



Guide for Consent Applications

Introduction

This guide outlines the procedures followed by the City of Belleville when processing applications for Consent.

Consult this guide before completing your application.

Application Process

1. Pre-Consultation

- You must complete a pre-consultation meeting before you submit your application.
- During your pre-consultation meeting, you will present the details of your proposed amendment.

2. Completing Your Application

- Your application must include the exact nature and details of the amendment you are seeking. Please ensure that all information is **detailed and accurate**.
- If helpful, we suggest seeking professional planning and / or legal advice before you submit your application.
- Ensure your application is complete with:
 - All appropriate signatures;
 - The required fees; and
 - Any associated plans or materials identified in the pre-consultation meeting
 - Five Photographs illustrating the intent of the application. The pictures should be taken from various locations.
 - Five paper copies of survey plan or sketch plan in ledger size or smaller (details to be provided on a sketch plan are found on the last page of this guide)
 - A digital copy (PDF) of the application and all supporting documentation on a thumb drive or e-mailed to planning@belleville.ca.
- Incomplete, incorrect, or inaccurate applications will not be accepted or processed until all required information is provided.



- Before submitting, review your application and any notes from your pre-consultation meeting. Contact the Approvals Section of the Engineering and Development Services Department if you have any questions. Any revision to your application after it has been submitted may create significant delays in processing time and / or may require more than public meeting.
- Submit your fully completed application to:
Secretary-Treasurer
Belleville Committee of Adjustment
City of Belleville
169 Front Street, 2nd Floor
Belleville, ON.,
K8N 2Y8

3. Processing Your Application

- Your application is reviewed by staff.
- If accepted, a notice of “Complete Application and Public Meeting” will be sent to:
 - you, the applicant;
 - any prescribed person or public body, as required by the Ontario Planning Act, R.S.O. 1990, c. P.13, as amended, including all property owners within a 60 metre radius of the land identified in your application;
 - members of the Committee of Adjustment; and
 - anyone who has requested notice.
- Your application will then be circulated to other City Departments and relevant local agencies for review and comment.
- There must be a sign placed on the land identified in the application that notifies the public of your application and proposal. We will provide the signage to the applicant who will be responsible for posting it. The sign is to be posted on the property in a place where it is visible to the public and must remain on the property until the Committee of Adjustment meeting has been held.
- We will prepare a staff report in regard to your application. This report will go to the public meeting for the Committee of Adjustment for their consideration.

4. The Committee of Adjustment Meeting

- Be prepared to address the public, you may be asked to answer questions and support your application.
- Other interested parties have an opportunity to speak in favour or against your application during this meeting.
- Written submissions regarding your application will also be accepted.



5. Analysis and Approval Process

- Discussions and comments from the public meeting, as well as written comments from the public and local agencies are considered by the Committee when analyzing your application.
- You may be asked to respond to any questions and comments during this analysis of your application. Your responses will become part of the official record.
- Once the application has been heard and analyzed the Committee members will make a decision.
- The Secretary-Treasurer will send the applicant/agent a 'Notice of Decision'.

6. Appeal Period

- There is a 20 day appeal period in which anyone who has made a verbal or written submission prior to the decision can file a notice of appeal, accompanied by the required information, and appeal fee (made payable to the Minister of Finance) to the Ontario Land Tribunal (OLT), through the Secretary-Treasurer of the Committee.
- The applicant/agent will receive a final letter when the 20 day appeal period expires to notify them if an appeal has been filed.
- If no appeals are filed within 20 days of the notice the decision will be considered final.
- If an appeal is filed within the 20 day appeal period, the appeal will be forwarded to OLT for processing.

Please be advised that the above information is intended to provide an overview of the OLT appeal process. This document should not replace any formal instruction provided through the OLT website.

Sketch Plan Guide

If a survey plan of the subject property is not available, then a sketch plan must be submitted.

The following details must be supplied on the sketch plan:

- the boundaries and dimensions of the subject land, the part that is to be severed marked clearly in red and the part that is to be retained marked clearly in green;
- the location and nature of any easement(s) affecting the subject land;



- the boundaries and dimensions of any land owned by the owner of the subject land that abuts the subject land;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the existing use(s) on adjacent lands (residential, commercial, industrial);
- the approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream, banks, wetlands, wooded areas, wells and septic tanks;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or right of way;
- if the severed parcel is to be conveyed to an abutting property as a lot addition, please identify the abutting property on the sketch (an arrow can be used);
- a scale and north arrow should be shown on the sketch;
- the sketch plan must be drawn to scale utilizing good drafting techniques;
- the Committee reserves the right to reject sketches for insufficient or poorly presented information, and;
- the size has to be a minimum of 8.5" x 11" and a maximum of 11" x 17".

City Policy on Parkland Dedications

City policy as approved by City Council, with respect to park levies and/or parkland dedications, as it applies to applications to the Belleville Committee of Adjustment is as follows:

1. 5% land required on newly created residential lots only if the land can be combined with an abutting park;
2. 2% land required on newly created commercial lots only if the land can be combined with an abutting park;
3. "cash-in-lieu" of land on newly created residential and commercial lots in all other cases;
4. The 2% or 5% cash-in-lieu of land will be collected before the Consent is issued by the Committee of Adjustment. This will mean that the 2% or 5% payment is a condition of the approval of the Consent which condition has to be fulfilled before the Consent Certificate can be issued.

The current "cash-in-lieu" value for a new residential lot has been set at \$5,000.00 in the urban serviced area and \$4,000.00 in rural areas.