



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

Heritage Permit Application

Application Fees

City Application Fees

There are no fees associated with heritage permit applications.

Quinte Conservation Fees (if applicable)

Applications will be circulated to Quinte Conservation for review as required. Quinte Conservation fees may be applicable and will be collected by Quinte Conservation.

Pre-Consultation

Date of pre-consultation meeting with Staff: _____

All application submissions, including this form 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, encumbrancers, etc.:

Proposal Details

Municipal Address: _____

Select Designation Type: ☐ Individual (Part IV) ☐ District (Part V)

Expected Start Date: _____ Expected Completion Date: _____

Description of proposed alterations:



Scope of Work (check all that apply below):

Minor Alterations (these matters may be delegated to Staff in accordance with the City's Delegation of Authority By-law 2025-117)	<input type="checkbox"/> Repairs <ul style="list-style-type: none"> • Repair of sidewalks, driveways, and fences. • Repair of existing features including wall cladding or siding, dormers, cresting, cupolas, cornices, brackets, columns, balustrades, soffit and fascia, porches and steps, entrances, foundations, and decorative wood, metal, stone or brick, provided that the same or historically accurate types of materials are used with details replicating the original. • Situations requiring emergency repair which are considered to be a health, safety or security issue by the delegate, the Chief Building Official or the Fire Chief.
	<input type="checkbox"/> Minor Replacement <ul style="list-style-type: none"> • Removal of, or alterations to, signage within the sign's current configuration and building coverage. • Replacement of eaves troughs and downspouts. • Replacement of exterior lights with a similar style and brightness.
	<input type="checkbox"/> Repainting <ul style="list-style-type: none"> • Repainting part of, or the whole building or structure, in the same colour or a historically accurate colour.
	<input type="checkbox"/> Minor Installation <ul style="list-style-type: none"> • Installation of mechanical and electrical equipment, and vent stacks and exhaust pipes which penetrate the building envelope, are not visible from the street and are carried out in a manner that does not alter the building's attributes. • Installation or replacement of removable storm windows and doors with historically correct materials; replacement of roofing where there is little or no change in colour, materials or design.
	<input type="checkbox"/> Accessory Structure <ul style="list-style-type: none"> • The erection of stand-alone accessory buildings and structures if they are no larger than 10 square metres (108 square feet) and are located in the rear yard.



	<input type="checkbox"/> General Maintenance or Landscaping <ul style="list-style-type: none">In general, other changes that have no significant impact on the property's heritage attributes.
Major Alterations	<input type="checkbox"/> New Construction <ul style="list-style-type: none">Any form of new construction on a heritage property. This includes exterior signage and accessory structures larger than 10 square metres.
	<input type="checkbox"/> Restoration <ul style="list-style-type: none">Alterations to the existing property which go beyond the scope of the minor alterations listed above (includes repair, replacement, etc.).
	<input type="checkbox"/> Demolition or Relocation

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, if required. Staff also may require further information regarding property details.

☐ 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 Heritage Belleville 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 Heritage Belleville 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, the Heritage 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 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;
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, MTO 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.



Is written authorization attached?	Yes	No
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I, _____ am the owner of the land that is subject to this application.

Date: _____

Sworn Declaration of Applicant

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.

Date: _____



Appendix A – Sketch Requirements

All applications may be subject to the following supporting documentation and sketches as identified through the City's pre-consultation meeting:

- The boundaries and dimensions of the subject land.
- The proposed alteration, demolition, or removal of heritage attributes on the subject land.
- 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.
- 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.
- The current uses on land that is adjacent to the subject land.
- 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.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.
- Photographs that depict the existing building, structures, and heritage attributes that are affected by the application and their conditions and context.