

# Rezoning Application Procedure

Development Planning Department: 604-990-2480, [planning@dnv.org](mailto:planning@dnv.org)

The District of North Vancouver is divided into a variety of land use categories (zones), which are regulated by the Zoning Bylaw. When land is proposed for a use or density not permitted in the zone in which the land is situated, then rezoning is necessary.

**Prior to submitting a formal rezoning application, you are advised to discuss the proposal with a development planner of the community planning department.**

## Preliminary Application

All applications for amendment to a zoning bylaw must be preceded by a **preliminary planning application**. The purpose of the preliminary application process is to provide the applicant with initial comments from the District of North Vancouver, the local Community Association and adjacent neighbours. The initial review will provide the applicant with a summary of District requirements, and indication of staff position on the proposed amendment, as well as any issues or recommendations from the Community Association and residents. Based on this information, the applicant can then decide whether to proceed with the more detailed application. Submission requirements and application forms for the preliminary application are available from the Community Planning Department counter.

## Application Fees

**For an amendment to the Zoning Bylaw refer to the Fees & Charges Bylaw.**

The applicant is also responsible for the costs of providing the Public Hearing Sign(s) on the subject property. The refundable portion is returned to the applicant if the rezoning application is withdrawn by the applicant or rejected by Council before a Public hearing is called. However, the refundable portion is not returned if Council waives the Public Hearing, as notification is required.

## Detailed Application – Submission Requirements

In general, more detailed and comprehensive plans are required at this stage, as well as any specific plans or technical information identified by the District during the preliminary review. Submission requirements include the following. **Incomplete applications will not be accepted.**

- Application fee and completed application form;
- Signature(s) of the registered land owner(s) of the subject property or written authorization for an agent to act on their behalf;
- Legal description and municipal address(es) of properties included in the application;
- Current title search dated within 14 days of application or provide fee;

Document Number: 1428866

## Rezoning Application Procedure

- Written outline of the proposed development, including a description of the present and intended use of the site. The outline should indicate the rationale for the project, how it fits within the local neighbourhood context, and how it fits with the long-term planning policies for the area. The summary should also indicate the impacts and benefits of the development for the local community;
- A detailed Arborist report and tree survey will 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.
- A Climate Ready Design Strategy will be required for all buildings constructed under Part 3 of the British Columbia Building Code.  
*Refer to the [Climate Ready Rezoning Policy](#) for further details.*
- A servicing plan indicating all existing and proposed utility services, including water, sanitary sewer, storm sewer, hydro, gas, cable and telephone services. The location of services must ensure that all storm water is contained on the site. New services must be located where they do not conflict with any retained trees and new plantings.
- A completed Residential Tenant Relocation Assistance Plan Form, if the application will result in the demolition of any building or combination of buildings containing five or more occupied rental dwelling units. Applicants should ensure that all existing tenants are provided with a Tenant Household Needs Assessment Form, and copies of any completed forms and communication materials are attached to the Residential Tenant Relocation Assistance Plan Form Package
- Ten (10) complete sets of fully dimensioned plans (1/8 or 1:100 metric scale) including:
  - a site plan with the location of the building and parking layout;
  - floor plans indicating proposed uses and area calculations;
  - all building elevations;
  - a landscape concept plan;
  - a colour/material board
  - reduced plans (8 ½ x 11) to be included in the staff report and neighbourhood mail outs.
  - Before final adoption of a zoning bylaw, it is a requirement that a detailed landscape plan, prepared by a landscape architect registered in British Columbia, be submitted and recommended for approval by both the ADP and the Parks Department. Four sets of the final landscape plans are required.
  - Staff, other agencies, advisory committees or the Community Association may request additional information on specific details of a proposal during the processing of the application.
  - Electronic submission in PDF format of all plans and reports is encouraged (by means of CD or USB). This does not eliminate the need for paper copies listed above.

## Processing Procedures

Following submission of the completed application to the Community Planning department, the following steps take place:

- **District Department Review** – The Community Planning Department coordinates the review of the detailed application with the Environmental Protection Officer, Engineering, Transportation, Building, Land and Bylaw Services, Fire and Parks Department.
- **Applicant Refers Plans to External Agencies** – Applicants are responsible for distributing drawings to external agencies including BC Hydro, Telus, and BC Gas for meeting all requirements of those agencies.

## Rezoning Application Procedure

- **Advisory Design Panel (ADP)** – The detailed application is reviewed by the Advisory Design Panel, which is an advisory body appointed by Council and comprised of qualified development related professionals. The role of the ADP is to advise Council on applications for rezoning. Various matters are considered including character, siting, form and massing of buildings, landscaping, parking layout and access. The ADP also review draft design guidelines, building schemes and other methods of development control. The applicant and project consultants must present their proposal to the ADP. Applicants are advised to submit preliminary designs of proposals to the ADP at the earliest possible opportunity to obtain initial design comments. The ADP's motion may require revisions to project details, which will necessitate further consideration at a subsequent meeting prior to adoption of a final recommendation to be forwarded to Council. Advisory Design Panel meetings are held on the second Thursday of every month. Applicants are required to provide 15 sets of reduced plans to the Planning Department at least 8 days prior to the ADP meeting.
- **Community Association Meeting** – Applicants are required to present the detailed application to the relevant Community Association to inform residents of the proposal and obtain input on the project. Design revisions may be required as a result of feedback from this advisory group.
- **Public Information Meeting** – For most rezoning applications, the applicant will be requested to hold a Public Information Meeting in the neighbourhood to acquaint the local residents with the proposal. A pamphlet outlining the guidelines for holding a Public Information Meeting is available at the Community Planning Department. Prior to the meeting, the applicant is required to:
  - Deliver an information package to all residents, businesses and property owners within a specified distance of subject site, in accordance with the DNV Public Notification Policy (#8-3060-3).
  - Deliver an information package to the president of the Community Association in the area;
  - Post a sign on the site; and
  - Advertise the meeting in two issues of the North Shore newspaper.
- **Summary Letter to Applicant** – The planner provides a letter to the applicant that consolidates all comments and issues to be addressed, based on input received during the preceding steps. If substantial changes are required, revised plans must be redistributed to the staff and referral groups listed above, and a second Public Information meeting may be required.
- **Staff Report to Council** – upon receipt of all staff department, advisory body, Community Association and neighbours' comments, a planning report is prepared by the Community Planning Department. This report and the Community Association. The report also includes a copy of the rezoning bylaw and makes a recommendation on the plans.
- **Council Meeting** – Council reviews the report and either authorizes the application to proceed by giving first reading (introduction) to the bylaw and sets the Public Hearing date, tables the item for further discussion or rejects the application.
- **Referral** – If required, Council at first reading refers the bylaw to the Ministry of Transportation and Infrastructure for approval.

## Rezoning Application Procedure

- **Notification and Public Hearing** – Following newspaper advertising and written notification to surrounding property owners/occupiers, which normally requires three to four weeks, the Public Hearing is held. Public Hearings are usually held on the second Tuesday of every month. It is recommended that the applicant attend the Public Hearing to either make a presentation or to be available to answer Council's questions.
- **Council Meeting** – Following the Public Hearing, Council either gives second and third readings to the bylaw or defeats it.
- **Completion of All Outstanding Requirements** – After second and third readings, Council may consider adoption of the bylaw when all necessary pre-adoption requirements have been satisfied. This may include submission of deposits to cover engineering or landscaping works, legal agreements, engineering servicing agreements and final approval by the Ministry of Transportation and Infrastructure.

### Timing for Rezoning Applicants

The overall rezoning application process can take from 6 months for a very simple project to up to 1 year for a major redevelopment. This amount of time is required for staff analysis, community consultation, co-ordination of a Public Information meeting, and Council consideration of the issues, and possible need for additional information from the applicant during the process.

### Title Search

All Development Applications must be accompanied by a title search dated no more than fourteen days prior to the date of the application except where a change of ownership or title information has occurred more recently, in which case the new title search is required. The purpose of this requirement is to ensure that the legal description used for permits and bylaws is accurate and to confirm property ownership. Title searches may be obtained in person (for a fee) from The Land Title Office, 88 – 6<sup>th</sup> Street, New Westminster, BC V3L 5B3 (Search and Information Counter). Alternatively, title searches may be obtained from the District of North Vancouver Planning Department as part of the application submission for a fee per lot.

This brochure is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the **Local Government Act**, the **Land Title Act**, the **Zoning Bylaw**, the **Subdivision Bylaw** and other municipal bylaws for definite requirements and procedures as outlined above, please contact the Community Planning Department at 604-990-2387, for assistance.