



# Guide for Minor Variance Applications

## Introduction

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

**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](mailto: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 one public meeting.
- Submit your fully completed application to:  
Secretary-Treasurer  
Belleville Committee of Adjustment  
City of Belleville  
169 Front Street, 2<sup>nd</sup> 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 France) to the Local Planning Appeal Tribunal (LPAT), 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 LPAT for processing.

Please be advised that the above information is intended to provide an overview of the LPAT appeal process. This document should not replace any formal instruction provided through the LPAT 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 true dimensions of the property for which the application is being made;
- the location and dimensions of all existing buildings, structures or uses on the subject property;



- the setback measurements from the lot lines to the existing or proposed building on the subject property (i.e., front yard, rear yard, side yard setbacks). If applicable, the distance of buildings on neighbouring lots;
- clearly demonstrate the difference between the existing building and the proposed addition (if applicable);
- labeling to clearly indicate the nature of the variance(s) being applied for;
- the location and name of the street should be shown;
- 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".