



# Development

## Application Procedures

December 2015

### A Guide to the **Rezoning Process** in the CSR D

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#### **What is Rezoning?**

A rezoning application (also known as a bylaw amendment) is an application that is approved or rejected by the Regional Board to amend or supplement a Zoning Bylaw; it may amend the permitted uses or densities of land prescribed by existing regulations.

#### **When do I need a Rezoning application?**

A rezoning application is required when the property owner wants to develop their property in a manner that is not permitted (different use or density) in the current zone.

A rezoning application must be consistent with the area's Official Community Plan (OCP); if not, an OCP amendment will be necessary in addition to the rezoning. Such applications can run concurrently.

#### **Procedure for Rezoning your property**

1. Prior to submitting an application the property owner should discuss details of the application with Development Services (DS) staff to determine the current zoning, and determine if the designation in the Official Community Plan (OCP) needs to be amended as well, of the subject property and what sections of the zoning bylaw are to be amended.

2. An application is made by submitting all required plans, documentation, and fees as described in detail on the rezoning application form, to the CSR D office. These requirements may vary, but generally include:
  - Certificate of title of the subject property
  - Description of present and proposed zoning and land uses
  - Site plan indicating physical features and proposed buildings
  - Technical information and reports may be required (e.g. engineer reports, environmental assessments, etc.)
3. DS staff prepare a Report and a Bylaw Amendment (taking into consideration policies of the Official Community Plan and regulations of the Zoning Bylaw) to be considered by the Board.
4. The CSR D Board will make a decision regarding the application:
  - If the application is **NOT SUPPORTED** by the Board, a letter is sent to the applicant advising of the decision.
  - If the application is **SUPPORTED** 1<sup>st</sup> and 2<sup>nd</sup> readings may be given and the bylaw referred to a Public Hearing.
    - A sign must be posted by the applicant on the property indicating a rezoning application has been proposed.
    - DS staff will refer the bylaw to various ministries and agencies (e.g. Advisory Planning Commission, Ministry of Transportation, Interior

Health Authority, School District, First Nations, etc.) for input.

- After 2<sup>nd</sup> reading, a public hearing will then be scheduled and advertised in local newspapers, and letters sent to adjacent landowners advising them of the upcoming Public Hearing; this process provides the public with the opportunity to speak or to provide written submissions regarding the proposed rezoning application.
- The purpose of the Public Hearing is to gather the opinions of the public which the Board then uses to help them in their decision to give 3<sup>rd</sup> reading to the bylaw or not.
- If the Board does NOT give 3<sup>rd</sup> reading or if the Ministry of Transportation does NOT APPROVE the bylaw, a letter is sent to the applicant advising that the application has been rejected. The file is then closed.
- If the Board gives 3<sup>rd</sup> reading to the bylaw the documents may be sent to the province for review and approval. Once it is approved, the bylaw is brought back to the Board for ADOPTION. A letter is then forwarded to the applicant advising that the property zoning is now re-designated.
- If the Board does NOT ADOPT the bylaw, a letter is then forwarded to the applicant advising that the application was rejected and the file is closed.

## Timing

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The Rezoning process normally takes **approximately six to twelve months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of DS staff, the timing of Regional Board meetings, the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

## Information

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Please direct any further inquiries to:

Columbia Shuswap Regional District  
**Development Services Department**  
PO Box 978, 555 Harbourfront Drive NE  
Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375  
TF: 1.888.248.2773 | E: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)  
[www.csrd.bc.ca](http://www.csrd.bc.ca)

\*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.