



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

Application to Remove a Holding Symbol (Section 36 of the *Planning Act*)

Application Fees

Removal of holding 'H' symbol \$1,470.00

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.

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.

Pre-Consultation

Date of pre-consultation meeting with Staff: _____

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

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): _____



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.:

Zoning and Provision Details

Present Zoning: _____

Please list each holding provision and describe how it has been addressed:



Provision 1: _____

Addressed by:

Provision 2: _____

Addressed by:

Provision 3: _____

Addressed by:

Provision 4: _____

Addressed by:

Provision 5: _____

Addressed by:



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.

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 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. 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;



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