



The Planning Advisory Committee wishes to establish a set of guiding principles to direct its work. These principles are intended to act as an unofficial guide for the Committee as it considers new development within the City of Belleville, but should not be considered to have any legal standing.

## **GENERAL**

The Planning Advisory Committee is of the opinion the City needs to consider new ideas regarding the growth of Belleville and generally supports the following:

- New development should be encouraged within areas of the City that are currently serviced with municipal sewer and water.
- The use of incentives to support intensification of development in areas with existing services.
- Mixed-Use designs within new subdivisions that result in walkable neighbourhoods designed for people, not just cars.
- Variety of housing designs in new subdivisions ("no more fields of beige bungalows").
- The use of tools within Provincial Brownfield legislation to encourage the re-use of existing Brownfield sites.
- Implementation of the Downtown Master Plan to support intensification and residential growth in the City Centre.
- The concept of new development "paying its own way" through the use of Development Charges.

## **ENVIRONMENT**

The Planning Advisory Committee supports proper environmental and land use planning to encourage development that recognizes, protects, and enhances the natural environment of the City, and the following:

- Maximizing the retention and protection of existing trees and vegetation in all new developments.
- Consideration by the City of a Tree Preservation By-Law.
- Encourage open green spaces, including natural corridors of native vegetation.
- Consideration by the City of a Site Grading By-Law.

## **RECREATION**

The Planning Advisory Committee supports new development that enhances the quality of life for residents through the following:

- Creation of recreational trails throughout the City based on a Trail Master Plan to be developed by the Recreation, Culture & Community Services Department, in consultation with the Planning Advisory Committee and the Engineering & Development Services Department.
- Enhancement/Replacement of outdated or unsafe Parks equipment in existing parks, and the construction of new equipment in new parks in a timely and cost efficient manner.

## **CUSTOMER SERVICE**

The Planning Advisory Committee is committed to working with our development industry partners to ensure the needs of the industry and the City are met equally, in a manner that supports good development; and supports the following:

- The creation of a new Subdivision Manual that details the City's standards, policies, and procedures regarding the development of new subdivisions.
- Maintaining and improving the City's existing partnership with the Quinte Homebuilders Association through ongoing and regular consultation.
- Encourage in-fill development through the application of reduced development fees, where appropriate.
- Make development decisions predictable, fair, and cost-effective.



## CITY OF BELLEVILLE

### APPLICATION TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW

#### CONTENTS:

1. Guide to Applicants
2. Application Forms - in triplicate
3. Appendix 1 - Survey Plan and Preliminary Site Plan Specifications

**NOTE: CONSULT THE GUIDE TO APPLICANTS PRIOR TO COMPLETING APPLICATIONS.**

#### GUIDE TO APPLICANTS

This Guide to Applicants presents a general outline of the procedures followed by the City of Belleville when processing applications to amend the Official Plan and/or Zoning By-Law pursuant to Sections 17 and 34 of the Planning Act, 1990, as amended. When a person requests the approval of the Council of The Corporation of the City of Belleville for an amendment to the Official Plan and/or Zoning By-Law, the application shall be submitted in accordance with the following procedure. It is recommended that the applicant should discuss the technical details of the proposed amendment with the City's Planning Staff. The nature and scale of certain applications will require a pre-consultation meeting prior to the formal submission of an application.

Copies of the applications forms to be used are attached to this Guide in triplicate, and can be obtained from the office of the Planning Section, Engineering & Development Services Department, City Hall, 169 Front Street, Belleville, Ontario K8N 2Y8.

1. The application form is to be **completed fully** and the appropriate signatures affixed as required. One (1) copy is to be retained by the applicant, and two (2) copies are to be submitted to the Planning Section. Each application is to be accompanied with the appropriate application fee as set forth on the application form. The application also shall include **twenty-six (26)** copies of any associated plans or other supporting material. See Appendix 1 of the Guide to Applicants for additional information regarding Survey Plan and Site Plan specifications.

Incomplete, incorrect or inaccurate applications cannot be processed until the required information is provided. Applicants **must specify the exact nature and details of the amendment being sought** and if necessary, the applicant should seek professional planning and/or legal advice prior to submitting an application

formally. Applicants are advised that substantial revisions to the application after the application has been filed with the City may create delays in processing and may require that more than one Public Meeting be held on the application in accordance with the requirements of the Planning Act, 1990, as amended.

Notes:

- a) It is in the applicant's interest to submit sufficient additional information to enable City Council, Planning Advisory Committee and citizens to fully understand the purpose and effect of the application.
  - b) In addition to the above, the City has specific policies and requirements contained in the Official Plan and/or Zoning By-Law. Some of these requirements are outlined below. However there may be other requirements when dealing with specific locations - please discuss with Planning Staff and make reference to the Official Plan and/or Zoning By-Law. It should be noted that in certain circumstances it is necessary to complete a Site Plan Agreement between the City and the developer pursuant to the terms of the Site Plan Control By-Law.
2. The application will be received and reviewed by the Planning Advisory Committee. Upon completion of the review, a recommendation is forwarded to City Council.
  3. The application is circulated to various City Departments and other public agencies for review and comment.
  4. A date for a Public Meeting on the application is set and Notice of the Public Meeting is sent to the applicant, to such other interested parties as the Planning Advisory Committee or City Council may deem desirable, to all property owners within one hundred twenty (120) metre radius of the lands that are the subject of the application and to anyone who has formally requested such Notice.
  5. A sign is required to be placed or posted on the lands subject to the amendment. Once the application is processed, the City of Belleville will arrange for the sign to be placed or posted. The sign **must** be located on the property so that it is visible to the public.
  6. At the Public Meeting, the application is introduced to those persons present. The applicant or an agent for the applicant should be prepared to address the Meeting in support of the application and to answer any questions. Other interested parties will be given an opportunity to speak in favour of or in opposition to the application, and any written submissions regarding the application will be received.

Notes:

- a) **THE APPLICANT OR THEIR REPRESENTATIVE SHALL ATTEND THE PLANNING ADVISORY COMMITTEE TO ANSWER QUESTIONS PERTAINING TO THEIR APPLICATION.** In this regard the applicant is

responsible for any material (i.e. Preliminary Site Plans or Plans of Subdivision) that they feel is necessary to support their presentation. In addition, the applicant should be prepared to provide a description of the proposed project. Specific issues which should be addressed include access to the site, parking facilities, proposed density or size of buildings, proposed uses, special features, major servicing and/or road works, and the relationship of the project to the surrounding area. It is noted that Planning Staff will not describe the project in any special detail other than to outline the required Official Plan and Zoning By-Law amendments.

7. A report is prepared by the Planning Staff for review and recommendation to City Council by the Planning Advisory Committee. The Planning Advisory Committee may recommend that the application be approved or refused, or may defer the application for further study.
8. The Planning Advisory Committee recommendation is referred to City Council for decision. Where City Council approves a recommendation to approve the application, the necessary documents and amending By-Law(s) are prepared and passed by City Council.
9. When the amending By-Law is passed by City Council for an Official Plan Amendment and/or Zoning By-Law Amendment, they will be circulated in accordance with Sections 17(23) 34(18) of the Planning Act, and if no objections are received within twenty (20) days of notice being given, the By-Law or By-Laws will come into force and take effect.

#### APPEALS TO ONTARIO MUNICIPAL BOARD

10. Where City Council refuses to propose the amendment to the Official Plan, or fails to propose the amendment within one hundred and eighty (180) days of the request, the applicant may request the Minister of Municipal Affairs to refer the proposal to the Ontario Municipal Board. The Minister may refuse the request or may refer the proposal to the Ontario Municipal Board (Reference Section 17 of the Planning Act).
11. Where City Council refuses an application to amend a Zoning By-Law, or refuses or neglects to make a decision within one hundred and twenty (120) days after receipt of the application by City Council, the applicant may appeal to the Ontario Municipal Board (Reference Section 34(11) of the Planning Act).
12. Where City Council gives notice of its approval of an amending Zoning By-Law, any person may, within twenty (20) days after the date of the notice, send by registered mail or deliver to the Clerk of the Municipality, notice of his objections to the approval of the amending By-Law, together with a statement of the grounds of such objection.

## FEE SCHEDULE

13. In order to defray part of the costs incurred by the City of Belleville in processing your application, the City has adopted a fee schedule as noted on the application form. The fee, payable to the City of Belleville, may be paid in cash, cheque or money order.

In addition to the foregoing, the following policy applies to the specific circumstances outlined as follows:

### 8.12.3 Amendments to the Official Plan

- b) As a pre-requisite to the consideration of any application to amend this Plan, the Municipality may require the applicant to submit those studies that are considered necessary to enable the application to be properly assessed, which may include:
- assessment of servicing implications;
  - analysis of soil, subsoil and groundwater conditions (geo-technical and hydro-geological studies);
  - environmental impact studies (EIS);
  - environmental site assessments (for potentially contaminated sites);
  - noise and vibration assessments;
  - traffic studies;
  - market and needs surveys;
  - stormwater management studies; and
  - assessments of financial impact.



Quinte  
CONSERVATION

# Planning Information & Fees

Under the Planning Act, Municipalities are required to circulate planning applications to appropriate agencies for review. The Conservation Authorities of Ontario have been delegated responsibility for the Natural Hazards section of the Provincial Policy Statement which guides Municipalities in Planning Act review and approvals.

Natural hazards include:

- Flooding
- Erosion
- Unstable Bedrock and Soil

Quinte Conservation staff review applications with respect to the most current technical guidelines, studies and professional opinions in order to ensure that applications are consistent with the Natural Hazard policies of the Provincial Policy Statement.

The fee structure below has been approved by the Quinte Conservation Executive Board which is made of members of council or delegates from the 18 local municipalities which we serve.

Often staff are requested by our member municipalities to review other reports prepared for planning applications. Such reports include environmental impact, hydrogeological and stormwater management reports.

Quinte Conservation reviews planning applications with respect to the Ontario Clean Water Act, Source Protection Studies, and Risk Management Reports.

## Notes

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.

If a permit is required by this office (under the auspice of Ontario Regulation # 319/09) prior to development of the subject property, we will determine if an additional fee is required within one year of the application, zoning amendment, or variance provided that a site inspection is not required for the permit.

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.

## Planning Fees

*Fees are subject to change.*

- \$ 170 for Property Clearance
- \$ 335 for Consent to Sever
- \$ 335 for Zoning Amendment / Minor Variance
- \$ 610 for Official Plan Amendment
- \$ 3,095 for Standard Site Plan Review
- \$ 745 for Minor Site Plan Review
- \$ 6,910 for Subdivision Review
- \$ 1,200 for Subdivision Phase Review - Minor
- \$ 3,095 for Subdivision Phase Review - Complex

## Do You Need to Speak to our Staff?

To ensure a smooth process, please make an appointment so that staff are available to meet with you.

Phone (613) 968-3434 or (613) 354-3312 ext. 111  
Email: [planning@quinteconservation.ca](mailto:planning@quinteconservation.ca)



Quinte  
CONSERVATION  
a member of  
Conservation Ontario

**For more information**  
**[www.quinteconservation.ca](http://www.quinteconservation.ca)**  
**(613) 968-3434 or (613) 354-3312**

**Administration Office**  
**2061 Old Hwy. 2, RR # 2**  
**Belleville, ON**  
**K8N 4Z2**



**CITY OF BELLEVILLE**

**APPLICATION FOR AN AMENDMENT TO  
THE OFFICIAL PLAN AND/OR ZONING BY-LAW**

TO: Manager of Policy Planning  
Engineering & Development Services Department  
City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8

Pursuant to Section 17 and/or Section 34 of the Planning Act, I/we, the undersigned hereby submit an application, in duplicate to amend:

- (a) the Official Plan \_\_\_\_\_
- (b) Zoning By-Law Number 10245 \_\_\_\_\_  
Zoning By-Law Number 3014 \_\_\_\_\_  
Zoning By-Law Number 2076-80 \_\_\_\_\_

I/We enclose the application fee of \$\_\_\_\_\_, payable to **The City of Belleville** as follows:

| <b>Type of Application</b>   | <b>Nature of Application</b>   | <b>Fee</b> |
|--|--|------------|
| Application for Official Plan Amendment                            | Commercial use where the lot area is greater than 4,000 m <sup>2</sup> | \$2,750    |
|  | Residential use in excess of 25 dwelling units                         | \$2,750    |
|  | Other  | \$2,000    |
| Application for Zoning By-Law Amendment                            | Commercial use where the lot area is greater than 4,000 m <sup>2</sup> | \$2,000    |
|  | Residential use in excess of 25 dwelling units                         | \$2,000    |
|  | Other  | \$1,500    |
|  | Other – minor (lot area less than 1,000 m <sup>2</sup> )               | \$1,000    |
| Combined Application for Official Plan and Zoning By-Law Amendment | Commercial use where the lot area is greater than 4,000 m <sup>2</sup> | \$3,500    |
|  | Residential use in excess of 25 dwelling units                         | \$3,500    |
|  | Other  | \$2,500    |
| Removal of Holding (H) Symbol                                      |  | \$350      |

| Type of Application  | Nature of Application   | Fee |
|--|---|-----|
| Additional public meeting, advertising or other City costs arising from revision by Applicant to planning application already being processed. | The City may, depending on the magnitude of the revision, require the Applicant to pay all additional costs incurred by the City.                         |     |
| Peer Review  | If assistance from experts or professionals is required to evaluate, review or report on an application, then the Applicant is responsible for all costs. |     |

**SIGN FEE**

Placing or posting signage with respect to this application will be the responsibility of the applicant.

|                          |              |
|--------------------------|--------------|
| <b>Sign Printing Fee</b> | <b>\$250</b> |
|--------------------------|--------------|

**QUINTE CONSERVATION FEE**

*\*Please make any Quinte Conservation fee payable to Quinte Conservation*

|   |              |
|---|--------------|
| <b>Official Plan Amendments (if applicable)</b> | <b>\$610</b> |
| <b>Zoning Amendments (if applicable)</b>        | <b>\$335</b> |

Effective January 1, 2018 the City of Belleville will pre-screen all Official Plan and Zoning Amendment applications on behalf of Quinte Conservation and 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.

1. APPLICANT: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

2. AGENT: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

3. REGISTERED OWNER: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

4. PROPERTY: (a) Municipal Address \_\_\_\_\_  
 \_\_\_\_\_
- (b) Registered Plan No. (If Applicable) \_\_\_\_\_  
 Lot or Block No. \_\_\_\_\_
- (c) Frontage: \_\_\_\_\_ metres  
 Depth: \_\_\_\_\_ metres  
 Area: \_\_\_\_\_ square metres or hectares
- (d) Present Use of Property: \_\_\_\_\_  
 \_\_\_\_\_
5. On what date did a pre-consultation with planning staff occur?  
 \_\_\_\_\_

**ATTACH TO THE APPLICATION, A LEGAL DESCRIPTION OF THE PROPERTY AND A SURVEY PLAN SHOWING THE SUBJECT PROPERTY OUTLINED IN RED. INDICATE ON THE SURVEY PLAN THE LOCATION, SIZE AND USE OF ALL EXISTING BUILDINGS ON THE SUBJECT LANDS. THE APPLICANT/OWNER'S TOTAL LANDHOLDINGS IN THE IMMEDIATE AREA, AND A KEY MAP, SHOWING THE DEVELOPMENT AS RELATED TO THE SURROUNDING STREET SYSTEM AND EXISTING LAND USES, INCLUDING THE APPROXIMATE LOCATION OF ALL NATURAL AND ARTIFICIAL FEATURES.**

**(26 COPIES OF THE LEGAL DESCRIPTION AND SURVEY ARE REQUIRED)  
 (SEE APPENDIX 1)**

6. Do you propose to amend the Official Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", complete the following:

a) If a change in the type of intensity of land use is requested:

1) Present Official Plan Designation \_\_\_\_\_

2) Change Requested \_\_\_\_\_  
 \_\_\_\_\_

3) Reasons \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- b) If a policy change is requested:
- 1) Section \_\_\_\_\_
  - 2) Change Requested \_\_\_\_\_  
\_\_\_\_\_
  - 3) Reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) Please explain how the requested amendment is consistent with the Provincial Policy Statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Is the subject land, or land within 120 metres of it, subject to an application by the applicant for:
- \_\_\_\_\_ a minor variance or a consent
  - \_\_\_\_\_ an amendment to an official plan, zoning by-law or a Minister's zoning order
  - \_\_\_\_\_ 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 affects; its purpose; its status; and its effect on the requested amendment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) If known, whether the subject land has ever been the subject of an application for a plan of subdivision, consent, or rezoning. If yes, please provide the file number. \_\_\_\_\_

7. Do you propose to amend the Zoning By-Law? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", complete the following:

a) If a change in type or intensity of land use is requested:

1) Present Zoning \_\_\_\_\_

2) Change Requested \_\_\_\_\_

3) Reasons \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b) If a change in the Zoning requirements is requested:

1) Part \_\_\_\_\_

2) Section \_\_\_\_\_

3) Change Requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4) Reasons \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c) Please explain how the requested amendment is consistent with the Provincial Policy Statement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

d) If not proposing to amend the Official Plan:

1) Present Official Plan Designation: \_\_\_\_\_

2) Please explain how the requested amendment conforms with the Official Plan \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

e) Type of water supply proposed (check appropriate space):

\_\_\_\_\_ publicly owned and operated piped water system

\_\_\_\_\_ privately owned and operated individual well

\_\_\_\_\_ privately owned and operated communal well

f) Type of sewage disposal proposed (check appropriate space):

\_\_\_\_\_ publicly owned and operated sanitary sewage system

\_\_\_\_\_ privately owned and operated individual septic tank

\_\_\_\_\_ 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.)

g) How will storm drainage be provided?

\_\_\_\_\_ sewers

\_\_\_\_\_ ditches

\_\_\_\_\_ swales

\_\_\_\_\_ other

h) Existing uses of the subject land \_\_\_\_\_

Are there any buildings or structures on the subject land?

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

If yes, list the type of building or structure, the setback, in metric, from the front, rear and side lot lines, the height of the building or structure and its dimensions or floor area.

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i) The proposed uses of the subject land \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j) Are there any buildings or structures proposed to be built on the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the type of building or structure, the setback, in metric, from front, rear and side lot lines, the height of the building or structure and its dimensions or floor area.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k) If known, 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

l) If known, whether the subject land has ever been the subject of an application for a plan of subdivision, consent, or rezoning. If yes, please provide the file number. \_\_\_\_\_

8. Any other material deemed necessary to support the application.

**PLEASE NOTE:**

All applications should be accompanied by a Preliminary Site Plan (26 copies) as outlined in APPENDIX 1, which is attached to this application form.

**PEER REVIEW**

Applicants are advised that specialized technical reports submitted in relation to an application may require Peer Review to address technical concerns. It is the Policy of the City that the costs of Peer Review shall be paid by the applicant.

I, \_\_\_\_\_ of the  
Municipality of the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, Etc.)

solemnly declare that to the best of my knowledge all above statements are true, and the statements contained in all of the enclosures submitted herewith are true.

Signature of Applicant

(Print Name)

(Date)

Signature of Owner

(Print Name)

(Date)

Signature of Agent (If any)

(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. - website, and/or paper format, i.e. - agenda or minutes. Questions regarding this collection should be forwarded to: Manager of Policy Planning, Engineering & Development Services Department, City of Belleville, 169 Front Street, Belleville, ON K8N 2Y8, Telephone: (613) 967-3320.

Engineering & Development Services Department  
Planning Section  
City Hall, 169 Front Street  
Belleville, ON K8N 2Y8

Telephone: (613) 967-3288  
FAX: (613) 967-3262

**OWNER'S AUTHORIZATION:**

(To be completed if an Agent is used to represent the Owner.)

I, \_\_\_\_\_ being the registered Owner  
(Type or Print Name of Owner)

of the subject lands hereby authorize \_\_\_\_\_  
(Type or Print Name of Agent)

to prepare and submit an Application to Amend the Official Plan and/or Zoning By-Law and to act as our Agent in the completion of the matters related to the processing thereof.

\_\_\_\_\_  
Signature Day Month Year

N.B. Please endeavour to provide all of the information requested on the application form and the "Guide to Applicants" which accompanies the form. This will facilitate the processing of your application without any undue delays.

**PERMISSION TO ENTER & PERMISSION TO PLACE/REMOVE SIGN**

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

Secretary-Treasurer  
Planning Advisory Committee  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to Planning Advisory Committee

Location of Land: \_\_\_\_\_

(municipal address)

I hereby authorize the members of the Planning Advisory Committee and members of the staff of the City of Belleville to enter onto the above-noted property for the purposes of evaluating the merits of this application. I hereby authorize the City of Belleville to place/remove a sign on the subject property for the purposes of advertising the proposed amendment.

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

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



**CITY OF BELLEVILLE**

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|--|---|-----|
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|                          |              |
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*\*Please make any Quinte Conservation fee payable to Quinte Conservation*

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1. APPLICANT: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

2. AGENT: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

3. REGISTERED OWNER: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS - INCLUDING POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER) (E-MAIL ADDRESS)

4. PROPERTY: (a) Municipal Address \_\_\_\_\_  
 \_\_\_\_\_
- (b) Registered Plan No. (If Applicable) \_\_\_\_\_  
 Lot or Block No. \_\_\_\_\_
- (c) Frontage: \_\_\_\_\_ metres  
 Depth: \_\_\_\_\_ metres  
 Area: \_\_\_\_\_ square metres or hectares
- (d) Present Use of Property: \_\_\_\_\_  
 \_\_\_\_\_
5. On what date did a pre-consultation with planning staff occur?  
 \_\_\_\_\_

**ATTACH TO THE APPLICATION, A LEGAL DESCRIPTION OF THE PROPERTY AND A SURVEY PLAN SHOWING THE SUBJECT PROPERTY OUTLINED IN RED. INDICATE ON THE SURVEY PLAN THE LOCATION, SIZE AND USE OF ALL EXISTING BUILDINGS ON THE SUBJECT LANDS. THE APPLICANT/OWNER'S TOTAL LANDHOLDINGS IN THE IMMEDIATE AREA, AND A KEY MAP, SHOWING THE DEVELOPMENT AS RELATED TO THE SURROUNDING STREET SYSTEM AND EXISTING LAND USES, INCLUDING THE APPROXIMATE LOCATION OF ALL NATURAL AND ARTIFICIAL FEATURES.**

**(26 COPIES OF THE LEGAL DESCRIPTION AND SURVEY ARE REQUIRED)  
 (SEE APPENDIX 1)**

6. Do you propose to amend the Official Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", complete the following:

a) If a change in the type of intensity of land use is requested:

1) Present Official Plan Designation \_\_\_\_\_

2) Change Requested \_\_\_\_\_  
 \_\_\_\_\_

3) Reasons \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- b) If a policy change is requested:
- 1) Section \_\_\_\_\_
  - 2) Change Requested \_\_\_\_\_  
\_\_\_\_\_
  - 3) Reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) Please explain how the requested amendment is consistent with the Provincial Policy Statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Is the subject land, or land within 120 metres of it, subject to an application by the applicant for:
- \_\_\_\_\_ a minor variance or a consent
  - \_\_\_\_\_ an amendment to an official plan, zoning by-law or a Minister's zoning order
  - \_\_\_\_\_ 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 affects; its purpose; its status; and its effect on the requested amendment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) If known, whether the subject land has ever been the subject of an application for a plan of subdivision, consent, or rezoning. If yes, please provide the file number. \_\_\_\_\_

7. Do you propose to amend the Zoning By-Law? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", complete the following:

a) If a change in type or intensity of land use is requested:

1) Present Zoning \_\_\_\_\_

2) Change Requested \_\_\_\_\_

3) Reasons \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b) If a change in the Zoning requirements is requested:

1) Part \_\_\_\_\_

2) Section \_\_\_\_\_

3) Change Requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4) Reasons \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c) Please explain how the requested amendment is consistent with the Provincial Policy Statement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

d) If not proposing to amend the Official Plan:

1) Present Official Plan Designation: \_\_\_\_\_

2) Please explain how the requested amendment conforms with the Official Plan \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

e) Type of water supply proposed (check appropriate space):

\_\_\_\_\_ publicly owned and operated piped water system

\_\_\_\_\_ privately owned and operated individual well

\_\_\_\_\_ privately owned and operated communal well

f) Type of sewage disposal proposed (check appropriate space):

\_\_\_\_\_ publicly owned and operated sanitary sewage system

\_\_\_\_\_ privately owned and operated individual septic tank

\_\_\_\_\_ 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.)

g) How will storm drainage be provided?

\_\_\_\_\_ sewers

\_\_\_\_\_ ditches

\_\_\_\_\_ swales

\_\_\_\_\_ other

h) Existing uses of the subject land \_\_\_\_\_

Are there any buildings or structures on the subject land?

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

If yes, list the type of building or structure, the setback, in metric, from the front, rear and side lot lines, the height of the building or structure and its dimensions or floor area.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i) The proposed uses of the subject land \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j) Are there any buildings or structures proposed to be built on the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the type of building or structure, the setback, in metric, from front, rear and side lot lines, the height of the building or structure and its dimensions or floor area.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k) If known, 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

l) If known, whether the subject land has ever been the subject of an application for a plan of subdivision, consent, or rezoning. If yes, please provide the file number. \_\_\_\_\_

8. Any other material deemed necessary to support the application.

**PLEASE NOTE:**

All applications should be accompanied by a Preliminary Site Plan (26 copies) as outlined in APPENDIX 1, which is attached to this application form.

**PEER REVIEW**

Applicants are advised that specialized technical reports submitted in relation to an application may require Peer Review to address technical concerns. It is the Policy of the City that the costs of Peer Review shall be paid by the applicant.

I, \_\_\_\_\_ of the  
Municipality of the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, Etc.)

solemnly declare that to the best of my knowledge all above statements are true, and the statements contained in all of the enclosures submitted herewith are true.

Signature of Applicant

(Print Name)

(Date)

Signature of Owner

(Print Name)

(Date)

Signature of Agent (If any)

(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. - website, and/or paper format, i.e. - agenda or minutes. Questions regarding this collection should be forwarded to: Manager of Policy Planning, Engineering & Development Services Department, City of Belleville, 169 Front Street, Belleville, ON K8N 2Y8, Telephone: (613) 967-3320.

Engineering & Development Services Department  
Planning Section  
City Hall, 169 Front Street  
Belleville, ON K8N 2Y8

Telephone: (613) 967-3288  
FAX: (613) 967-3262

**OWNER'S AUTHORIZATION:**

(To be completed if an Agent is used to represent the Owner.)

I, \_\_\_\_\_ being the registered Owner  
(Type or Print Name of Owner)

of the subject lands hereby authorize \_\_\_\_\_  
(Type or Print Name of Agent)

to prepare and submit an Application to Amend the Official Plan and/or Zoning By-Law and to act as our Agent in the completion of the matters related to the processing thereof.

\_\_\_\_\_  
Signature Day Month Year

N.B. Please endeavour to provide all of the information requested on the application form and the "Guide to Applicants" which accompanies the form. This will facilitate the processing of your application without any undue delays.

**PERMISSION TO ENTER & PERMISSION TO PLACE/REMOVE SIGN**

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

Secretary-Treasurer  
Planning Advisory Committee  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to Planning Advisory Committee

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

I hereby authorize the members of the Planning Advisory Committee and members of the staff of the City of Belleville to enter onto the above-noted property for the purposes of evaluating the merits of this application. I hereby authorize the City of Belleville to place/remove a sign on the subject property for the purposes of advertising the proposed amendment.

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

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



## **NOTICE TO OWNER, APPLICANT AND/OR AGENT:**

A Report that contains Staff recommendations on your application(s) is prepared for the Planning Advisory Committee. The purpose of the Public Meeting is to consider the Staff Report and provide a public forum for debate on the merits of your application(s).

You will have an opportunity to present your proposal, the public can write in or attend to make their views known and the Planning Advisory Committee has the opportunity to evaluate your application(s).

**IT IS REQUIRED THAT THE OWNER, AGENT AND/OR APPLICANT BE IN ATTENDANCE AT THE PUBLIC MEETING.**

If you have any questions, please contact:

Manager of Policy Planning  
Engineering & Development Services Department  
City of Belleville  
169 Front Street  
Belleville, ON  
K8N 2Y8

Telephone: (613) 967-3320



## **CITY OF BELLEVILLE**

### **APPENDIX 1**

#### **SURVEY PLAN AND PRELIMINARY SITE PLAN SPECIFICATIONS**

The following materials shall accompany every application:

##### **PLANS:**

- (a) SURVEY PLAN - EXISTING CONDITIONS
- (b) PRELIMINARY SITE PLAN - PROPOSED DEVELOPMENT

##### **(a) SURVEY PLAN:**

###### 1. Legal Description

Lot, Block and Registered Plan Numbers of the property and those adjacent thereto.

###### 2. Dimensions

Length of each boundary, area of property, in square metres or hectares; exact location and use of existing buildings on the subject site and existing buildings on abutting properties indicating dimensions of all yards that abut the site.

###### 3. Rights-of-Way

Both sides of all abutting streets and street intersections; street widenings with curb lines; 0.3 metre reserves; type and extent of all easements both on and adjacent to the property, with dimensions.

###### 4. Natural Features

Such as trees, springs, water courses and rock outcroppings with their exact locations.

###### 5. Grades

Over the entire property by contour lines at 1.5 metre intervals on steep sites - less on relatively flat sites - and the contours of a reasonable portion of the adjacent properties.

**(b) PRELIMINARY SITE PLAN:**

Showing Proposed Development, including the following:

1. Statement of compliance of the proposed site plan with the Zoning By-Law.

2. Buildings

Each building to be identified by use, number of floors, full outside dimensions, including building height, and, representative dimensions for yards.

3. Parking Areas

Designed as to garages, carports or open parking, with capacity (breakdown and totals) and dimensions of access ways.

4. Indicate any proposed streets, with right-of-way width, and proposed division of property, including dimensions for all proposed property lines.

5. Driveways and Ramps

With dimensions, indicating grades of ramps, vehicular circulation, and one-way traffic and curbs. Show curve radii and curbs at all street access and driveway intersections. (In Belleville all entrances from sites to public streets must comply with the 'Street and Driveway Controls By-Law'.)

6. Other Features

Garden and retaining walls; protective railings, walks; areas for recreation, play lots, landscaping, service and delivery access; extent of underground garage and location of ramps, stairwells; garbage depots; etc.

7. Finished Ground Grades

Indicate proposed finished ground grades shown in geodetic levels.

8. Site Statistics (in chart form)

Showing areas - the following expressed both in square metres and as a percentage of the total lot area:

- (a) main building(s)
- (b) accessory building (if any)
- (c) parking and other areas for vehicular use
- (d) landscaped areas

- (e) road widening (where applicable)
- (f) in the case of multi-unit developments the number of units proposed broken down by number of bedrooms per unit.

If the subject site is to be divided, indicate the above information for each of the proposed properties.

9. All Drawings

Should state the project applicant's name and address, and contents. All should include the north arrow (which should point to top of page), date, scale and also nature and date of all revisions.

All drawings should have a scale not smaller than 1:360. It is requested that drawings be delivered in a roll or else folded so as to fit into legal size folder.