



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

## Application for Minor Variance

### 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)

Minor Variance Standard Application Fee .....	\$1,320.00
Combined application for Minor Variance and Severance (new lot).....	\$3,630.00
Combined application for Minor Variance and Severance (other).....	\$2,390.00
Minor variance for 3 or more lots/blocks in a draft or registered plan of subdivision .....	\$3,150.00
Application for Minor Variance where there is a concurrent or associated Zoning By-Law Amendment within the past 2 years.....	\$750.00

#### 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 45 of the *Planning Act*, R.S.O. 1990, Chapter 13, for relief, as described in this application, from the Zoning By-law.

Please list the Minor Variance being applied for:

Please list the reason (s) why the proposed use cannot comply with the Zoning By-law:

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

Are there any easements and / or rights-of-way affecting the severed or retained parcel?

Yes

No

If yes, please describe:



## Other Applications

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

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, encumbrancers, etc.:

## Proposal Details

**Existing/Proposed Uses and Structures (please list the particulars of any existing or proposed structures in the following spaces)**

**Structure 1 – existing details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

**Structure 1 – proposed details**

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_



### Structure 2 – existing details

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

### Structure 2 – proposed details

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

### Structure 3 – existing details

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_



### Structure 3 – proposed details

- a) Uses: \_\_\_\_\_
- b) Structure dimensions: \_\_\_\_\_
- c) Date the uses/structures commenced: \_\_\_\_\_
- d) Front setback: \_\_\_\_\_
- e) Rear setback: \_\_\_\_\_
- f) Side setback: \_\_\_\_\_
- g) Side setback: \_\_\_\_\_
- h) Floor area: \_\_\_\_\_
- i) Height: \_\_\_\_\_

### Uses Surrounding the subject property

Please describe the uses on the lands to the north of the subject lands:

Please describe the uses on the lands to the south of the subject lands:

Please describe the uses on the lands to the east of the subject lands:

Please describe the uses on the lands to the west of the subject lands:

### Existing Connected Services

What type of water supply does the subject land 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 subject land 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 may be required)

How is storm drainage provided on the subject lands? (choose all that apply)

Sewers

Ditches

Swales

Other

If other, please explain: \_\_\_\_\_

#### Access

What type of road does the subject land 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:

---

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?

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



What is the approximate distance of the parking and docking location to the nearest public road:

### **Planning Information**

Official Plan designation of subject lands:

Present zoning of the subject lands:

### **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 completed and submitted with your application.

### **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 200/96 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. 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;
6. 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;



7. 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;
8. 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);
9. that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit, MTO permit) may be required;
10. 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;
11. 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;
12. 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);
13. 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;
14. 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;
15. 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
16. 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 the following information:

- a) The boundaries and dimensions of the subject land.
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The current uses on land that is adjacent to the subject land.
- e) 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.
- f) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- g) the location and nature of any easement affecting the subject land.