



A GUIDE TO THE REZONING PROCESS

INTRODUCTION

What is Zoning?

Zoning is a site-specific regulation which details the permitted uses of the land. Every property within the District of Sechelt is zoned according to types of building allowed on a site, setbacks, densities, building heights, and parking requirements. Bylaw No. 25 is the District of Sechelt's Zoning Bylaw.

When is Rezoning required?

A Rezoning Application is required when a development proposal does not conform to the uses currently permitted in Zoning Bylaw 25. Rezoning legally changes the zoning category of the property to permit the proposed use. Some Rezoning Applications might be a part of a plan of Subdivision and require an Official Community Plan Amendment & Development Permit.

PROCESS

1. OVERVIEW

A rezoning application has a four-step approval process.

- i. Council gives a Zoning Amendment Bylaw first reading.
- ii. Proceeds to a statutory public hearing.
- iii. Following the statutory public hearing, Council may;
 - defeat the bylaw
 - amend the bylaw
 - send it back to further public hearing
 - Give it 2nd and 3rd reading
- iv. Depending on the complexity of the proposal, fourth and final reading is granted after all conditions have been satisfied.

2. PRIOR TO APPLICATION

Meet with the Planning & Development Services Department to discuss your application to see how it fits in with community plans, existing services, and bylaws. Staff will outline potential concerns and issues with the proposal and whether a Subdivision Application or Development Permit is required. Staff will also advise which government and non-government agencies will be affected. It may be beneficial to contact these agencies before making formal application. Lastly, the Planning & Development Services Department will inform you of application requirements, development costs, and the process required to complete your rezoning application.

3. APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements are listed below. Other common requirements often include environmental impact studies, geotechnical studies, and traffic impact studies.

a. Required Documents (preferably prepared by a registered BC Land Surveyor)

- **Scaled site plan** indicating: lot size(s), lot dimensions, location of all buildings (existing and proposed), setbacks to all property lines, north arrow, existing and proposed driveways, existing and proposed septic fields, street names, topographical features, water features etc. *Drawing submission should be provided on full size paper as well as on 11x17" reductions and digitally (PDF).*
- **Conceptual plan** of how the subdivision relates to the existing neighbourhood i.e. *road network.*

- A **preliminary plan** of how the development will be serviced including roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. In addition, information may be required regarding the *servicing* impact on sewer line capacity, the road network, and storm water management (both downstream and upstream).
- A **contour map** in 2-m intervals that show the topography of the site and immediately adjacent properties.
- **Title search** (less than ninety days old). *If there are any charges (covenants, right-of-ways, easements, etc.) on title, copies must be provided.*

b. Meet with External Agencies (if necessary)

Meet with other agencies including the Sunshine Coast Regional District, the Ministry of Transportation and Highways, the Ministry of Health, and the Ministry of Environment.

c. Meet with the Planning & Development Services Department (if necessary)

Meet with the Planning & Development Services Department for a second time to discuss any changes to your proposal.

d. Public Information Meeting (if necessary)

The District of Sechelt strongly encourages applicants of significant proposals to host a *public information meeting* to inform the community and to solicit comments from neighbours.

4. SUBMIT APPLICATION

- a. Submit complete application** and supporting documentation together with non-refundable application fee.

b. Application Fees:

Sechelt Bylaw No. 333-6 (Fee Bylaw) outlines fees for Rezoning Applications.

Text Amendment or no value	\$1,500
To create new lots or units	\$2,000
Comprehensive Development Zones or Special Study Areas	\$10,000
Combined Zoning and Official Community Plan Amendment	\$3,000
Additional Public Hearing	\$750

- c. Erect sign**, the applicant is responsible for erecting a Development Proposal sign on the subject property.

5. PLANNING & DEVELOPMENT SERVICES DEPARTMENT REVIEW

The Planning & Development Services Department reviews the application to ensure it is complete and prepares an application summary for the referral.

6. GOVERNMENT AGENCY AND COMMUNITY REFERRAL

Referrals to government agencies and community groups (Community Referral Policy #12007) are distributed as appropriate. Possible referrals include:

a. Government Agency

District of Sechelt Engineering and Public Works	Archaeology Branch
District of Sechelt Building Department	Sechelt Volunteer Fire Department
SC Regional District	FortisBC
Sechelt Indian Government	Telus
Vancouver Coastal Health	BC Hydro

a. Government Agency cont...

Ministry of Environment	Eastlink
Ministry of Transportation & Infrastructure	Canada Post
Department of Fisheries & Oceans	School District #46

b. Community Associations

East Porpoise Bay	Village Core	West Sechelt
Tuwanek	Sandy Hook	SHORA
Selma Park/Davis Bay/Wilson Creek	Chamber of Commerce	S.D.B.A.

7. CONSIDERATION BY PLANNING & COMMUNITY DEVELOPMENT COMMITTEE

The Planning & Development Services Department prepares a comprehensive report that outlines the issues and resolutions to outstanding items and recommends to Committee whether the application should proceed, proceed with conditions, or be denied. The Committee makes its recommendation to Council.

8. CONSIDERATION BY COUNCIL

If Council adopts the recommendation of the Committee, the application is either advanced to First Reading, revised, or denied. Once First Reading is given by Council, the bylaw proceeds to Public Hearing (Local Government Act Section 464).

9. PUBLIC HEARING

Public Hearings must be advertised twice in the local newspaper, and owners/occupiers within 50 metres of the subject property must be notified in accordance with Section 866 of the Local Government Act. The District of Sechelt undertakes these procedures. The Public Hearing allows all those with an interest in property to speak on the OCP Amendment.

10. SECOND and THIRD READING and ADOPTION

After the Public Hearing, staff prepares a report that outlines the discussion at the Public Hearing and makes a recommendation to proceed, proceed with conditions, or deny. Council may then consider Second and Third readings and adoption at the same meeting.

Following Second and Third Readings, and if the subject parcel is located within 800 m of a Controlled Access Highway (Sunshine Coast Highway 101), the bylaw must be approved by the Ministry of Transportation and Infrastructure (Highway Act s. 54). Once MOTI has granted approval, and any related agreements have been executed by the applicant, Council can consider Final Adoption. In more complex development proposals, considerable time is taken between third and fourth reading to allow the applicant opportunity to fulfill conditions of the Subdivision and Zoning (i.e. servicing agreement, development permits, etc.).

CONTACT INFORMATION**District of Sechelt – Planning Department**

(604) 885-1986 www.sechelt.ca
 5797 Cowrie St, 2nd Floor
 PO Box 129
 Sechelt, BC V0N 3A0

Disclaimer

This is a summary of the Zoning Amendment (Rezoning) application process intended to assist you in rezoning land. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for your proposal will be determined at the time of application.