



Engineering & Development Services  
Approvals Section  
Phone: (613) 967-3288  
[planning@belleville.ca](mailto:planning@belleville.ca)

## Application for Consent

### Application Fees

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

#### City Application Fees

**Note:** the following City fees are doubled for 'after-the-fact' applications (when an application is required to legalize development that proceeded without necessary planning approvals)

Consent to create a new lot.....	\$2,840.00
All other types of Consents (lot addition, easement, right-of-way, etc.).....	\$1,600.00
Combined application for Minor Variance and Severance .....	\$2,390.00
Combined application for Minor Variance and Severance (new lot).....	\$3,630.00
Application for Validation of Title .....	\$1,420.00
Additional fee if requesting a second consent certificate for retained lands .....	\$400.00
Request for revisions to conditions of Consent.....	\$620.00
Re-application for Consents, which conditions lapsed less than one (1) year...	\$1030.00

#### Quinte Conservation Fees (if applicable)

All applications will be circulated to Quinte Conservation for review. Quinte Conservation fees may be applicable and will be collected by Quinte Conservation.

### Pre-Consultation

Date of pre-consultation meeting with Staff: \_\_\_\_\_

I/we have submitted the pre-consultation checklist with this application.

All application submissions are to be made through our online CityView portal

<https://building.belleville.ca/cityviewportal>

Applications will not be processed where application forms and / or fees are incomplete and when pre-consultation has not occurred.



## Purpose of Application

The undersigned hereby applies to the Committee of Adjustment for the City of Belleville under Section 53 of the *Planning Act, R.S.O. 1990*, Chapter 13, for a Consent.

**Please indicate the purpose of the application (choose all that apply):**

Creation of a new lot

Lot addition

Right-of-way

Easement

Lease

Mortgage or Charge

Partial discharge of a mortgage

Disposal of surplus farm dwelling

Other (validation or correction of title)

## 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: \_\_\_\_\_

## Other Applications

Has there been a previous planning application(s) for the subject lands?

Yes

No

If yes, please provide the date of the application(s), type of application(s) and application number(s) (if known):

\_\_\_\_\_



Please describe the nature of the previous application(s):

*\*Staff may require further information.*

## 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.:



## Recipient of Consent

Name of person(s) to whom the land or interest in the land is intended to be transferred, leased or charged (if known): \_\_\_\_\_

## Proposal Details:

### Lot Addition

If the application is for a lot addition, please identify the lands to which the parcel will be added:

### Easement / Right-of-Way

Are there any easements, rights-of-ways and / or restrictive covenants affecting the severed or retained parcel?

Yes                      No

If yes, please describe

a) Severed Parcel

b) Retained Parcel

### Lot Dimensions

Severed parcel dimensions

a) Frontage: \_\_\_\_\_

b) Average Width: \_\_\_\_\_

c) Average Depth: \_\_\_\_\_



d) Area: \_\_\_\_\_

#### Retained parcel dimensions

a) Frontage: \_\_\_\_\_

b) Average Width: \_\_\_\_\_

c) Average Depth: \_\_\_\_\_

d) Area: \_\_\_\_\_

#### Existing /Proposed Uses and Structures

Please describe the existing uses including the number of existing buildings / structures and describe the types of building / structures on the **severed** parcel:

Please describe the proposed uses including the number of proposed buildings / structures and describe the types of building / structures on the **severed** parcel:

Please describe the existing uses including the number of existing buildings / structures and describe the types of building / structures on the **retained** parcel:

Please describe the proposed uses including the number of proposed buildings / structures and describe the types of building / structures on the **retained** parcels:

#### Agricultural Setback

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

Yes

No



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

### Planning Information

Official Plan designation of **severed** parcel:

Official Plan Designation of **retained** parcel:

Present zoning of the **severed** parcel:

Present zoning of the **retained** parcel:

Please explain how the application conforms with the Official Plan:

Please explain how the application is consistent with the Provincial Planning Statement:

### Existing Connected Services

What type of water supply does the **severed** parcel 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 water supply does the **retained** parcel 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 **severed** parcel 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)

What type of sewage disposal does the **retained** parcel 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)

### Access

What type of road does the **severed** parcel front onto? (choose which one applies)

Provincial	County	Municipal	Private
Right-of-Way	Other	None	

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

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What type of road does the **retained** parcel front onto? (choose which one applies)

Provincial	County	Municipal	Private
Right-of-Way	Other	None	



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

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If fronting onto a road, has the road on which the parcel fronts been reconstructed or resurfaced within the last 5 years?

Yes

No

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

Yes

No

If access to the subject land is by water only, which water body does it front onto?

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If fronting onto water only, where is the parking and docking location from which the subject land is accessed:

## Consent Certificate for Retained Lands

Are you making a request to obtain a second consent certificate for the retained lands, as referred to in clause 53(42.1)(a) of the *Planning Act*?

Yes

No

(Please note this is not applicable to lot additions or boundary adjustments where Subsection 50(3) or (5) of the *Planning Act* applies to any subsequent conveyance, and an additional fee noted on Page 1 applies.)

If the answer to the question above is yes, you must also include a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the *Planning Act*.

## Public Consultation

Please provide a proposed strategy for consulting with the public with respect to the application(s):





## 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.

**Note:** Please see Appendix A for a list of sketch requirements for this application.

I/we have submitted all required documentation.

## Applicant's Acknowledgements

The Applicant hereby acknowledges and agrees:

1. that the Owner hereby authorizes members of the Committee of Adjustment and staff of the City of Belleville to enter onto the above noted property during regular business hours for the purpose of evaluating the merits of this application; and confirms that it is the Owner or Authorized Applicant and/or Agent's responsibility to notify any tenants that may reside on the premises of the Committee of Adjustment or staff entry on the subject lands;
2. 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;
3. 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 197/96, and will be used for the purpose of processing the application and to determine compliance with the policies and bylaws of the City of Belleville;
4. 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;
5. City Staff may take up to 30 days to review the application and submissions in order to determine if the application is considered to be "deemed complete";
6. 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;
7. 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;



8. 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 City Staff;
9. it is the applicant's responsibility to contact City Staff 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);
10. 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;
11. 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;
12. 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;
13. 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);
14. 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;
15. the Owner hereby acknowledges and agrees to reimburse the City on demand for all expenses incurred by the City as a result of any work proceeding in advance of necessary agreements or approvals being in place, including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements;
16. 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; and
17. that in the event that the Application(s) or any matter related to same is appealed, referred or brought before the OLT (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.



## 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?                      Yes                      No

If no, then the following Owner's Authorization 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: \_\_\_\_\_

## Sworn Declaration of Applicant

I, \_\_\_\_\_ of \_\_\_\_\_  
(name and Company)                      (full address)

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.

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

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



## Appendix A – Sketch Requirements

All applications should include a concept sketch including all of the following information:

- a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - i. are located on the subject land and on land that is adjacent to it, and
  - ii. in the applicant's opinion, may affect the application;
- f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- g) 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 a right of way;
- h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i) the location and nature of any easement affecting the subject land.