



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

Application for an Amendment to the Official Plan and / or Zoning By-law Amendment

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)

Application for Official Plan Amendment

Commercial use where lot area is greater than 4,000 m ²	\$9,510.00
Residential use in excess of 25 dwelling units.....	\$9,510.00
Other.....	\$7,120.00

*Involving any proposed expansion of the Urban Boundary – Regular fee and subject to a Cost Recovery Agreement with the City

Application for Zoning By-law Amendment

Commercial use where lot area is greater than 4,000 m ²	\$7,020.00
Residential use in excess of 25 dwelling units.....	\$7,020.00
Other.....	\$5,880.00
Other – minor (lot less than 1,000 m ² or may be applied to condition of Consent).....	\$3,240.00

Combined Application for Official Plan and Zoning By-law Amendment

Commercial use where the lot area is greater than 4,000 m ²	\$15,040.00
Residential use in excess of 25 dwelling units.....	\$15,040.00
Other.....	\$12,160.00

*Involving any proposed expansion of the Urban Boundary – Regular fee and subject to a Cost Recovery Agreement with the City

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.

Other Fees

Temporary Use By-law.....	\$3,860.00
Sign printing fee (single street frontage).....	\$265.00

*Additional signs \$160.00 per sign

Application renewal fee (due at each anniversary of the application date) – 50% of the applicable fee for the new application.

Review of an application for a Ministers Zoning Order (MZO) – Same fee as otherwise payable for a combined Official Plan and Zoning By-law amendment application.



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.

Type of Application

Pursuant to Section 17 and / or Section 34 of the Planning Act, I / we, the undersigned hereby submit an application to amend (choose all that apply):

Official Plan

Zoning By-law 2024-100

If amending the Official Plan, which plan is being amended:

City of Belleville Official Plan

Loyalist Secondary Plan

Owner's Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

E-mail Address: _____



Applicant Information (if different than owner)

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

E-mail Address: _____

Agent Information

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 Number (if applicable): _____

Lot or Block Number (if applicable): _____



Lot Frontage (metres): _____

Lot Depth (metres): _____

Lot Area (square metres or hectares): _____

Are there any buildings or structures on the subject lands?

Yes

No

If there are buildings or structures please describe the type, the setbacks (in metric) from the front, rear and side lot lines, the height of the building(s) / structure(s) and the dimensions or floor area.

If known, please provide the date the subject land was acquired by the current owner, the date any existing buildings and structures on the subject land were constructed and the length of time that the existing use of the subject land have continued.

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.*



Is the subject land, or land within 120 metres of it, subject to an application by the applicant for (choose all that apply):

- a) Minor Variance or Consent
- b) Amendment to an Official Plan, Zoning By-law or Minister's Zoning Order
- c) Approval of a Plan of Subdivision or a Site Plan

If the answer is yes to any of the above, please provide the file number; the land it affects; its purpose; its status; and its effect on the requested amendment.

Proposal Details

Please describe the present use(s) of the property:

Please describe the proposed use(s) of the property:

Are there any buildings or structures proposed to be built on the subject lands?

Yes

No

If there are proposed buildings or structures to be built please describe the type, the setbacks (in metric) from the front, rear and side lot lines, the height of the building(s) / structure(s) and the dimensions or floor area.



Public Consultation

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

Official Plan Details

Please advise which Official Plan the subject land falls within:

City of Belleville Official Plan

Loyalist Secondary Plan

Present Official Plan Designation:

Change requested (if applicable):

Reason for change (if applicable):

If an Official Plan policy change is being requested please provide the following information:

a) What Section is the proposal requesting to change:

b) Change requested:

c) Reason for change:

**Based on comments provided above, staff may require additional information.*



If an Official Plan amendment is being requested, please explain how the amendment is consistent with the Provincial Planning Statement:

Zoning Details

Present Zoning:

Change requested (if applicable):

Reason for change (if applicable):

If a change to the zoning provisions is being requested please provide the following information:

a) What Part is the proposal requesting to change:

b) What Section is the proposal requesting to change:

c) Change requested:

d) Reason for change:



If a Zoning By-law amendment is being requested, please explain how the amendment is consistent with the Provincial Planning Statement:

If a Zoning By-law amendment is being requested, please explain how the amendment conforms to the Official Plan:

Servicing

What type of water supply is proposed? (choose which one applies)

- a) Publicly owned and operated piped water system
- b) Privately owned and operated individual well
- c) Privately owned and operated communal well

What type of sewage disposal is proposed? (choose which one applies)

- a) Publicly owned and operated sanitary sewage system
- 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)

How will storm drainage be provided? (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:

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 Planning Advisory 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 Planning Advisory 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 545/06 and /or 543/06, 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 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. If the applicant chooses to prepare and present a formal presentation at public meeting, the presentation needs to be submitted to Staff the Wednesday prior to the public meeting date;
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 and according to the “Notice Sign Installation Guide” that will be provided;
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) 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 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.