

ZONING AMENDMENT APPLICATION GUIDE



OCTOBER, 2011

This brochure provides an overview of the steps involved in the Rezoning Application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their application.

WHAT IS ZONING?

The purpose of zoning is to regulate land use and development standards for properties within each zone. Zoning specifies the range of permitted uses in each zone, as well as regulations for building heights, setbacks from property lines and other requirements such as minimum lot size.

WHEN IS A ZONING AMENDMENT (AKA. REZONING) REQUIRED?

Before proceeding with any development or purchasing a property, you should check with the Town to review zoning provisions. If you wish to undertake a use or development which is not permitted in the current zone, you must apply for a zoning amendment. If a change to the Zoning Bylaw is needed that does not affect use or density, a Development Variance Permit may be applied for.

Typically, zoning amendments involve a change from the existing zone to another zone in the Bylaw. For example, you may request a change from the R-2 zone (Single-Family Residential Zone 2) to a C-1 (General Commercial Zone) zone to accommodate a commercial use.

In some cases, the change needed can be achieved through an amendment to the wording of the bylaw, for example, to permit a new activity within an existing commercial zone.

In some unique situations, a new zone may be needed that is specific to your proposal, particularly for comprehensive developments or mixed use developments.

APPLICATION FEES

Current fees are:

\$1,000 basic fee, plus

- \$100 per dwelling unit
- \$100 per 300 m² for commercial, industrial, & non-residential zoned site area to a maximum of \$10,000

HST is applicable to Zoning Amendment fees.

Applicants should be aware of other costs involved in the process, which may include professional services such as lawyer, architect, civil engineer, and/or B.C. Land Surveyor.

STEPS TO ADOPTION OF A ZONING AMENDMENT

STEP 1 – PRE-APPLICATION MEETING

Before proceeding with a Rezoning Application, owners are encouraged to meet with staff to gather information on processes, policy and regulation interpretation, and potential impacts and constraints on the proposal, including:

- Application costs;
- Official Community Plan (OCP) designations and whether the proposed development fits with the Official Community Plan;
- Sustainability criteria set out in Smart Development Checklist and OCP;
- Determine whether any other development applications need to be completed concurrently with the zoning amendment (ie. OCP amendment, Development Variance Permit, or Development Permit);
- Approvals that may be required from other agencies such as the Ministry of Transportation and Infrastructure, the Ministry of Environment, the Federal Department of Fisheries, and/or the Fire Department;
- Neighbourhood issues and requirement to meet with surrounding property owners; and,
- You will also need to hire a consultant, such as an independent civil engineering firm, to design the servicing and assist with the application requirements (for certain applications this may not be necessary).

STEP 2 – PRELIMINARY COMMITTEE REVIEW

The Department coordinates the review of the application. The applicant will be invited to attend a meeting of the Committee to discuss the proposal while in its preliminary review stages. The Committee will recommend whether the applicant shall hold an informal public meeting in the neighbourhood. The intent of such meetings is to familiarize local residents with the proposal and seek input on the project.

STEP 3 – APPLICATION SUBMISSION

Applications for amendment of the Zoning Bylaw must be accompanied by a detailed description and drawings of the proposed land use. Application forms are available from the Planning Department that indicate the specific attachments needed, including:

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Site Plan: Maximum size 11” x 17” showing the dimensions of the proposed development in metric scale;

- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern;
- Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including:
 - Dimensions of the property, existing and proposed roads, in metric scale;
 - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
 - The location of any watercourses, steep banks or slopes; and,
 - Any easements or statutory Rights-of-Way.
- A completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable.

STEP 4 – APPLICATION REVIEW

Before review begins, applications are checked for completeness and will be returned without review if any required items are missing. The proposal is referred to other staff and outside agencies such as the Fire Department, Director of Engineering, and Ministry of Transportation for comment.

Upon receipt of all staff and referral comments, together with a summary report of the neighbourhood meeting, a detailed staff report is prepared. The Planning Department report summarizes the proposal, includes staff comments, analyzes the proposal for consistency with the Town's Official Community Plan and sustainability criteria, discusses issues raised at the public information meeting, and makes a recommendation.

STEP 5 – COMMITTEE

The Committee receives the staff report. The Committee gives thorough consideration to the issues and forwards a recommendation to Council.

STEP 6 – PUBLIC INFORMATION MEETING (IF REQUIRED)

Council may request that you hold a meeting to familiarize neighbours and community members with your development.

STEP 7 – COUNCIL AUTHORIZATION OF BYLAW AND PUBLIC HEARING DATE

Council reviews the Committee recommendation and either authorizes staff to write the bylaw for First Reading, rejects the application, or refers it back to the Committee for further discussions or to the applicant for further revision.

STEP 8 – FIRST READING

At the next Council meeting the bylaw is given First Reading and a Public Hearing date is set (usually one month later). If required, the bylaw is referred to the Ministry of Transportation and Infrastructure or other agencies whose interests are affected by the application.

STEP 9 – PUBLIC HEARING

- All rezoning applications are subject to a statutory Public Hearing held before Town Council, as per Division 4 of the *Local Government Act*;
- Applicants will be requested to post a rezoning sign on the property indicating the type of proposed development at least ten days prior to the Public Hearing, as per the Town's [Planning Policy 3.6 – Public Notification for Development Applications](#). This policy is available on the Town's website or from staff;
- Any person who deems their interests may be affected by the proposed development may express their concerns to Council;
- The Town prepares the required newspaper advertising and written notification to be both mailed and hand delivered to surrounding properties located within 150 feet (50 metres) of the subject property. This step normally requires four weeks prior to the Public Hearing;
- You or your representative should attend the Public Hearing and be prepared to respond to any questions;
- The Public Hearing is a formal hearing subject to *Local Government Act* procedures. Applicants are requested to attend the Public Hearing to be available to answer questions; and,
- The Public Hearing is the last opportunity for Council to receive input from the applicant or the public before making a final decision on the application. Applications should be finalized prior to Public Hearing.

STEP 10 - SECOND AND THIRD READING

After the Public Hearing, the bylaw is referred to Council for consideration of Second and Third Readings or to the Committee for further discussion. Council either gives Second and Third Readings to the bylaw or defeats it. If referred for further discussion, a new hearing date is scheduled.

STEP 11 – REFERRAL TO THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE (IF REQUIRED)

The bylaw is referred to the Ministry of Transportation and Infrastructure for signature if the property is within 800 metres of a controlled access highway (i.e. Highway 101).

STEP 12 – FINAL ADOPTION OF ZONING BYLAW AMENDMENT

If the majority of Council members are satisfied that the development proposal is beneficial to the community, consistent with the Official Community Plan, and that all legal requirements and conditions are met, Council may vote in favour of Final Reading of the zoning amendment. You are notified when this is complete.

APPLICATION TIMING

- The rezoning process requires at least four to six months to complete. Applicants are advised that timing is most affected by the adequacy of the submission and dependent upon the complexity of the issue, current workload of staff and Council, and timing of Council meetings;
- Applications that address the policy issues, support the principles of the OCP, provide a high standard of urban design, and address neighbourhood concerns proceed more quickly;
- Applicants are advised to meet directly with other relevant agencies, such as the Ministry of Transportation and Infrastructure or Environment early in their project, prior to their formal application;
- Considerable time is spent if numerous revisions are required, plans are incomplete or if the concerns of the surrounding neighbourhood are not addressed; and,
- Committee meetings are held Tuesday evenings and Council meetings are held the 1st and 3rd Tuesdays of each month. Agendas for these meetings are completed the Wednesday prior to each meeting. These dates should be kept in mind when creating timelines for your application.

WHAT'S NEXT?

As you develop your property it will be inspected to ensure compliance with the servicing plan requirements. When services are completed to the satisfaction of the Public Works Department, the Security Deposit for servicing (submitted as part of your Servicing Agreement during the Development Permit process (see [Development Permit Application Guide](#)) will be released, less a “Maintenance Holdback” that is held for a period of 12 months from the date of issuance of the Certificate of Substantial Completion.

As-built drawings for services installed as part of the development are required in both electronic and paper format.

All required services must be completed and approved before Building Permits will be issued (See [Subdivision & Development Bylaw](#)).

CONTACTS

Town of Gibsons Planning Department: 604.886.2274

Town of Gibsons Engineering Department: 604.886.2274

Town of Gibsons Building Department: 604.886.2274

Fire Chief: 604.886.7777

Ministry of Transportation: 604.740.8985

Department of Fisheries and Oceans (Riparian): 604.666.3363

Department of Fisheries and Oceans (Marine Shore): 604.666.6140

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons
474 South Fletcher Road, Box 340
Gibsons, B.C. V0N 1V0



Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

www.gibsons.ca

ZONING AMENDMENT APPLICATION

Please read the [Zoning Amendment Application Guide](#) before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the [Development Procedures and Fees Bylaw](#)

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel Plan Block

District Lot/Section Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State/Province	<input type="text"/>
		Postal/Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
		Cell	<input type="text"/>
Email	<input type="text"/>		

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, three reduced (letter size, 8.5" x 11") sets of drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) that must include the following:

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development in metric size;
- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern. Where a Development Variance Permit is requested, justification for the variance is to be provided;
- Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including:
 - Dimensions of the property, existing and proposed roads;
 - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
 - The location of any watercourses, steep banks or slopes; and,
 - Any easements or statutory Rights-of-Way.

- Provide a completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable.

ADDITIONAL INFORMATION

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

SECTION 5: PLAN DESIGNATION OR ZONE CHANGES

Zoning Designation change requested.

Concurrent Applications (if applicable). eg. Official Community Plan Amendment, Development Permit, Development Variance Permit, Subdivision.

SECTION 6: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY.

SECTION 7: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES.

SECTION 8: DESCRIBE THE CURRENT USES OF THE LAND AND BUILDINGS ON ADJACENT PROPERTIES. YOU MAY BE REQUIRED TO SUBMIT A SITE PLAN SHOWING EXISTING FEATURES OF ADJACENT PROPERTIES.

SECTION 9: DESCRIBE THE REASONS IN SUPPORT OF THE BYLAW AMENDMENT. ATTACH ADDITIONAL COMMENTS ON A SEPARATE PAGE. SUBMIT ANY TECHNICAL REPORTS, STUDIES OR APPRAISALS OF THE PROPERTY AND COMMENT ON ANY COMMUNITY CONSULTATION YOU HAVE UNDERTAKEN.

SECTION 10: APPLICATION COMPLETION
(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in section 4 of this application form
- I have included the additional documentation and reports required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have verified as to whether my property falls within a Development Permit Area.
- I have included the correct fee (contact the Town of Gibsons Planning Department or visit [Development Procedures and Fees Bylaw](#) for correct fees)
- A Form P, if the proposed development will be Phased. If not Phased, mark 'N/A'.

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the [Official Community Plan](#) (Bylaw 985 and associated amendments), and the [Development Procedures and Fees Bylaw](#).

SECTION 11: OWNER'S CONSENT AND AUTHORIZATION

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date