



City of Belleville  
Engineering & Development Services

## Overview of Approval Process

The process of obtaining approval to develop a plan of subdivision consist of three principal processes:

- 1. Application Process**  
Preperation and submission of the application for approval of a subdivision plan.
- 2. Reivew Process**  
Review of the application by the City and other agencies.
- 3. Plan Approval Process**  
The granting of draft approval to the proposed plan of subdivision subject to conditions.
- 4.** The granting of final approval which authorizes registration of the plan.

## 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 City of Belleville.

## Review Process



**Complete Application Confirmation**  
Application reviewed for completeness



**Circulation of Application**  
After the application is deemed to be complete, it is circulated to internal departments, and external agencies for comment and the information is posted on the City website.

## Plan Approval Process

Recommendation Report & Council Meeting

20-day appeal period for applicant and public agencies

Draft Plan Approval with Conditions

Subdivision Agreement & Registration of Plan once conditions are addressed

If you have any questions please contact us.



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www.belleville.ca