



City of Belleville  
Engineering & Development Services

## Overview of Approval Process

The process of obtaining approval to develop a plan of subdivision consist of three principal processes:

- 1. Application Process**
  - preparation and submission of the application for approval of a subdivision plan.
- 2. Reivew Process**
  - review of the application by the City, other agencies, and the public.
- 3. Plan Approval Process**
  - the granting of draft approval to the proposed plan of subdivision subject to conditions.
  - the granting of final approval which authorizes registration of the plan.

## Application Process



**Pre-Consultation Meeting with Planner**  
Assess merits of application, needs for other approvals or supporting documentation.



**Applicant prepares application**  
Submit completed application, fee(s), and required documents to the Committee of Adjustment.

## Review Process



**Complete Application Confirmation**  
Application reviewed for completeness (Not accepted until complete).



**Circulation of Application**  
After the application is received, it is circulated to internal departments, and external agencies for comment.

## Plan Approval Process

Notice of Public Meeting & Posting of Public Notice Sign



Public Meeting

Recommendation Report & Council Meeting

Ontario Land Tribunal (OLT) Appeals

Draft Plan Approval

Subdivision Agreement & Registration of Plan

If you have any questions please contact us.



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