Rezoning
Application Process

The following outlines the sequence of events that can be expected during the rezoning process.

CALUC refers to the Community Association Land Use Committee
COTW refers to the Committee of the Whole (composed of all City Council members)

WHO is responsible	WHAT needs to be done
▶ **Applicant**	☐ Review your ideas with the neighbourhood planner for initial comments and suggestions. Consider a **Pre-Application Meeting** to help identify technical requirements. ☐ Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. ☐ If the land will be subdivided, apply for **preliminary subdivision approval** from the Approving Officer. ☐ Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. ☐ Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code that an existing building can be used for the proposed occupancy. ☐ Contact the appropriate neighbourhood Community Association Land Use Committee (CALUC) and discuss preliminary meeting options. The intent of the meeting is to provide a two way exchange of ideas in a spirit of open mindedness. Members of the public may be present but are not specifically invited. See the **CALUC Terms of Reference** for more information.
CALUC	☐ The CALUC may provide comments to the applicant (copy Development Services).
▶ **Applicant**	☐ Begin consultation with neighbours, if you haven't already done so. ☐ Arrange for Pre-Application Community Consultation with the CALUC. Read the **Community Consultation Instructions**, complete the **Notice Form** and submit through **eApply** with the applicable payment. ☐ Provide the following to be posted on the **Development Tracker**: ☐ letter including rationale for the proposed development ☐ site plan ☐ floor plans ☐ elevations ☐ photos or illustration (to scale) of proposal in relation to flanking buildings ☐ landscape plan ☐ Post sign(s) on site which direct people to the Development Tracker.
City	☐ Mail Community Meeting Notice to all neighbours within 100m radius or 200m radius of proposal depending on type of application. ☐ Post the proposal on the **Development Tracker** with an online comment form to receive feedback.

WHO is responsible	WHAT needs to be done
CALUC	☐ If proposal is right on the boundary of two or more neighbourhoods, CALUC will notify neighbouring CALUC(s). ☐ It is recommended at the beginning of the meeting that the CALUC Chair read aloud the "Introduction to Community Meetings" contained in the CALUC information kit.
► **Applicant**	☐ Present proposal at the Community Meeting.
CALUC	☐ CALUC sends written comments to Mayor and Council, and Development Services (cc applicant). CALUC is provided a 30 day comment period.
► **Applicant**	☐ Revise proposal based on community input. Prepare a set of "bubbled" plans illustrating changes made since the Community Meeting. ☐ Submit your application and supporting materials through **eApply**. Applications will not be accepted prior to the Pre-Application Community Consultation, except at the discretion of the Director of Planning and Development.
City	☐ Staff provides CALUC with plans received with the application, including "bubbled" plans illustrating changes made since the Community Consultation. ☐ Review of application by City staff. Applicant will receive an Application Review Summary. ☐ Staff provide information on posting sign(s).
► **Applicant**	☐ Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.
Staff	☐ Staff sends the CALUC a copy of the "bubbled" plans and letter outlining the changes. ☐ Staff prepares a report for COTW and attaches any correspondence from the CALUC.
► **Applicant**	☐ Rezoning sign(s) must be posted on the site at least 10 days prior to the COTW meeting. The number of signs will depend on the number of street frontages or length of property frontage. ☐ Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council.
Council	☐ COTW reviews the application and may recommend changes, rejection, referral to advisory committees, holding a Public Hearing, or advancing to a Council meeting to consider approval. ☐ Council accepts or modifies COTW recommendations.
► **Applicant**	☐ If the COTW recommendation is to decline, the applicant may make a request to address Council at the following meeting.

WHO is responsible	WHAT needs to be done
City	☐ An excerpt of the minutes from COTW is sent to the applicant and CALUC. ☐ If the application has been referred to advisory committees, it may be brought back to COTW after all referrals are received. ☐ If recommendation is to proceed, a zoning bylaw amendment will be prepared and an Official Community Plan amendment, if required.
► **Applicant**	☐ If changes are made to the plans, submit revised plans to Development Services.
City	☐ Staff provide CALUC with updated copy of the plans, including "bubbled" plans.
CALUC	☐ CALUC reviews the plans and provides written comments to Mayor and Council and Development Services (cc applicant). In order to be considered, these comments must be received by the date of Council's consideration to approve the application.
City/Council	☐ Council sets a meeting date for bylaw readings and to consider approval. ☐ The applicant, CALUC and neighbours within 100m of the proposal are notified of the Council meeting date. ☐ The Council meeting is advertised in the newspaper.
► **Applicant**	☐ The Rezoning sign advertising the Council meeting date must be posted by the applicant at least 10 days prior to the Council meeting.
Council/City	☐ At its meeting, Council considers feedback submitted by the public. If a Public Hearing is held, anyone who feels their interest in property is affected may speak at the Public Hearing. ☐ Council decides whether to approve the application in principle. Final approval and adoption of the relevant bylaws will not take place until all of the required legal agreements have been registered with the Land Titles Office. ☐ Council's motion is mailed to the applicant and CALUC.
► **Applicant**	☐ Registration of any covenants or legal agreements will be required prior to bylaw adoption. City staff may provide standards for covenants and agreements and review all documentation. ☐ Applicant to register agreements on title at the Land Title Office and provide City with proof of registration.
City/Council	☐ Council adopts the relevant bylaws. ☐ Council's decision is mailed to the applicant and CALUC.
► **Applicant**	☐ Apply for Building Permit. *Note:* Additional Planning approvals (e.g. Development Permit) may be required prior to applying for a Building Permit.