



City of Belleville
Engineering & Development Services

Site Plan Application Requirements

Quick Reference Guide

You will need a site plan if you are:

- constructing a new building or addition;
- creating a commercial parking lot;
- undertaking renovations that increase the size/usability of a building; or
- making alterations to an already approved site plan.

Submission Requirements

Required information:

- Application fees
- Application form
- 4 hardcopies of all drawings
- 2 copies of any supporting reports
- 1 digital copy (PDF) of the application and all supporting documentation on a thumb drive or e-mailed to planning@belleville.ca

Make sure all studies/reports identified at the pre-consultation meeting are included.

Application Process



Pre-Consultation Meeting with Planner
Assess merits of application, needs for other approvals or supporting documentation.



Applicant prepares application
Submit completed application, fee(s), and required documents to the Approvals Department.

Review Process



Complete Application Confirmation
Application reviewed for completeness (Not accepted until complete).



Circulation of Application
After the application is received, it is circulated to internal departments, and external agencies for comment. The applicant circulates Ministry's.

Plan Approval Process

Submission is reviewed

Proponent resubmits corrected application

Site Plan agreement drafted

The proponent signs agreements, all fees and securities to Approvals. Request for final drawing sets.

Registration on title

Issuing of Building Permit

If you have any questions please contact us.



613-968-4681



planning@belleville.ca



www.belleville.ca