

A GUIDE TO REZONING

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for amending the Land Use Bylaw (rezoning land) in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

What is Zoning & Rezoning?

Through the provision of the *Local Government Act* sec. 903, municipalities are granted the authority to regulate the use of land by creating zones and having regulations for buildings and uses in the zones. Council has established a variety of zones detailed in the Land Use Bylaw No. 1250 to encourage compatible land uses and to mitigate negative impacts on surrounding neighbourhoods.

Each property in Pitt Meadows is allocated a zone. In some areas, properties are regulated through land use contracts which take the place of zoning. Each zone (or land use contract) is accompanied by regulations that indicate permitted uses, height of buildings, building setbacks, etc.

To learn which zone your property is, contact the Development Services staff or visit Meadows Mapview on the City website under Online Services.

Rezoning is the process of changing a property's current zone to another zone to obtain an alternate use or density. If the proposed development does not conform with the land use and density specified in the existing zoning requirements, then an application for amending the Land Use Bylaw (rezoning) is required.

There are two types of amendments to the Land Use Bylaw. The first is to rezone a property and entails amending the zoning map within the bylaw. The second is a text amendment to the written part of the bylaw. For instance, adding a new use to a zone or changing a setback requirement in a zone. This will apply to all properties that are assigned that zone.

What is the Process for Rezoning?

STEP 1: Preparation

Rezoning proposals should be well prepared and researched before submitting an application. The applicant should be aware of the following City plans, policies and regulations:

Official Community Plan (OCP) – The OCP is the City's vision for future growth. Land designations illustrate areas for certain uses and densities. Copies of the OCP and maps are available at the Development Services counter at City Hall or can be accessed online at www.pittmeadows.bc.ca If the rezoning proposal does not conform with the OCP land designation, the OCP bylaw will also have to be amended.

Land Use Bylaw and Zoning Maps – Refer to the zoning map available online in Mapview for the existing zoning of the property and then the Land Use Bylaw for the zone’s intent and regulations such as permitted uses and density.

Development Servicing – All developments must meet City standards for sanitary sewer, storm water disposal, water supply, roads, sidewalks, and street lighting at the developer’s expense. Refer to the Subdivision and Development Servicing Bylaw for servicing standards such as road widths, pipe diameters, manhole distances etc.

Smart Growth Checklist – The City is committed to help achieve a green and sustainable community through the development process. Best management practices, green buildings and other initiatives are all worth exploring to ensure your development makes a positive contribution to achieving our community goals (Please refer to the *Smart Growth Checklist* and its guide for further information).

STEP 2: Pre-Application Meeting

Development Services staff is available to meet with prospective applicants and their consultants to discuss the proposal, and provide advice on submission requirements and procedures. Valuable time can be saved by ensuring all the necessary matters have been considered.

STEP 3: Application Submission

Your rezoning application must include the following:

- Completed **application form**, signed by the registered owner(s);
- Application **fee**;
- Letter of Authorization** signed by the property owner(s) if the applicant is applying on behalf of the owner(s) (*staff will only deal with the applicant*);
- Certificate(s) of Title** within five (5) days of application;
- Written description** of the existing and proposed uses of the property; the compliance of the proposal with applicable OCP policies, design guidelines and zoning regulations; the reasons for the request; and the benefits to the community;

- Development **data summary** form provided by the City;
- One (1) full size **set of plans** drawn to scale, four (4) copies in 11” x 17” and PDF files of the drawings with the following:
 - location of existing and proposed buildings with setbacks;
 - location and dimensions of all municipal easements, right-of-ways and registered covenants;
 - floor plan and elevations of proposed buildings with Floor Area Ratio (FAR);
 - location and layout of parking and loading areas.
- Site Profile** regarding possible soil contamination on the property from certain types of industrial and commercial uses and activities;
- Smart Growth Checklist** to demonstrate sustainable development initiatives;
- Additional information** such as traffic and service impact studies and geotechnical reports may also be required depending on the site and proposal. Please refer to the *Geotechnical Report Guidelines Policy* for details.

STEP 4: Application Review

Applications will be circulated internally by the File Manager to appropriate staff (i.e., Engineering, Building, Fire, Parks) for comment. In some cases, applications are also referred to external agencies for comments. Most common are: the Provincial Ministry of Transportation if adjacent to Lougheed Highway; the Agricultural Land Commission if excluding the land from the ALR; and School District 42 if rezoning property results in a large increase of residential density consisting primarily of young families. Other external agencies include Metro Vancouver, Katzie First Nation, Fraser Health Authority, and Provincial Ministry of Environment.

The application File Manager may contact the applicant for additional information, clarification and/or plan revisions.

You will also be advised when it is necessary to conduct public information meetings during the beginning stages of the process to gather public input and identify issues that need to be resolved before an application is advanced.

STEP 5: Initial Council Consideration

The File Manager prepares a staff report which includes the comments from the review, conditions that may need to be met and staff's recommendation for Council. The report is considered during the Council in Committee meeting. Following this meeting, the applicant must post at least one development proposal sign on the property. Sign requirements can be found in the Development Application Package.

The application then proceeds to the first and second readings to the rezoning bylaw in Regular Council where the public hearing date is set. The decision of Council may be to:

- grant first and second readings to the Rezoning bylaw and forward it to a public hearing, or
- reject the application, or
- table the application while requesting more information.

STEP 6: Public Hearing & Conditions

Development Services staff will advertise the public hearing in the local newspapers and will notify by mail the neighbours within 122m (400ft) of the property if within the urban area (488m (1600ft) if outside the urban area). Any person who deems their interests to be affected has the opportunity to express their views to Council in writing or in person at the public hearing. Applicants are encouraged to attend to present the merits of their proposal and to answer Council questions. Public hearings give the public and the applicant the opportunity to express their opinions of the proposal.

If Council grants third reading, staff will write a letter to the applicant stating the requirements and conditions that must be met before final reading and adoption. Applicants have 12 months to complete all requirements before the file becomes inactive and permanently closed. In extenuating circumstances, extensions may be granted by Council.

STEP 7: Final Bylaw Adoption

Council may give final reading and bylaw adoption once all requirements and conditions are completed to the satisfaction of the City.

Timing

The process may take six months to one year depending on the complexity of the application and the preparedness of the applicant. Rezoning applications may run concurrently with OCP amendment applications or development permit applications.

What's Next?

Rezoning property is usually followed by new development which requires additional approvals as listed below:

Subdivision – is required if property lines will be altered such as creating additional lots or consolidating lots into one lot. Please refer to *A Guide to Subdivision* handout for more information.

Development Permit – is required for multifamily, commercial, industrial or mixed use developments. Please refer to *A Guide to Development Permits* handout for more information.

Building Permit – is required for the construction of all buildings greater than 10 m² and structural renovations. Please refer to *A Guide to Building Permits* handout for more information.

Application Fees *(subject to change)*

Type	Fee
Single & Two Family Residential	
• 10 lots and less	\$1,199.00*
• More than 10 lots	\$1,546.00*
Multifamily Residential	\$1,972.00*
Commercial & Mixed Use	\$1,652.00*
Industrial	\$1,183.00*
Comprehensive Development	\$2,718.00*
All Others (incl text change)	\$1,226.00*
Rezoning Extensions	\$533.00
Public Hearing	\$693.00
Additional Public Hearing	\$693.00
<i>*plus the public hearing fee</i>	

More Information?

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