\_\_
- 4 copies of the draft plan on 8½ “ x 11” or 11” x 17” paper Yes \_\_\_\_\_
- 1 copy of draft plan in digital format (PDF) Yes \_\_\_\_\_
- 1 copy of draft plan in digital format (dwg) Yes \_\_\_\_\_
- 5 copies of the information/reports as needed Yes \_\_\_\_\_
- the required fees (cash or a cheque payable to the City of Belleville and Quinte Conservation, if required) Yes \_\_\_\_\_

Submit application to:      Approvals Section  
   Engineering & Development Services Department  
   City of Belleville  
   169 Front Street  
   BELLEVILLE, Ontario  
   K8N 2Y8

## **SCHEDULE A**

The draft plan must show the following as required by Subsection 51 (17) of the Planning Act:

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of the soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and,
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.