



**Engineering & Development Services**  
Planning Section  
Telephone: (613) 967-3288  
E-mail: [planning@belleville.ca](mailto:planning@belleville.ca)

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

### **Application Fees**

Removal of holding 'H' symbol \$1,300.00

### **Owner's Information**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Applicant/Agent Information (if different than owner)**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



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**Owner’s Authorization to appoint an Agent**

If the applicant and/or agent are 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: \_\_\_\_\_

**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): \_\_\_\_\_

**Supporting Documentation**

Attach to the application all supporting documentation.

Required supporting documentation has been submitted.



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**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:



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### Applicant's Acknowledgements

The Applicant hereby acknowledges and agrees:

1. 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;
2. 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;
3. 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;
4. 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;
5. 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](mailto:planning@belleville.ca);
6. that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit) may be required;
7. 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;
8. 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;
9. 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);
10. 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;
11. 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



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necessary agreements or approvals being in place, including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements;

12. 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

13. 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.

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

**Permission to Enter**

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

Secretary-Treasurer  
Planning Advisory Committee  
City of Belleville

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 the merits of this application. I acknowledge that it is my responsibility as the Owner or Authorized Applicant and/or Agent to notify any tenants that may reside on the premises of staff entry on the subject lands.

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.