## Site Plan

## **Application and Approval Process Flowchart**



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

Sumission is reviewed

Proponent resubmits corrected application

Site Plan agreeement 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