



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

## Application Fees

### Application for Official Plan Amendment

Commercial use where lot area is greater than 4,000 m <sup>2</sup>	\$2,750.00
Residential use in excess of 25 dwelling units	\$2,750.00
Other	\$2,000.00

### Application for Zoning By-Law Amendment

Commercial use where lot area is greater than 4,000 m <sup>2</sup>	\$2,000.00
Residential use in excess of 25 dwelling units	\$2,000.00
Other	\$1,500.00
Other – minor (lot less than 1,000 m <sup>2</sup> )	\$1,000.00

### Combined Application for Official Plan and Zoning By-Law Amendment

Commercial use where the lot area is greater than 4,000 m <sup>2</sup>	\$3,500.00
Residential use in excess of 25 dwelling units	\$3,500.00
Other	\$2,500.00

### Quinte Conservation Fees (if applicable)

Official Plan amendments	\$626.00
Zoning amendments	\$344.00

\*Please make any Quinte Conservation cheques payable to Quinte Conservation

Effective January 1, 2018 the City of Belleville will pre-screen all Official Plan and Zoning amendment applications on behalf of Quinte Conservation and determine which applications will be circulated to Quinte Conservation for review. If the pre-screening indicates that Quinte Conservation will be consulted the fee noted above shall be collected at the time the application is received by the City of Belleville.

### Other Fees

Removal of holding 'H' symbol	\$350.00
Sign printing fee (single street frontage)	\$250.00
Sign printing fee (dual street frontage)	\$300.00



## 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):

- a) Official Plan
- b) Zoning By-Law 10245
- c) Zoning By-Law 3014
- d) Zoning By-Law 2076-80

I / we enclose the application fees made payable to the City of Belleville in the amount of \_\_\_\_\_

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

Present use of the property:



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



## Proposal Details:

Complete Section 1 if your proposal is to amend the Official Plan and complete Section 2 if your proposal is to amend the Zoning By-Law.

### Section 1 – Proposal to amend the Official Plan

If you propose to change the intensity of land use please provide the following information:

a) Present Official Plan Designation:

b) Change requested:

c) Reason for change:

If a 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:

Please explain how the requested amendment is consistent with the Provincial Policy Statement:



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 effects; its purpose; its status; and its effect on the requested amendment.

If known whether the subject land has ever been the subject of an application for a Plan of Subdivision, Consent, or Rezoning please provide the file number:

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## Section 2 – Proposal to amend the Zoning By-Law

If you propose to change the intensity of land use please provide the following information:

- a) Present Zoning:

- b) Change requested:

- c) Reason for change:

If a change in the zoning requirements 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:

Please explain how the requested amendment is consistent with the Provincial Policy Statement:

If you are **not** proposing to amend the Official Plan please provide the following information:

a) Current Official Plan Designation:

b) Explain how the requested amendment conforms with the Official Plan:

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)

- a) Sewers
- b) Ditches
- c) Swales
- d) Other

What type of road does the property front onto? (choose which one applies)

- a) Provincial
- b) County
- c) Municipal
- d) Private

Has the road in which the property fronts onto been reconstructed within the last 5 years?

- a) Yes
- b) No

Please describe the existing use(s) of the subject lands?

Are there any buildings or structures on the subject lands?

- a) Yes
- b) 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.



Please describe the proposed use(s) of the subject lands:

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

- a) Yes
- b) 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.

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.

If known whether the subject land has ever been the subject of an application for a Plan of Subdivision, Consent, or Rezoning please provide the file number:

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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 and attachments you received after the development pre-consultation.





## **Applicant's Acknowledgements**

The Applicant hereby acknowledges and agrees:

- 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;
- 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.
- 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).
- 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 by-laws of the City of Belleville;
- 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;
- 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;
- 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;
- that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit) may be required;
- 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;



- 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;
- 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;
- 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);
- 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; and
- 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 Planning Staff.



**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?

- a) Yes
- b) No

If no, than the following Owner’s Auauthorization 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: \_\_\_\_\_

**Declaration**

I, \_\_\_\_\_, of the \_\_\_\_\_, in the County of \_\_\_\_\_, make oath and say (or 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 Acknowledgments above, including without limitation the obligation to reimburse the City for fees, costs and disbursements and hereby agree to be bound by same.

Sworn (or declared) before me at the \_\_\_\_\_ in the County of \_\_\_\_\_, on the date of \_\_\_\_\_.



Signature of Applicant and / or Agent: \_\_\_\_\_

Signature of Commissioner of Oaths: \_\_\_\_\_

**Permission to Enter**

Date: \_\_\_\_\_

Secretary-Treasurer  
Planning Advisory Committee  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to the Planning Advisory Committee regarding the following subject  
lands: \_\_\_\_\_

I hereby authorize staff of the City of Belleville to enter onto the above noted property  
for the purpose of evaluating their merits of this application.

Signature of Owner or Authorized Applicant and / or Agent: \_\_\_\_\_

Please print name: \_\_\_\_\_

Applications will not be processed where application forms and / or fees are incomplete  
and when pre-consultation has not occurred.

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Planning Section  
City Hall  
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