

Rezoning Application Guide



This handout provides information on the requirements and processes to rezone (change the zoning designation) on a site.

When is a Rezoning Application Required?

If the proposed development is not permitted under the existing zoning, then the property owner may apply for a change in the zoning. Rezoning is the process of legally changing the zoning district on a property. (An application for rezoning does not guarantee approval.)

What is a Zone?

All land in the City is assigned a zone as shown on the City's Zoning Maps. The City's Zoning Bylaw is a tool to regulate land use and the form and character of development – It defines permitted uses, development density, and other related issues such as building heights, lot coverage and the amount of off-street parking and loading required.

The *Local Government Act* provides Council with the authority to create and amend the Zoning Bylaw. Any development or building permit issued by the City, or any subdivision approved by the Approving Officer, must be in accordance with the Zoning Bylaw, and any Zoning Bylaw amendment must be in accordance with the City's Official Community Plan.

Prior to Application

Rezoning applications should be thoroughly considered and prepared by the applicant before submittal. The following steps are recommended prior to submitting an application:

- 1. Official Community Plan (OCP) – Land Use Designations:** Because the OCP designates the types of land uses intended for all areas of the City, as well as policies relating to specific types of development, check the OCP land use maps for the designation of your property and the types of land uses allowed within that corresponding zone.
- 2. Zoning Maps and Zoning Bylaw:** Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property. If the site does not have the appropriate corresponding zone for the proposed OCP land use designation, then a rezoning application will also be required.
- 3. Contact the Planning and Development Department:** Development Planning staff are available to meet with prospective applicants and/or their consultants to discuss the proposed development and potential rezoning application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

Application Procedure

Complete a Rezoning Application Form and submit the information outlined on the Rezoning checklist. All information requested in the checklist must be provided at time of submittal to ensure the application is referred to the appropriate City Departments and can be responded to in a timely manner.

Rezoning Review Process

- 1. File Manager Assigned:** The application will be assigned a File Manager in the Development Planning section.
- 2. Acknowledgement Letter:** The File Manager will send an acknowledgment letter to the applicant acknowledging receipt of the application and providing contact information.
- 3. Step 3 - Referrals:** The File Manager refers the application to appropriate City Departments, including but not limited to Development Servicing, Transportation Planning, Engineering and Public Works and Environmental Services. The File Manager may in some circumstances refer the application to an external agency including the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Federal Department of Fisheries and Oceans.
- 4. Development Review Team (DRT) Meeting:** The File Manager will schedule the application for the next available DRT meeting for each of the referral groups to collectively discuss. The application will be reviewed for compliance with Official Community Plan policies and land use designation, Zoning Bylaw, Subdivision and Development Servicing Bylaw, and other City policies and regulations as required.
- 5. Requirements Letter:** Once the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The letter will also provide target dates for the remaining steps in the review process.
- 6. Amending Bylaw:** Upon receipt of any required additional information from the applicant, the application will be referred back to the appropriate referral groups for confirmation that the revisions address the issues identified in the requirements letter. Upon confirmation, the File Manager will schedule the proposed rezoning application for a City Council meeting. The File Manager will then draft an amending bylaw and a report to Council recommending one of several options:
 - Give first reading to the amending Bylaw and refer the application to a Public Hearing;
 - Decline the application; or,
 - Defer the application.
- 7. Public Hearing:** If the application and amending bylaw are referred to a Public Hearing, a notification letter is sent by the City Clerk's office

to all property owners and occupants within 100 metres of the subject property at least ten days prior to the Public Hearing date. Also prior to the Public Hearing, signage regarding the rezoning application is posted on the property, and a public notice outlining the particulars of the proposed rezoning is placed in a local newspaper.

- 8. Second and Third Readings:** At the first City Council meeting after the Public Hearing, Council will consider the amending Bylaw (Rezoning) and either:
 - give second and third readings of the Bylaw if there is an associated DP application with the Rezoning,
 - give second, third and fourth readings and adopt the Bylaw, if there is no associated DP application or if the associated DP can be authorized by the General Manager, Planning and Development,
 - request changes, or,
 - decline the Bylaw.
- 9. Fourth Reading:** For Rezoning applications with an associated DP application requiring Council authorization, the File Manager will prepare a "Third Reading Letter" for the applicant after second and third readings are granted. The letter outlines the remaining information and steps required to complete the DP application prior to fourth reading of the proposed rezoning.

When all requirements have been met, the amending Bylaw will be forwarded to Council for their consideration for final reading and adoption.

Timeframe

A rezoning application generally takes eight to ten months to complete depending on a number of factors including:

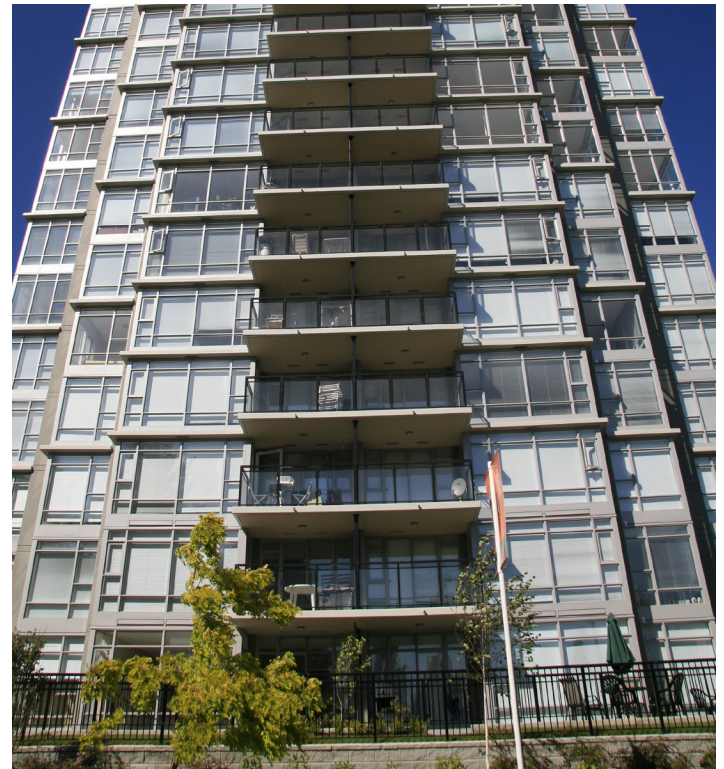
- if a development permit and/or subdivision application is also required,
- completeness of the application,
- time required to address the identified issues in the "requirements letter" and
- timing of Council meetings.

Rezoning applications associated with more complex Development Permit applications will require more time to finalize.

Additional Applications Required

- A Development Permit Application (DP) may also be required with the application if the site is located within a Development Permit Area. (Refer to the Development Permit Application Guide)
- If the proposed rezoning application is to facilitate the creation of new lots, and/or requires adjusting an existing property line, a subdivision application will also be required. (Refer to the Subdivision Application Guide.)

If the proposed rezoning, requires a development permit and/or subdivision application, the applications will be processed concurrently.



What is a Public Hearing?

A public hearing is a meeting of City Council where the applicant and public are given an opportunity to comment on the proposed OCP amendment. Comments may be provided to Council either in writing, prior to or at the public hearing, or verbally during the public hearing when the amending bylaw is presented. Once the Public Hearing is closed, Council may not receive any further information from either the applicant or the public before making a decision on the amending bylaw. Public Hearings occur monthly, except August (Council Recess).

Talk with your Neighbours

Consultation with neighbours, local residents and others who may be affected by the proposed rezoning is strongly encouraged. Prior to and throughout the application review process. Obtaining neighbour input early better enables an applicant to address any concerns and/or modify their application before significant time and investment are made in the review process.

Who is the Development Review Team (DRT)?

The City's Development Review Team (DRT) includes City staff representatives from each of the referral group areas, comprising of: Development Planning, Development Servicing, Transportation Planning, Infrastructure Management, Fire Protection Services, Environmental Services and Parks, Recreation and Culture Services. DRT meetings are held monthly to review and collectively discuss new applications and, in some cases, applications where resubmissions have been received by the File Manager.



Burquitlam-Lougheed Community Amenity Contribution (CAC) Program

The City of Coquitlam has introduced a Community Amenity Contribution (CAC) program to help fund a new community recreation facility for the Burquitlam and Lougheed neighbourhoods. Residential development within the Lougheed and Burquitlam CAC application area with a floor area ratio of up to 2.5 are subject to the CAC. The CAC program only applies to new residential density (i.e., additional building floor area) that is associated with the rezoning application. As part of the rezoning review, the File Manager will provide the applicant with an estimate of the CAC. The amount of the CAC is \$32.29 m² (\$3.00 per square foot) for all new residential floor area proposed up to a maximum floor area of 2.5 times the lot area.

Questions?

- **Development Permit Applications**
Development Planning
P: 604-927-3430
- **Site Servicing, Street Works or Utility Construction**
Development Servicing
P: 604-927-3466
- **Transportation**
Transportation Planning
P: 604-927-3414
- **Signage**
Development Planning
P: 604-927-3430

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Planning & Development Department

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Above all...
Coquitlam