



Pre-consultation for Smaller Applications

Smaller applications include only one of the following types of approvals:

- Consents
- Minor variances
- Re-zoning of single residential property

Before submitting development applications, applicants are to pre-consult with Planning Staff, by appointment, to ensure that both the applicant and the Municipality have a clear understanding of the purpose of the proposed application.

Purpose of the Meeting

The purpose of the pre-consultation meeting is to identify the information and materials required prior to processing a complete application as set out in the Planning Act. Pre-consultation does not imply or suggest any decision on the part of City Staff or the City of Belleville to either support or refuse the application. While we make every effort to ensure that the information is complete and accurate, there may be items of clarification required or other supporting information that is discovered during the review process. The City of Belleville reserves the right to correct, modify and/or add to the information and materials as the process moves forward.

In order to be considered a complete pre-consultation meeting request, the following are required prior to a meeting being scheduled:

1. Completed Pre-Consultation Meeting Form (as attached);
2. Drawings/plans showing the proposal which should include the general location of existing and proposed buildings, structures and features.

Drawings/plans are to be provided in paper and digital form. Digital copies (in PDF format) can be emailed to planning@belleville.ca .

The supporting information and materials specified in the pre-consultation will be required to be submitted with the planning application(s) in order to be considered a “complete application” under the Planning Act.

Important: This form will be reviewed by the Policy Planning Department at the pre-consultation meeting and will form part of a complete application. The applicant acknowledges that the application and any attached supporting documentation is



collected and maintained specifically for the purpose of creating a record available to the general public. The applicant is responsible to notify the City of Belleville on any errors, omissions, or changes in the information contained below after the completion of the pre-consultation form. Personal information on this form is collected under the authority of the Municipal Act, as amended, and the Planning Act, as amended, and will be used for the purposes of processing this form.



Owner's Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Applicant Information (if different than owner)

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Owner's Authorization to hold a pre-consultation meeting:

Owner's Signature: _____ Date: _____



Agent Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Owner's Authorization to hold a pre-consultation meeting:

Owner's Signature: _____ Date: _____

Property Description

Municipal Address: _____

Assessment Roll Number: _____

Lot Area (Hectares): _____

Lot Frontage (Metres): _____

Existing Land Use: _____

Proposed Land Use: _____

Current Official Plan Designation: _____

Current Zoning Designation: _____

Use of Abutting Lands: _____



Type of Application

1. What type of application is the pre-consultation for? (please choose one)
 - a) Zoning By-Law Amendment (of a single residential property)
 - b) Consent
 - c) Minor Variance

2. Have you had any previous discussions/meetings with Planning Staff in regard to this proposal?
 - a) Yes
 - b) No

If yes, who has been your contact: _____

3. Has this property been, or is it currently subject to any other applications under the Planning Act?
 - a) Yes
 - b) No
 - c) Unknown

If yes, please list the applicable file numbers: _____

4. Has the road 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

Proposal Details

Provide a detailed description of the proposed development application; including but not limited to the nature of the development, number of proposed units, types of uses, size of any proposed buildings or additions, amendments to Official Plan policies or Zoning By-law provisions, tenure, and any other information that may be pertinent to



the proposal. If additional space is required, please attach a separate page to this application form.

Conceptual Drawing/Site Plan

Please provide a conceptual site plan in PDF format and 3 hard copies, with all measurements in metric.

Drawings should include:

- Location of Property
- Location of Existing and proposed structures and features (i.e. parking, drive aisles, natural features)
- Other information, as appropriate to assist staff in understanding the proposal.

Declaration

By submitting this form, I agree to allow the City of Belleville, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

If the owner is not the applicant or agent, the owner’s authorization must be provided.

Owner, Applicant, or Authorized Agent Name (Please Print):

Owner, Applicant, or Authorized Agent Signature:

Date: _____