



## Application for Minor Variance

### Application Fees

Note: The application fees are non-refundable whether the applicable is approved or denied.

#### City Application Fees

Minor Variance Application Fee	\$750.00
Combined application for Minor Variance and Severance	\$1,500.00
Combined application for Minor Variance and Severance (new lot)	\$3,000.00

#### Quinte Conservation Fees (if applicable)

Minor Variance	\$358.00
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**Note: Additional charges may apply based on supporting documents requested.**

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

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.

I / we enclose the application fees made payable to the City of Belleville in the amount of \_\_\_\_\_



## Purpose of Application

The undersigned hereby applies to the Committee of Adjustment for the City of Belleville under Section 45 of the *Planning Act, R.S.O. 1990*, Chapter 13, for relief, as described in this application, from the Zoning By-law.

Please list the Minor Variance being applied for:

Please list the reason for the request:

## Property Details

Municipal Address: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Registered Plan or Reference Plan Number (if applicable): \_\_\_\_\_

Lot or Block and Concession Number (if applicable): \_\_\_\_\_

Lot Frontage (metres): \_\_\_\_\_

Lot Depth (metres): \_\_\_\_\_

Lot Area (square metres or hectares): \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_

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

- a) Yes
- b) No

If yes, please describe: \_\_\_\_\_



**Owner Information**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Agent Information (if Applicant is not the Owner)**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please list the names and addresses of mortgagees, encumbrances, etc.:

**Proposal Details:**

**Existing/Proposed Uses and Structures (please list the particulars of any existing or proposed structures in the following spaces)**

**Structure 1 – existing details**

a) Uses: \_\_\_\_\_

b) Structure dimensions: \_\_\_\_\_



- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

**Structure 1 – proposed details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

**Structure 2 – existing details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_



**Structure 2 – proposed details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

**Structure 3 – existing details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

**Structure 3 – proposed details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_



h) Floor area: \_\_\_\_\_

i) Height: \_\_\_\_\_

**Uses Surrounding the subject property**

Please describe the uses on the lands to the north of the subject lands:

Please describe the uses on the lands to the south of the subjects lands:

Please describe the uses on the lands to the east of the subject lands:

Please describe the uses on the lands to the west of the subject lands:

**Existing Connected Services**

What type of water supply does the subject land currently have? (choose which one applies)

- a) Publicly owned and operated piped water system (Municipal Water)
- b) Privately owned and operated individual well
- c) Privately owned and operated communal well

What type of sewage disposal does the subject land currently have? (choose which one applies)

- a) Publicly owned and operated sanitary sewage system (Municipal Sanitary Sewer)
- b) Privately owned and operated individual septic tank
- c) 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)



How is storm drainage provided on the subject lands? (choose all that apply)

- a) Sewers
- b) Ditches
- c) Swales
- d) Other

If other, please explain: \_\_\_\_\_

**Access**

What type of road does the subject land front onto? (choose which one applies)

- a) Provincial
- b) County
- c) Municipal
- d) Private
- e) Right-of-Way
- f) Other

Please provide the name of the road(s) that the parcel fronts onto:

\_\_\_\_\_

Has the road on which the parcel fronts been reconstructed within the last 5 years?

- a) Yes
- b) No

If yes, is servicing in place that will not require new road cuts?

- a) Yes
- b) No

**Planning Information**

Official Plan designation of subject lands:

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Present zoning of the subject lands:

**Agricultural Setback**

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

- a) Yes
- b) No

If yes, please obtain a “Data Sheet – MDS” from the Approvals Section of the Engineering and Development Services Department. It must be submitted with your application.

**Other Applications**

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

- a) Yes
- b) No

If yes, please provide the date of the application: \_\_\_\_\_

Please describe the nature of the previous application:

**Supporting Documentation**

Attach to the application all supporting documentation required as identified through the City’s pre-consultation meeting. Also include a copy of the City’s pre-consultation reporting letter if applicable and any attachments you received after the development pre-consultation.





## **Applicant's Acknowledgements**

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;
- it is the applicant's responsibility to contact the Approvals Section to obtain any Department, Agency and/or Public Comments submitted regarding the application. You can request comments by contacting [planning@belleville.ca](mailto:planning@belleville.ca);
- 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 200/96, 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, Quinte Conservation permit, Ministry of transportation approval) 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 OLT (the Ontario Land 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.



**Owner’s Authorization**

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

Is written authorization attached?

- a) Yes
- b) No

If no, than the following Owner’s Auauthorization for the applicant and / or agent to prepare and submit the application must be completed:

I, \_\_\_\_\_ am the owner of the land that is subject to this application.

I authorize the following to prepare and submit this application on my behalf:

\_\_\_\_\_

Signature of Owner: \_\_\_\_\_

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

**Declaration**

I, \_\_\_\_\_, of the \_\_\_\_\_, in the County of \_\_\_\_\_, make oath and say (or solemnly declare) 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 Applicant’s Acknowledgments 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 County of \_\_\_\_\_, on the date of \_\_\_\_\_.



Signature of Owner and / or Agent: \_\_\_\_\_

Signature of Commissioner of Oaths: \_\_\_\_\_

**Permission to Enter**

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

Secretary-Treasurer  
Committee of Adjustments  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to the Committee of Adjustment regarding the following subject lands:

\_\_\_\_\_

I hereby authorize the members of the Committee of Adjustment and staff of the City of Belleville to enter onto the above noted property for the purpose of evaluating the merits of this application. I acknowledge that it is my responsibility as the Owner or Authorized Applicant and/or Agent to notify any tenants that may reside on the premises of staff entry on the subject lands.

Signature of Owner and / or 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  
Belleville, ON.,  
K8N 2Y8  
Phone: (613) 967-3288  
Fax: (613) 967-3262