



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

## Application for Site Plan Approval

### 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)

Residential Use.....	\$5,660
Commercial or Institutional use.....	\$5,660
Industrial or other use.....	\$5,660
All additions 20 m <sup>2</sup> to 70 m <sup>2</sup> gross floor area.....	\$3,060
All additions less than 20 m <sup>2</sup> gross floor area.....	nil

#### Application for Amendment to Phased Site Plan

Site Plan revision requiring engineering review.....	\$2,560
Site Plan Amending Agreement.....	\$1,530

#### Application for Site Plan Undertaking..... \$2,090

#### 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.



## Application Type

Please select the appropriate application type:

Site Plan Approval

Amendment to Phased Site Plan

Site Plan Undertaking

Date of application submission: \_\_\_\_\_

Send all Correspondence to: \_\_\_\_\_ Owner \_\_\_\_\_ Architect \_\_\_\_\_ Engineer \_\_\_\_\_

## 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.*

## Site Screening

Please describe previous uses on the property:

## Owner Information

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number:

E-mail Address:



## Consulting Engineer Information

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Mailing Address (including postal code):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

## Architect Information

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Mailing Address (including postal code):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

## Description of Project

### Proposed Land Use:

Multi-residential

Commercial/Residential

Commercial

Industrial

Institutional

Other (specify): \_\_\_\_\_

If multi-residential or commercial/residential please provide the number of dwelling

units: \_\_\_\_\_



Type	Use(s)	Total Gross Floor Area (m <sup>2</sup> )	Building Height (m)
Existing Building(s)			
Proposed Building(s)			
Addition to Existing Building(s)			
<b>Totals (calculated)</b>			

## 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. Please refer to our [Development Manual](#) for detailed submission requirements.

I/we have submitted all required documentation.

## Applicant's Acknowledgments:

The Applicant hereby acknowledges and agrees:

1. that the Owner hereby authorizes 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 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 processing the requested site plan approval, and may be made available to the general public 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, and the Planning Act, as amended, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the City of Belleville;
4. City Staff may take up to 30 days to review the application and submissions in order to determine if the application is "deemed complete";
5. 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;
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 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;
8. that additional approvals from the City and/or other agencies (e.g. building permit, MTO permit, Quinte Conservation permit) may be required;
9. it is the applicant's responsibility to contact the Policy Section 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 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;
11. 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;
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 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.

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