

# A GUIDE TO ZONING AMENDMENTS

## What is a Rezoning and when do I need one?

Whenever a change in land use is contemplated, a rezoning is required if the proposed use is not permitted under the existing zoning. A rezoning implies a change in the Zoning Bylaw that would enable the change in land use to occur.

Any change in land use or density will require a new zoning amendment bylaw to be adopted in order to amend the existing zoning on the land.

Rezoning can be a complex and time consuming process. It involves pre-application consultation, review of the proposal by staff, drafting of a zoning amendment bylaw, referrals to government agencies, a public hearing and in some cases, approval by provincial ministries.

A relatively simple rezoning takes at least 3 or 4 months. A major rezoning can take a year or longer.

## Procedure for Applying for a Rezoning

### Pre-Application Stage

Applicants should be well informed about SLRD policies and procedures before preparing a rezoning application.

Before an application is made, the following should be reviewed:

- The Official Community Plan
- Zoning regulations pertaining to the subject property
- Subdivision guidelines and bylaw regulations
- Access and engineering servicing standards

- Environmental requirements (see the Sustainability Checklist)
- Design guidelines respecting the subject property
- Development covenants registered on title in favour of the SLRD or others
- Applicable building code requirements
- Any other applicable SLRD policies

### Application Requirements

A preliminary “pre-application” consultation with the SLRD Planning staff is encouraged and recommended.

An application is made by submitting to the SLRD all required and documentation, as described in detail in the “Rezoning Application Requirements” section of this document.

Full application requirements can be found in “Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014”.



## Review of the Application

SLRD planning staff coordinates the review of the rezoning application, involving other SLRD departments, provincial agencies and advisory groups such as community associations and the Agricultural Advisory Committees. The review may result in a request for additional information or modification of the proposal. Staff consultations and meetings with the applicant are held throughout the process.

Applicants are encouraged to present their proposals to relevant Community Associations in order to inform residents of the proposal and to obtain input on the project.

## Approval Stage

Upon preliminary staff review of the application, a report and bylaw is presented to the SLRD Area Directors and the SLRD Board for consideration. The report describes the proposal, includes staff comments, and makes a recommendation. The applicant should monitor the progress of the application and be prepared to attend the SLRD Board meeting.

When the SLRD Board considers a rezoning application initially, it may resolve to:

- give first reading to the bylaw;
- request further information and/or modification of the proposal prior to further review; or
- reject the proposal.

If the SLRD Board gives first reading to the zoning amendment bylaw, the bylaw will then be forwarded to appropriate provincial and external agencies, First Nations, member municipalities, adjacent municipalities, neighbourhood groups and others for their comments.

Once the referral period ends, another staff report will be prepared for the SLRD Board. At this time, the SLRD Board may resolve to:

- give second reading to the bylaw and schedule a statutory public hearing;
- request further information and/or modification of the proposal prior to further review; or
- reject the proposal.

At the public hearing, adjacent property owners and others who believe their interests may be affected by the rezoning will have the opportunity to provide the SLRD Board with their comments with respect to the proposal.

After the public hearing, the SLRD Board may resolve to:

- give third reading (approval in principle) to the bylaw;
- request modification of the proposal (only modifications that do not increase use or density are allowed without triggering the need for a second public hearing);
- approve the bylaw;
- reject the bylaw.



Once the SLRD Board is satisfied with a proposal, and all outstanding conditions and referrals have been addressed, they may resolve to adopt the bylaw.

### Application Fee

Each application for rezoning must be accompanied by a fee payable to the Squamish-Lillooet Regional District as well as an application form. Application fees are set out in Schedule B of "Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014" as amended from time to time.

### Refund

Where an application does not proceed or has been withdrawn, a refund may be provided to the applicant as per s.6.3 of Bylaw 1301.

### Re-application

Where an application has been denied, no re-application for a substantially similar amendment shall be considered within 6 months of the date of rejection of the previous application. Relevant fees are applicable to any re-application.

## Rezoning Application Requirements

### Registered Covenants

Copies of any covenants registered against title in favour of the SLRD must be included.

The following outlines various types of information that may be requested as part of a rezoning application. More or less information may be requested depending on the size and scope of the project.

### Written Authorization

The registered land owner(s) must provide a written authorization for an agent to act on their behalf.

### Information

#### 1. Site Information

- General intent of the proposal
- Dimensioned boundaries and areas
- Useable site area as certified by a professional surveyor
- Identification of all lakes, swamps, ponds and watercourses
- Site contour map with a minimum of one metre contours
- Brief description and location of all vegetation 2.5 metres high or greater
- Site elevation
- Site context indicating trail connections, park linkages and access locations
- Site profile
- Gross floor area of all existing and proposed buildings
- Gross floor area of each land use category
- Summary of total dwelling units by type and size
- Floor space ratio (gross floor area of all buildings divided by site area)
- Site coverage (total area of building footprints divided by site area)
- Parking required/provided

## 2. Conceptual Site Plan

- Footprint of all buildings
- Location of all public and private roads, circulation areas and bridges, including all dimensions
- Proposed landscape areas
- Conceptual grading plan
- Private and public amenity areas
- Open space and preservation areas
- Location of any transit bus pullouts and shelters
- Supermailbox or postal kiosk location

## 3. Minimum Engineering Requirements

- Servicing concept plans prepared by a professional engineer for water, sanitary, roads, hydro, gas, cable, telephone and drainage. New services should not conflict with retained trees and proposed planting
- Design briefs identifying development requirements such as fire protection and impacts on existing downstream infrastructure
- Composite legal plan identifying the full legal description of the subject property and adjacent properties. Show all existing and proposed easements, rights-of-way, and areas to be protected by covenants
- Traffic impact report identifying pre and post development levels of service at all receiving streets, intersections and highway connections. Also, address impacts on pedestrian and cycling circulation (if deemed appropriate by the SLRD planning department).

- Flood proofing report from a qualified engineer identifying overland flood routes and flood construction levels (if deemed appropriate by the SLRD engineer)
- Geotechnical report from a qualified engineer (if deemed appropriate by the SLRD engineer)



## 4. Environmental Review

- All applications must be accompanied by an initial environmental review that should specify any “riparian assessment areas”
- If any portion of a proposed “development” is within a “riparian assessment area” then a “qualified environmental professional” is to prepare a report
- If deemed appropriate by the planning department, a more extensive environmental assessment may be required
- An arborist report and tree survey may be required if any mature trees are located on the site. Applicants should ensure that the landscape architect and designer/architect incorporate tree retention and protection measures in the design



## 5. Heritage Inventory Review

- All heritage resources located on the subject lands must be identified, and a statement on the historical significance, physical condition, and proposed preservation mechanism of each resource must be submitted.

## 6. Other Information

- Other information may be requested as per s.5.3.5 of Bylaw 1301, as amended.

### Rezoning Application Sign

The applicant is responsible for ensuring that a rezoning application sign is installed and maintained on the property throughout the application process as required by s.9 of Bylaw 1301, as amended.

### Design Review

The proposal must respond to any applicable design guidelines stipulated by regulation or agreement.



*This guide is intended to provide general guidance should not be regarded as a right to development approval if the steps indicated are followed.*