



Application for Site Plan Approval

Location of Subject Lands

Street Address: _____

Brief Legal Description: _____

Send all Correspondence to: Owner Architect Engineer

Registered Owner

Name of Applicant: _____

Mailing Address (including postal code):

Telephone Number: _____ Fax: _____

E-mail Address: _____

Consulting Engineer

Company Name: _____

Contact: _____

Mailing Address (including postal code):

Telephone Number: _____ Fax: _____

E-mail Address: _____



Architect

Company Name: _____

Contact: _____

Mailing Address (including postal code):

Telephone Number: _____ Fax: _____

E-mail Address: _____

Other (specify) _____

Company Name: _____

Contact: _____

Mailing Address (including postal code):

Telephone Number: _____ Fax: _____

E-mail Address: _____

Description of Project

Proposed Land Use:

Multi-residential
Number of Dwelling Units: _____

Commercial/Residential
Number of Dwelling Units: _____



Commercial

Industrial

Institutional

Other _____

Existing Buildings:

a) Use/Tenancies:

b) GFA (m2):

c) Building Height:

Proposed Buildings:

a) Use/Tenancies:

b) GFA (m2):

c) Building Height:

Addition to Existing Buildings:

a) Use/Tenancies:

b) GFA (m2):

c) Building Height:

Total floor area (Existing & proposed): _____



Contaminated Site Screening

Does the application involve lands or is it adjacent to lands where there is reason to believe the lands may be contaminated due to historical land use (i.e., disposal of waste, commercial or agricultural application of fertilizers, herbicides or pesticides, gasoline stations, repair garages, industrial uses where spills could have occurred)?

Yes No

Does the application involve land or is it adjacent to land where land filling has occurred?

Yes No

Are you aware of any underground storage tanks and/or buried waste on the property?

Yes No

Has an environmental site assessment been or is one being prepared for the site?

Yes No

To the best of your knowledge, are there any other reasons to believe that the site is contaminated?

Yes No

Attachments to the Application

Required Plans / Information

Application Fee	Plan of Survey
Site Plan(s)	Grading & Drainage Details
Landscaping Details	

Optional Plans / Information

Written Description of Project	Elevation Drawings
Floor plans	Cross-section Drawings
Perspective Drawings	Other
Site Plan Application	



File a Complete Application

Is the application form fully signed?

Is the application fee being provided in full?

Have the drawings been reviewed against the site plan drawing checklist?

Are sufficient sets of plans included in your first submission?

- 2 sets of drawings
- 2 sets of reports

Note: Please provide digital files with any subsequent submissions.

Are all studies / reports identified at the pre-consultation meeting included?

Supporting Documentation and Pre-Consultation Checklist

Please attach to the application all the required information as identified through the City's pre-consultation meeting. Also include a copy of the City's pre-consultation checklist where applicable, and any attachments you received after the development pre-consultation

Applicant's Acknowledgments:

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 processing the requested site plan approval, and may be made available to the general public 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 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;
3. 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;
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. 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;
6. that additional approvals from the City and/or other agencies (e.g. building permit, MTO permit, Quinte Conservation permit) may be required;
7. 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.
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 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;
10. 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);
11. 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.

I hereby apply for Site Plan Approval pursuant to Section 41 of the Planning Act, 1990, as amended. I declare that the statements made in this application and the information contained in the accompanying plan(s) are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of The Canada Evidence Act. I also agree to allow the City of Belleville, its employees and agents to enter upon the subject property for the purposes of conducting surveys and tests and inspections as may be required to complete the project as set out in this application. I understand that Site Plan Approval (and where appropriate a site plan agreement, and a letter of credit or cash deposit) may be required prior to any building permits being issued. If I am not the owner of the property, I have complete authority from the owner to apply for site plan approval for the development as indicated on the accompanying plan(s).

Signature of Applicant: _____

Date: _____



As of the date of this application, I am the registered owner of the lands described in this application. I have examined the contents of this application, certified as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and concur with the submission of this application to the City of Belleville.

Signature of Owner (if different than applicant): _____

Date: _____

Municipal Freedom of Information and Protection of Privacy Act

Personal information collected on this form and at any hearing is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Please be advised that the information in this application form may be released to the public in an electronic form, i.e., website, and/or paper format, i.e., agenda or minutes.

Questions regarding this collection should be forwarded to:

Manager of Approvals
Engineering & Development Services Department
City of Belleville
169 Front Street, Belleville, ON K8N 2Y8
Telephone: (613) 967-3224
planning@belleville.ca



Site Plan Application – Fee Schedule 2024

City of Belleville

Application for Site Plan Approval

Residential Use	\$5,200
Commercial or Institutional use	\$5,200
Industrial or other use	\$5,200
All buildings/additions 20 m ² to 70 m ² gross floor area	\$2,810
All buildings/additions less than 20 m ² gross floor area	nil

Application for Amendment to Phased Site Plan

Major revision (engineering review required)	\$2,340
Minor revision (engineering review required)	\$1,400
Amendment to site plan agreement	\$1,400

Application for Site Plan Undertaking

Please make cheque for above fee payable to the City of Belleville

Quinte Conservation

The City of Belleville will pre-screen all site plan applications on behalf of Quinte Conservation and determine which applications will be circulated to Quinte Conservation for review.

Quinte Conservation will reach out directly to the applicant for their review fee.

To check to see if the land subject to your application will be circulated to the Quinte Conservation, please feel free to contact City Staff at the Approvals Section.