



# Application for Approval of a Plan of Subdivision or Condominium Description

## Under Section 51 of the Planning Act

### Introduction

This application form is to be used if applying for approval of a proposed plan of subdivision or condominium description in the City of Belleville. In this form, the term “subject land” means the land that is the subject of this application.

### Completeness of the Application:

The application must be completed in full. The information that must be provided by the applicant is prescribed in the Schedule to Ontario Regulation 544/06 made under the **Planning Act**. This mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information including the draft plan and fee is not provided, the City will return the application or refuse to further consider the application until the prescribed information, draft plan and fee have been provided. The application form also sets out other information (e.g., technical information or reports) that will assist the City and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### Submission of the Application:

The application shall include:

- 1 copy of the completed application form,
- 3 copies of the draft plan (measurements are to be in metric units),
- 1 copy in digital format (pdf),
- 1 copy in digital format (dwg), and
- 2 copies of the information/reports if indicated as needed when completing the relevant sections of the application form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features.



The application fee based on \$6,150 plus \$100 per lot/unit included in the plan, payable to the City of Belleville.

For assistance in completing the application form and/or preparing a draft plan of subdivision, please contact the Approvals Section, Engineering and Development Services Department at City Hall, 169 Front Street, Belleville, (613) 967-3288.

### **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.

### **Section One – Applicant Information**

**Name of Applicant:** \_\_\_\_\_

Mailing Address (including postal code):

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

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

**Name of Owner(s)**

(if different from applicant): \_\_\_\_\_

An owner's authorization is required if the applicant is not the owner.

Mailing Address (including postal code):



Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Name of the person who is to be contacted about the application**

(if different from the applicant): \_\_\_\_\_

(This may be a person or firm acting on behalf of the applicant.)

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Section Two – Location of Subject Land** (Complete the applicable lines)

Former Municipality: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s) / Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

Name of Street / Road: \_\_\_\_\_ Number: \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject land?

Yes      No      If yes, describe the easement of covenant and its effect.



## Section Three – Proposed and Current Land Use

Check whether this application is for approval of a:

- a) Plan of subdivision
- b) Condominium description

**Please complete the section that applies to your application.**

### 1. Detached Residential

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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### 2. Semi Detached Residential

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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### 3. Multiple Attached Residential

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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### 4. Apartment Residential

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**5. Seasonal Residential**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**6. Mobile Home**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**7. Other Residential (Specify)**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**8. Commercial**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**9. Industrial**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**10. Park, Open Space**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**11. Institutional (specify)**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**12. Roads**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**13. Other (specify)**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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**14. Other (specify)**

Number of units or dwellings	Number of lots and blocks on the draft plan	Area (in hectares)	Density (units and dwellings per hectare)	Number of parking spaces
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What is the current use of the subject land?

How is the subject land currently designated in the Official Plan?

Has there been an industrial or commercial use on the subject land or adjacent land?

Yes                  No                  If yes, specify the uses.

**If yes**, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land should be provided.

Is the previous use inventory attached?

Yes                  No

Has the grading of the subject land been changed by adding earth or other material?

Yes                  No                  Unknown

**If yes**, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land should be provided.

Is the previous use inventory attached?

Yes                  No



Has a gas station been located on the subject land or adjacent land at any time?

Yes                  No                  Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes                  No                  Unknown

**If yes**, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land should be provided.

Is the previous use inventory attached?

Yes                  No

Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes                  No

**If yes**, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land should be provided.

Is the previous use inventory attached?

Yes                  No

What information did you use to determine the answers to the above questions?





## Section Four – Additional Information for Condominium Applications Only

Has a site plan for the proposed condominium been approved? Yes No

Has a site plan agreement been entered into? Yes No

Has a building permit for the proposed condominium been issued? Yes No

Has construction of the development started? Yes No

If construction is completed, indicate the date of completion: \_\_\_\_\_

Is this a conversion of a building containing rental residential units? Yes No

**If yes**, indicate the number of units to be converted \_\_\_\_\_ units

(If the building to be converted includes one or more rental residential units, the City’s condominium conversion policy will apply. Please contact the Approvals Section for copies of the Policy.)

## Section Five – Status of Other Planning Applications

Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or consent?

Yes No Unknown

**If yes**, and if known, indicate the application file number and the decision made on the application

Is the subject land also the subject of a proposed Official Plan amendment that has been submitted for approval?

Yes No Unknown



If **yes**, and if known, indicate the file number and the status of the application.

Is the subject land also the subject of an application for consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment application?

Yes                      No                      Unknown

If **yes**, and if known, indicate the type of application, the file number and the status of the application.

### **Section Six – Provincial Policy**

Briefly explain how this proposal has regard for the Provincial (Planning) Policy Statement issued under the Planning Act.

### **The Significant Features**

**Complete the information on the following page and submit the information as indicated.** If this information exists in a report or is shown on a map, please attach it and indicate the report name and/or page number in the appropriate space on the checklist.



**If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.**

Refer to the Provincial (Planning) Policy Statement, Implementation Guidelines and the Guide to Planning Applications for a full description of the policies, the purpose of the information/reports and how it will be used in the evaluation of the application.

The Significant Features checklist below lists the features or development circumstances of interest to the City. Complete the checklist and be advised of the potential information requirements if noted.

### **Significant Features Checklist**

Please complete the section that applies to your application and provide other information needs if stated.

#### **1. Non-farm development near designated urban areas or settlement areas**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No

- c) Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.

#### **2. Class 1 Industry** – small scale, self-contained plant no outside storage, low probability of fugitive emissions and daytime operations only.

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Assess development for residential and other sensitive uses within 70 metres.

#### **3. Class 2 Industry** – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres



- c) Assess development for residential and other sensitive uses within 300 metres.

4. **Class 3 Industry with 1000 metres** – indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Assess development for residential and other sensitive uses within 1000 metres.

5. **Land Fill Site**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Address possible leachate, odour, vermin and other impacts.

6. **Sewage Treatment Plant**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Assess the need for a feasibility study for residential and other sensitive land uses.

7. **Waste Stabilization Pond**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Assess need for a feasibility study for residential and other sensitive land uses.



**8. Active Railway Line**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

- c) Evaluate impacts within 100 metres.

**9. Controlled access highways or freeways, including designated future ones**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                      No

- c) Evaluate impacts within 100 metres.

**10. Operating mine site**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

- c) Assess development for residential and other sensitive uses within 70 metres.

**11. Non-operating mine site within 1000 metres**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

- c) Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

**12. Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                      No



- c) Demonstrate feasibility of development above 28 NEF or sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.

**13. Electric transformer station**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Determine possible impacts within 200 metres.

**14. High voltage electric transmission line**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

- c) Consult the appropriate electric power service.

**15. Transportation and infrastructure corridors**

- a) If a feature, is it on site or within 500 metres OR If a development circumstance, does it apply?

Yes                  No

- b) Will the corridor be protected?

Yes                  No

**16. Prime agricultural land**

- a) If a feature, is it on site or within 500 metres OR If a development circumstance, does it apply?

Yes                  No

- b) Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated for residential and other sensitive uses within 70 metres.

**17. Agricultural operations**

- a) If a feature, is it on site or within 500 metres OR



b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

c) Development to comply with the Minimum Distance Separation Formulae.

**18. Mineral aggregate resource areas**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No

c) Will development hinder access to the resource or the establishment of new resource operations?

Yes                      No

**19. Mineral aggregate operations**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

c) Will development hinder continuation of extraction?

Yes                      No

**20. Mineral and petroleum resource area**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No

c) Will development hinder access to the resource or the establishment of new resource operations?

Yes                      No

**21. Existing pits and quarries**

a) If a feature, is it on site or within 500 metres OR



b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

c) Will development continued operation or expansion?

Yes                      No

**22. Significant wetlands**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No

c) Demonstrate no negative impacts.

**23. Significant portions of habitat of endangered and threatened species**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

c) Demonstrate no negative impacts.

**24. Significant fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, wildlife habitat**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No                      If a feature, specify distance in metres

c) Demonstrate no negative impacts.

**25. Sensitive groundwater recharge areas, headwaters and aquifers**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                      No

c) Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.





**26. Significant built heritage resources and cultural heritage landscapes**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No

- c) Development should conserve significant built heritage resources and cultural heritage landscapes.

**27. Significant archaeological resources**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No

- c) Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.

**28. Great lakes – St. Lawrence River System**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No

- c) Within the regulatory shoreline access the impact of development.

**29. Erosion hazards**

- a) If a feature, is it on site or within 500 metres OR
- b) If a development circumstance, does it apply?

Yes                  No

- c) Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.

**30. Floodplains**

- a) If a feature, is it on site or within 500 metres OR



b) If a development circumstance, does it apply?

Yes                  No

c) Where one-zone floodplain management is in effect, development is not permitted within the flood plain. Where two-zone floodplain management is in effect development is not permitted within the floodway.

Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.

**31. Hazardous Sites and rehabilitated mine sites<sup>4</sup>**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                  No                  If a feature, specify distance in metres

c) For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.

**32. Contaminated sties**

a) If a feature, is it on site or within 500 metres OR

b) If a development circumstance, does it apply?

Yes                  No

c) Assess an inventory of previous uses in areas of possible soil contamination.

- 
1. Class 1 industry – small scale, self-contained plant no outside storage, low probability of fugitive emissions and daytime operations only.
  2. Class 2 industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
  3. Class 3 industry – indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
  4. Hazardous sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable



soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).

### Affordable Housing

For applications that include permanent housing (i.e. not seasonal) complete Table A below. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, please indicate the lot frontage, Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

**Table A – Affordable Housing**

For example: Semi-detached – 10 units; 1,000 sq. ft.; \$119,000.00/\$500.00/month			
Housing Type	# of Units	Unit Size (sq. ft) or Lot Width	Estimated Selling Price/Rent
Single Detached			
Link/Semi Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal?

Yes

No



If yes, please refer to page 18 The Draft Plan explain on page 25 or attach on a separate page.

## Section Seven – Servicing

Indicate in a) and b) the proposed servicing type. Select the appropriate servicing type from Table B. Attach and provide the name of the servicing information/reports as indicated in the Table.

a) Indicate the proposed sewage disposal system.

b) Indicate the proposed water supply system.

c) Name of servicing information/report. Attached

### Table B - Sewage Disposal and Water Supply

Sewage Disposal	Action or Needed Information/Reports
a) Public piped sewage system	No action at this time. City or MOEE will confirm that capacity will be available to service the development
b) Public or private communal septic system	Hydrogeological Report (Note: A public body must own and operate the Communal system.)



c) Individual septic system(s)	Hydrogeological Report
d) Other	To be described by the applicant.
<b>Water Supply</b>	<b>Action or Needed Information/Reports</b>
a) Public piped water system	No action at this time. City will need to confirm that capacity will be available to service the development.
b) Public or private communal well(s)	Hydrogeological Report (Note: A public body must own and operate the Communal System.)
c) Individual well(s)	Individual wells for the development of <b>more than 5 lots/units</b> : Hydrogeological Report. Individual wells for <b>non-residential development where water will be used for human consumption</b> : Hydrogeological Report.
d) Communal surface water	Approval of a “water taking permit” under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
e) Individual surface water	To be described by applicant
f) Other	To be described by applicant

Indicate in a), b) and c) the proposed type of storm drainage and access. Select the appropriate type from Table C. Attach and provide the servicing information as indicated in the Table.

a) Indicate the proposed storm drainage system. \_\_\_\_\_

b) Indicate the proposed road access to the subject land. \_\_\_\_\_

c) Is water access proposed to the subject land? Yes      No

If Yes, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Attached



d) Is the preliminary stormwater management report attached?      Yes      No

If not attached as a separate report, in what report can it be found?

**Table C - Storm Drainage, Road Access and Water Access**

Storm Drainage	Action or Needed Information/Reports
a) Sewers	A preliminary stormwater management report is recommended and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
b) Ditches or swales	
c) Other	
Road Access	Action or Needed Information/Reports
a) Provincial highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year	No action at this time. Acceptance of road alignment and access will be confirmed when the application is circulated for comment.
c) Municipal or other public road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
d) Right of way	Access by right of ways on private roads are not usually permitted, except as part of condominium
Water Access	Action or Needed Information/Reports
	Information from the owner of the docking facility on the capacity to accommodate the proposed development will assist the review.



## Section Eight – Other Information

Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach on a separate page.

## Section Nine – The Draft Plan

Subsection 51 (17) of the Planning Act requires submission of a key map, at a scale of not less than 1:100 and a draft plan drawn to scale, showing the matters described in the attached **Schedule A**. The number of copies of the draft plan required is listed on Page 1 “Note to Applicants”.

## Section Ten – Material deemed necessary to support the application:

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

## Section Eleven – Applicant’s Acknowledgments:

The Applicant hereby acknowledges and agrees:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- that a Public Meeting may be held to provide a public forum for discussion on the merits of the application at the discretion of the approval authority. The Public Meeting allows an opportunity for the applicant to present the proposal and address any issues or concerns.
- The public may still make written submissions to the City before council makes a decision to approve or refuse an application.
- that personal information on this application is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and Ontario Regulation **544/06**, 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;



- 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;
- 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;
- 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;
- that additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit) may be required;
- 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;
- that in the event that the Application(s) or any matter related to same is appealed, referred or brought before the OLT (the Ontario Land Tribunal), other tribunal and/or Court, and the City is required to attend (or, in its sole and absolute discretion, determines it necessary or advisable to attend) at any proceeding including without limitation, motions, case management conferences, telephone conferences, hearings, etc. then in such case the Owner hereby acknowledges and agrees that the Owner shall be responsible to reimburse the City on demand for all expenses incurred by the City with respect to such proceedings including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements.
- 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;
- 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);
- 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; and
- the Owner hereby acknowledges and agrees to reimburse the City on demand for all expenses incurred by the City as a result of any work proceeding in advance of necessary agreements or approvals being in place, including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements.





## Affidavit or Sworn Declaration

I, \_\_\_\_\_ of the \_\_\_\_\_ in  
the \_\_\_\_\_ make oath and say (or solemnly  
declare) that the information contained in this application is true and the information  
contained in the documents that accompany this application is true.

Sworn (or declared) before me at the \_\_\_\_\_ in  
the \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant/Owner

## Authorizations

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

### Authorization of Owner for Agent to Make the Application

I, \_\_\_\_\_, am the owner of the land that is the subject  
of this application for a consent and I authorize \_\_\_\_\_  
to make this application on my behalf.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_



## 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., web site, 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) 968-6481.

### Applicant's Checklist:

#### Have you remembered to attach:

- 1 copy of the completed application form Yes
- 3 copies, at a minimum, of the draft plan Yes
- 1 copy of draft plan in digital format (PDF) Yes
- 1 copy of draft plan in digital format (dwg) Yes
- 3 copies of the information/reports as needed Yes
- the required fees (cash or a cheque payable to the City of Belleville) Yes

#### Submit application to:

Approvals Section  
Engineering & Development Services Department  
City of Belleville,  
169 Front Street, Belleville, Ontario K8N 2Y8  
planning@belleville.ca



## Schedule A

The draft plan must show the following as required by Subsection 51 (17) of the **Planning Act**:

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
  - (i) if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- (g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of the soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and,
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.