CITY OF BELLEVILLE

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

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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 Ontario Planning Act, 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:

1. The applicant is required to discuss the technical details of the proposed amendment with the City’s Planning Staff through a pre-consultation meeting prior to the formal submission of an application.

2. The application form is to be completed fully and the appropriate signatures affixed as required. Each application is to be accompanied with the appropriate application fee as set forth on the application form. The application shall also include any associated plans or materials identified through the pre-consultation meeting.

Incomplete, incorrect or inaccurate applications cannot be processed until all 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 Ontario Planning Act, as amended.

3. The application will be received and reviewed by the Planning Staff.
4. A date for a Public Meeting on the application is established and Notice of Complete Application and Public Meeting is sent to the applicant, all property owners within one hundred twenty (120) metre radius of the lands that are the subject of the application, members of the Planning Advisory Committee and to anyone who has formally requested such Notice.

5. The application is circulated to various City Departments and other public agencies for review and comment.

6. 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 contact the Applicant to advise that the sign is ready for pick-up. Placing or posting signage is the responsibility of the Applicant. The sign must be located on the property so that it is visible to the public. A picture will need to be submitted to the City of Belleville once the sign has been placed.

6. An introductory staff report will be prepared for the Planning Advisory Committee for their consideration at the Public Meeting.

7. At the Public Meeting, 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.

8. Comments received at the public meeting, as well as written comments by the public and agencies will be considered by the Engineering and Development Services Department in analysis of the application to amend the Official Plan and/or Zoning By-law. The applicant will be required to respond to public and agency comments at this time which will become part of the official record and the applicant may also amend their application as part of this process. A recommendation report will be brought forward at a later Planning Advisory Committee meeting. The Planning Advisory Committee will make a recommendation to City Council for decision on the application.

   Where City Council approves a recommendation to approve the application, an amending by-law will be prepared and passed by City Council.

9. In the circumstance where a By-Law is passed by City Council for an Official Plan Amendment and/or Zoning By-Law Amendment, a Notice of Passing 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 LOCAL PLANNING APPEAL TRIBUNAL (LPAT)**

10. Where City Council gives notice of its approval of a Zoning By-Law and/or Official Plan amendment, any person whom has made a verbal or oral submission prior to
the passing of the By-Law 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/her objections to the approval of the amending By-Law, together with a completed Appellant Form (that can be found on the Local Planning Appeal Tribunal website) accompanied with a cheque made payable to the Minister of Finance.

11. Where City Council gives notice that it has denied an amendment to the Official Plan and/or Zoning By-Law the applicant may, within twenty (20) days after the date of the notice, make an appeal to the Local Planning Appeal Tribunal (LPAT) by sending by registered mail or delivering to the Clerk of the Municipality, notice of his/her objections, together with a completed Appellant Form (that can be found on the Local Planning Appeal Tribunal website) accompanied with a cheque made payable to the Minister of Finance.

12. Where City Council does not make a decision to approve or deny the amendment to the Official Plan and/or Zoning By-Law the applicant may make an appeal to the Local Planning Appeal Tribunal (LPAT) by sending by registered mail or delivering to the Clerk of the Municipality, notice of his/her objections, together with a completed Appellant Form (that can be found on the Local Planning Appeal Tribunal website) accompanied with a cheque made payable to the Minister of Finance.
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
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 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:

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Nature of Application</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Official Plan Amendment</td>
<td>Commercial use where the lot area is greater than 4,000 m²</td>
<td>$2,750</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Commercial use where the lot area is greater than 4,000 m²</td>
<td>$2,000</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Residential use in excess of 25 dwelling units</td>
<td>$2,750</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Residential use in excess of 25 dwelling units</td>
<td>$2,000</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Other</td>
<td>$2,000</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Other</td>
<td>$1,500</td>
</tr>
<tr>
<td>Application for Zoning By-Law Amendment</td>
<td>Other – minor (lot area less than 1,000 m²)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Combined Application for Official Plan and Zoning By-Law Amendment</td>
<td>Commercial use where the lot area is greater than 4,000 m²</td>
<td>$3,500</td>
</tr>
<tr>
<td>Combined Application for Official Plan and Zoning By-Law Amendment</td>
<td>Residential use in excess of 25 dwelling units</td>
<td>$3,500</td>
</tr>
<tr>
<td>Combined Application for Official Plan and Zoning By-Law Amendment</td>
<td>Other</td>
<td>$2,500</td>
</tr>
<tr>
<td>Removal of Holding (H) Symbol</td>
<td></td>
<td>$350</td>
</tr>
</tbody>
</table>
### SIGN FEE

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

| Sign Printing Fee | $250 |

### QUINTE CONSERVATION FEE

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

| Official Plan Amendments (if applicable) | $610 |
| Zoning Amendments (if applicable)         | $335 |

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: ________________________________
       
   Amended October, 2019
5. On what date did a pre-consultation with planning staff occur?

__________________________________________________________

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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
I) 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. All material deemed necessary to support the application:

Attach to the application all required information 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.

9. Applicant’s Acknowledgments:

The Applicant hereby acknowledges and agrees:

- 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;

- 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.

- 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 will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the City of Belleville;

- 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;

- 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;

- 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;

- that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, CLOC permit) may be required;
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;

that in the event that the Application(s) or any matter related to same is appealed, referred or brought before the LPAT (the Local Planning Appeal 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.

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;

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);

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; and

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 Planning Staff.

10. **Owner’s Authorization:**

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached? Yes _____ No _____

Amended October, 2019
If No, then the following Owner’s Authorization for the Agent to prepare and submit the Application **must** be completed:

I, ________________________________, am the owner of the land that is the subject of this application and

(Please print)

I authorize __________________________ to prepare and submit this application on my behalf.

(Please print)

___________________________                  ____________________________
Signature of Owner  Date

11. **Declaration:**

I, ________________________________, of the ________________________________,

(Please print)  (e.g. City of Belleville)

in the ________________________________, make oath and say (or solemnly declare)

(e.g. County of Hastings)

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 in Section 9 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

(e.g. City of Belleville)

___________________________, this ____ day of ________________, in the year ______.

(e.g. County of Hastings)

___________________________                  ____________________________
Applicant  Commissioner of Oaths
Permission to Enter

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 staff of the City of Belleville to enter onto the above-noted property for the purposes of evaluating the merits of this application.

_______________________________
Signature of Owner or Authorized 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
City Hall, 169 Front Street Telephone: (613) 967-3288
Belleville, ON K8N 2Y8 FAX: (613) 967-3262

Amended October, 2019