



## Pre-consultation for Planning Applications

Before submitting development applications, applicants are required to pre-consult with Planning Staff, by appointment, to ensure the applicant and the Municipality has a clear understanding of the purpose of the proposed application.

Planning applications include the following types of approvals:

- Consents;
- Minor Variances;
- Zoning Bylaw Amendments;
- Official Plan Amendments;
- Plans of Subdivision;
- Site Plans;
- Condominium; or
- Institutional, Commercial, or Industrial Uses;

**NOTE:** Depending on the nature of the proposal, some pre-consultations will be held with our Development Review Team (DRT). DRT meetings are available the first and third Thursday of every month. Conceptual site plans and drawings are due to City Staff 5 business days prior to the pre-consultation meeting.

### Purpose of the Meeting

The purpose of the pre-consultation meeting is to identify the information and supporting documents required prior to processing a complete application as set out in the Planning Act. Pre-consultation does not imply or suggest any decision on the part of City Staff or the City of Belleville to either support or refuse the application. While we make every effort to ensure the information is complete and accurate, there may be items of clarification required or other supporting information that is discovered during the review process. The City of Belleville reserves the right to correct, modify and/or add to the information and materials as the process moves forward.

In order to be considered a complete pre-consultation meeting request, the following are required prior to a meeting being scheduled:

1. Completed Pre-Consultation Meeting Form (as attached);
2. Drawings/plans showing the proposal which should include the general location of existing and proposed buildings, structures and features including:



- Pedestrian and vehicular access;
- Parking and circulation;
- Location, widths, and names of all road allowances, rights-of-way, streets or highways;
- Easements, restrictive covenants affecting the subject lands;
- Location of all existing vegetation, natural features, watercourses, drainage ditches, slopes, including the location of any of such features on adjacent lands that may affect the contemplated application; and
- Services and utilities, including the location of connections at the property line(s)

Drawings/plans are to be provided in paper and digital form. Digital copies (in PDF format) can be emailed to [planning@belleville.ca](mailto:planning@belleville.ca).

The applicant will be provided with a checklist within 10 business days of the pre-consultation meeting outlining the information and materials necessary to process the required planning application(s). The supporting information and materials specified in the checklist, along with the checklist itself, will be required to be submitted with the planning application(s) in order to be considered a “complete application” under the Planning Act.

**Important:** This form will be reviewed by the Approvals/Planning Department(s) at the pre-consultation meeting and will form part of a complete application. 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”. The applicant acknowledges that the application and any attached supporting documentation is collected and maintained specifically for the purpose of creating a record available to the general public. The applicant is responsible to notify the City of Belleville on any errors, omissions, or changes in the information contained below after the completion of the pre-consultation form. Personal information on this form is collected under the authority of the *Municipal Act*, as amended, and the *Planning Act*, as amended, and will be used for the purposes of processing this form.



**For Office Use Only**

Date request received: \_\_\_\_\_

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

Meeting Time: \_\_\_\_\_

In Attendance at Meeting:

**Type of Application**

What type of application is the pre-consultation for? (please choose all that apply)

- a) Official Plan Amendment
- b) Zoning Bylaw Amendment
- c) Subdivision or Condominium Approval
- d) Site Plan Approval
- e) Consent/Lot Addition/Easement
- f) Minor Variance

Have you had any previous discussions/meetings with Planning Staff in regard to this proposal?

- a) Yes
- b) No

If yes, who has been your contact: \_\_\_\_\_

Has this property been, or is it currently subject to any other applications under the Planning Act?

- a) Yes
- b) No
- c) Unknown

If yes, please list the applicable file numbers: \_\_\_\_\_



**Owner's Information**

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

Mailing Address (including postal code):

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

Fax Number: \_\_\_\_\_

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

**Applicant Information (if different than owner)**

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

Mailing Address (including postal code):

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

Fax Number: \_\_\_\_\_

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

Owner's Authorization to hold a pre-consultation meeting:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Agent Information

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

Mailing Address (including postal code):

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

Fax Number: \_\_\_\_\_

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

Owner's Authorization to hold a pre-consultation meeting:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Details

Municipal Address: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Lot Area (Hectares): \_\_\_\_\_

Lot Frontage (Metres): \_\_\_\_\_

Use of Abutting Lands: \_\_\_\_\_



## Proposal Details:

### Description of Proposal

Provide a detailed description of the proposed development application; including but not limited to the nature of the development, number of proposed units, types of uses, size of any proposed buildings or additions, amendments to Official Plan policies or Zoning Bylaw provisions, tenure, and any other information that may be pertinent to the proposal. If additional space is required, please attach a separate page to this

### Land Use Information

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

### Official Plan Designation

Current Official Plan Designation: \_\_\_\_\_

Proposed Official Plan Designation: \_\_\_\_\_

### Zoning Details (please indicate which by-law the property falls under)

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

### Secondary Land Use Designation (if applicable)

Current Secondary Land Use Designation: \_\_\_\_\_

Proposed Secondary Land Use Designation: \_\_\_\_\_



**Provincial Policies**

Describe which Provincial Policies/Plans apply to your proposed application.

**Land Use Conflicts**

Describe any potential land use conflicts.

**Gross Floor Area** (if applicable)

Current Gross Floor Area: \_\_\_\_\_

Proposed Gross Floor Area: \_\_\_\_\_

**Building Height** (if applicable)

Current Building Height: \_\_\_\_\_

Proposed Building Height: \_\_\_\_\_

**Number of Dwelling Units** (if applicable)

Current Number of Dwelling Units: \_\_\_\_\_

Proposed Number of Dwelling Units: \_\_\_\_\_

**Residential Density of Property** (if applicable)

Residential Density: \_\_\_\_\_



## Land Conditions

If the subject lands are within a settlement area please describe.

If the subject lands are contaminated or have past contamination please describe.

If the subject lands or lands adjacent to the subject lands are environmentally sensitive please describe. (for example: wetlands, wildlife habitat, or watercourse that supports a fishery)

**Note:** Environmentally sensitive lands may be subject to review and regulations of the Quinte Conservation Authority.

Discuss whether the site exhibits characteristics that would warrant archaeological investigation according to Provincial Regulation:

Describe the proximity of agricultural uses (may require Minimum Distance Separation Calculations)





### **Proposed Services**

Describe the existing and proposed Sanitary /Sewer for the subject lands.

Describe the existing and proposed water source for the subject lands.

Describe the existing and proposed stormwater management for the subject lands.

Describe the existing and proposed electrical provided for the subject lands.

Describe what access there is to the subject lands. (for example, municipal road, county road, private lane, water access only).

Has the road giving access to the subject lands been reconstructed within the last 5 years?

- a) Yes
- b) No



If yes, is servicing in place that will not require new road cuts?

- a) Yes
- b) No

**Miscellaneous**

Discuss the status of the subject property and adjacent properties in regard to any lands/buildings designated pursuant to the Ontario Heritage Act.

Discuss how the cash-in-lieu of parkland policy may apply to your application.

**Authorizations**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be complete.

**Authorization of Owner for Agent to make Application**

I, \_\_\_\_\_, am the registered owner of the land that is the subject of this requested meeting and I authorize \_\_\_\_\_ to make this application on my behalf, and for the purpose of the pre-consultation process for these lands. The agent will provide my Personal Information (PI) that will be included in this application or collected during the processing of the application.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_



**Consent of the Registered Owner**

Complete the consent of the registered owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, \_\_\_\_\_, am the registered owner of the land that is the subject of this request for a pre- consultation meeting. I authorize and consent to the use or the disclosure of the Personal information (PI) to any person or public body. I also agree to allow the City, its employees and agents to enter upon the subject property for the purposes of conducting surveys, inspections, and tests that may be necessary to this application.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 613.967.3228 or [mtmacdonald@belleville.ca](mailto:mtmacdonald@belleville.ca).

**Acknowledgment**

The parties below acknowledge that full disclosure of the issues has taken place with respect to the proposal before us. All identified plans, documentation and studies must be submitted in order to constitute a complete application.

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