



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

Application for Approval of a Plan of Subdivision or Condominium Description

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)

Draft Plan of Subdivision or Condominium.....	\$6,690.00 plus \$120.00 per lot/unit
Minor Redlining.....	\$1,710.00
Major Redlining (requiring engineering review.....)	\$2,890.00
Condominium Conversion.....	\$5,440.00 plus \$560.00 per lot/unit
Condominium Exemption.....	\$5,660.00

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.

Application Type

Draft Plan of Subdivision	Draft Plan of Condominium
Minor Redlining	Major Redlining
Condominium Conversion	Condominium Exemption

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.



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.:

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:

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:



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.*

Additional Information for Condominium Applications Only

Has a site plan for the proposed condominium been approved?

Yes

No

Has a site plan agreement been entered into?

Yes

No

Has a building permit for the proposed condominium been issued?

Yes

No

Has construction of the development started?

Yes

No

If construction is completed, indicate the date of completion: _____

Is this a conversion of a building containing rental residential units?

Yes

No

If yes, please indicate the number of units to be converted: _____

(If the building to be converted includes one or more rental residential units, the City's condominium conversion policy will apply. Please contact the Approvals Section for copies of the Policy)



Proposal Details

Use	Number of lots and blocks	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
Detached Residential				
Semi Detached Residential				
Multiple Attached Residential				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential specify:				
Commercial specify:				
Industrial specify:				
Open Space specify:				



Institutional specify:				
Roads specify:				
Other specify:				
Other specify:				

Planning Information

What is the current use on the subject lands:

Official Plan designation of subject lands:

How does the draft plan conform with the Official Plan policies:

How is the draft plan consistent with the Provincial Planning Statement:

Present zoning of the subject lands:



Is there a reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes

No

If yes, please provide more details:

Servicing

Please select the existing and proposed water supply for the subject land:

Water Supply	Existing	Proposed
Publicly owned and operated piped water system (Municipal Water)		
Privately owned and operated individual well		
Privately owned and operated communal well		
Other Please describe:		

Please select the existing and proposed sewage disposal for the subject land:

Sewage Disposal	Existing	Proposed
Publicly owned and operated sanitary sewage system (Municipal Water)		
Privately owned and operated individual septic tank		
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)		
Other Please describe:		

Please select the existing and proposed drainage for the subject lands:

Drainage	Existing	Proposed
Sewers		
Ditches		
Swales		
Other Please describe:		

Significant Features

Complete the information below and submit the information has indicated. If this information exists in a report or is shown on a map, please attach it and indicate the report name and/or page number.

The Significant Features checklist below lists the features or development circumstances of interest to the City. Complete the checklist and be advised of the potential information requirements if noted.

Significant Features Checklist

1. *Non-farm development near designated urban areas or settlement areas*

On site

Off site (within 500 m)

Not applicable



Action Required: Demonstrate sufficient need within 20-year projections and that appropriate development will not hinder efficient expansion of urban areas or rural settlement areas.

If applicable, identify where the action required has been addressed:

2. Class 1 industry – (small scale, self-contained plant no outside storage, low probability of fugitive emissions and daytime operations only)

On site

Off site (within 500 m)

Not applicable

Action Required: Assess development for residential and other sensitive uses within 70 metres.

If applicable, identify where the action required has been addressed:

3. Class 2 industry – (medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)

On site

Off site (within 500 m)

Not applicable

Action Required: Assess development for residential and other sensitive uses within 300 metres.

If applicable, identify where the action required has been addressed:

4. Class 3 industry within 1000 metres – indicate within 1000 metres (processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)

On site

Off site (within 500 m)

Not applicable

Action Required: Assess development for residential and other sensitive uses within 1000 metres.



If applicable, identify where the action required has been addressed:

5. *Land fill site*

On site

Off site (within 500 m)

Not applicable

Action Required: Address possible leachate, odour, vermin and other impacts.

If applicable, identify where the action required has been addressed:

6. *Sewage treatment plant*

On site

Off site (within 500 m)

Not applicable

Action Required: Assess the need for a feasibility study for residential and other sensitive land uses.

If applicable, identify where the action required has been addressed:

7. *Waste stabilization pond*

On site

Off site (within 500 m)

Not applicable

Action Required: Assess the need for a feasibility study for residential and other sensitive land uses.

If applicable, identify where the action required has been addressed:

8. *Active railway line*

On site

Off site (within 500 m)

Not applicable

Action Required: Evaluate impacts within 100 metres.



If applicable, identify where the action required has been addressed:

9. Controlled access highways or freeways, including designated future ones

On site

Off site (within 500 m)

Not applicable

Action Required: Evaluate impacts within 100 metres.

If applicable, identify where the action required has been addressed:

10. Operating mine site

On site

Off site (within 500 m)

Not applicable

Action Required: Assess development for residential and other sensitive uses within 70 metres.

If applicable, identify where the action required has been addressed:

11. Non-operating mine sites within 1000 metres

On site

Off site (within 500 m)

Not applicable

Action Required: Assess development for residential and other sensitive uses within 70 metres.

If applicable, identify where the action required has been addressed:

12. Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater

On site

Off site (within 500 m)

Not applicable



Action Required: Demonstrate feasibility of development above 28 NEF or sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.

If applicable, identify where the action required has been addressed:

13. Electric transformer station

On site

Off site (within 500 m)

Not applicable

Action Required: Determine possible impacts within 200 metres.

If applicable, identify where the action required has been addressed:

14. High voltage electric transmission line

On site

Off site (within 500 m)

Not applicable

Action Required: Consult the appropriate electric power service.

If applicable, identify where the action required has been addressed:

15. Transportation and infrastructure corridors

On site

Off site (within 500 m)

Not applicable

Action Required: The continuous linear characteristics of significant transportation and infrastructure corridors and rights-of-way to be protected.

If applicable, identify where the action required has been addressed:



16. Prime agricultural land

On site

Off site (within 500 m)

Not applicable

Action Required: Demonstrate the need for uses other than agricultural and indicate how impacts are to be mitigated for residential and other sensitive uses within 70 metres.

If applicable, identify where the action required has been addressed:

17. Agricultural operations

On site

Off site (within 500 m)

Not applicable

Action Required: Development to comply with the Minimum Distance Separation (MDS) formulae.

If applicable, identify where the action required has been addressed:

18. Mineral aggregate resource area

On site

Off site (within 500 m)

Not applicable

Action Required: Identify if the development will hinder access to the resource or the establishment of a new resource operation.

If applicable, identify where the action required has been addressed:

19. Mineral aggregate operations

On site

Off site (within 500 m)

Not applicable

Action Required: Identify if the development will hinder the continuation of extraction.



If applicable, identify where the action required has been addressed:

20. Mineral and petroleum resource area

On site

Off site (within 500 m)

Not applicable

Action Required: Identify if the development will hinder access to the resource or the establishment of a new resource operation.

If applicable, identify where the action required has been addressed:

21. Existing pits and quarries

On site

Off site (within 500 m)

Not applicable

Action Required: Identify if the development will hinder access to the resource or the establishment of a new resource operation.

If applicable, identify where the action required has been addressed:

22. Significant wetlands

On site

Off site (within 500 m)

Not applicable

Action Required: Demonstrate no negative impacts.

If applicable, identify where the action required has been addressed:

23. Significant portions of habitat of endangered and threatened species

On site

Off site (within 500 m)

Not applicable

Action Required: Demonstrate no negative impacts.



If applicable, identify where the action required has been addressed:

24. Significant fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, and wildlife habitat

On site

Off site (within 500 m)

Not applicable

Action Required: Demonstrate no negative impacts.

If applicable, identify where the action required has been addressed:

25. Sensitive groundwater recharge areas, headwaters and aquifers

On site

Off site (within 500 m)

Not applicable

Action Required: Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.

If applicable, identify where the action required has been addressed:

26. Significant built heritage resources and cultural heritage landscapes

On site

Off site (within 500 m)

Not applicable

Action Required: Development should conserve significant built heritage resources and cultural heritage landscapes.

If applicable, identify where the action required has been addressed:

27. Significant archaeological resources

On site

Off site (within 500 m)

Not applicable



Action Required: Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.

If applicable, identify where the action required has been addressed:

28. Great Lakes – St. Lawrence River System

On site

Off site (within 500 m)

Not applicable

Action Required: Within the regulatory shoreline access the impact of development.

If applicable, identify where the action required has been addressed:

29. Erosion hazards

On site

Off site (within 500 m)

Not applicable

Action Required: Determine feasibility within the 1:100 year erosion limites of ravines, river valleys and streams.

If applicable, identify where the action required has been addressed:

30. Floodplains

On site

Off site (within 500 m)

Not applicable

Action Required: Where one-zone floodplain management is in effect, development is not permitted in the flood plain. Where two-zone floodplain management is in effect development is not permitted within the floodway.

Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.



If applicable, identify where the action required has been addressed:

31. Hazardous sites and rehabilitation mine sites

On site

Off site (within 500 m)

Not applicable

Action Required: For development of rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.

If applicable, identify where the action required has been addressed:

32. Contaminated sites

On site

Off site (within 500 m)

Not applicable

Action Required: Assess an inventory of previous uses in areas of possible soil contamination.

If applicable, identify where the action required has been addressed:

Public Consultation

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



Affordable Housing

For applications that include permanent housing complete Table A below. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, please indicate the lot frontage.

Table A – Affordable Housing

Housing Type	Number of Units	Unit Size (sq. ft.) or Lot Width	Estimated Selling Price/Rent
One-unit Detached Dwelling			
One-unit Semi-Detached Dwelling			
One-unit Townhouse Dwelling			
Two-unit Dwelling			
Two-unit Semi-Detached Dwelling			
Three-unit Dwelling			
Four-unit Dwelling			
Back-to-back Townhouse Dwelling			
Stacked Townhouse Dwelling			
Multi-unit Dwelling (5 or more units)			



Long-term Care Home			

If there is any other information relating to affordability of the proposed housing, or the type of housing needs served by the proposal please provide details:

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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

1. that the Owner hereby authorizes members of the Committee 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 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 544/06 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 “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 may 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;
10. 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;
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 the following information:

- a) the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- d) the purpose for which the proposed lots are to be used;
- e) the existing uses of all adjoining lands;
- f) the approximate dimensions and layout of the proposed lots;
 - (f.1) if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- h) the availability and nature of domestic water supplies;
- i) the nature and porosity of the soil;
- j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- k) the municipal services available or to be available to the land proposed to be subdivided; and
- l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.