

Overview of the Rezoning Process

Prior to submitting an application, determine application requirements:

- (1) Book a pre-application meeting with staff.
- (2) See the Application Form for base checklist requirements.
- (3) Prepare application requirements and /or hire the appropriate professional for the necessary information.

Submit Application

- Ensure all submission requirements are provided
- Incomplete applications will be returned

OCP & Rezoning applications to Advisory Planning Commission (APC)

- On-site signage installed prior to proceeding to APC
- Presentation to Commission
- Recommendation from Commission

Comprehensive Review

- Internal and external agencies comments received
- Correspondence with applicant re: outcome of comprehensive review
- Submission of revised plans and additional documents (if necessary)
- Staff's position formalized

Council - Initial Consideration/1st Reading

- Report formalizing Staff's recommendations prepared for Council
- Date & advertising established for upcoming Public Hearing

Public Hearing

- On-site signage update
- Presentation to Council by Applicant
- Opportunity for public to speak on development proposal

Council 2nd/3rd Reading

- Council considers 2nd/3rd Reading of bylaw (Council votes on application)
- Servicing upgrades for Development Engineering branch must be satisfied
- Bonding & related fees to be submitted prior to final adoption

Legal Documentation

- Register covenants, rights-of-ways, dedication plans (applicant responsible for all legal fees)
- Bylaw sent to Ministry of Transportation for approval (if necessary)

Council 4th Reading (Adoption)

- Rezoning complete
- Consideration of DP & DVP's (if required)

How long will an application take?

As every project is unique, no definite timeline can be provided. Factors that influence the speed of application processing are: size and complexity of the project, the number of applications in progress, the completeness and quality of required submission materials and whether or not the application is a stand-alone application or is a concurrent application linked to other types of applications.

Resources:

Before submitting an application, familiarize yourself with the relevant regulations. References and websites to review include:

- ▶ kelowna.ca/landuse
- ▶ kelowna.ca/maps
- ▶ kelowna.ca/bylaws
 - Official Community Plan
 - Zoning Bylaw
 - Sign Bylaw
- ▶ kelowna.ca/council
 - Meetings
- ▶ kelowna.ca/apc
- ▶ Technical guidelines are available for:
 - Stormwater management
 - Geotechnical assessment
 - Lot grading
 - Visual impact assessment

We're here to help you!

The Land Use Management Team is available to assist with pre-application questions.



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1435 Water Street
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TEL 250 469-8626
kelowna.ca

Rezoning & OCP Applications

Guiding you through the process



What does the zoning on a property refer to?

Zoning regulates the density and land use of each legal parcel of land. Each property in Kelowna has a zoning classification that specifies the use of the land pertaining to types of structures and activities allowed. Zoning Bylaw 8000 specifies permitted uses, density, lot coverage, lot size, setbacks, building height, off-street parking, landscaping and other criteria. To determine which zoning applies to a property, refer to zoning maps available at City Hall or on-line at kelowna.ca.



What is a Rezoning Application?

“Rezoning” is a commonly used term that refers to change from one zoning designation to another. The process of rezoning allows Council to consider potential impacts and any changes to land use of subsequent development that may influence the present and the long term goals of the community.

When is a Rezoning Application required?

A rezoning application is required when a development proposal seeks to change a zoning designation, land use, or density of a site.

What are the types of Rezoning Applications?

The most common rezoning application is the addition of a secondary suite “s-designation” to an existing property. After review by Staff, the application proceeds to Council for their consideration. All other rezoning applications are considered by the Advisory Planning Commission (APC), reviewed by staff and then forwarded to Council for consideration.

What is the Official Community Plan?

The purpose of the Official Community Plan (OCP) is to provide a policy framework and a clear vision of the City’s intentions with regard to future land uses and servicing across the community. The OCP represents community goals, current conditions, projected future requirements, objectives and policies for those activities that affect the environment, social and economic health of residents and the community as a whole.



When is an OCP amendment required?

An OCP Amendment is required to change the future land use designation for a subject property that is being rezoned to a land use that is not reflected under the current OCP designation. OCP amendment applications must always be accompanied by a rezoning application. Applications are initially reviewed by the Advisory Planning Commission (APC) before they are formally reviewed by staff and forwarded to Council.

When are Rezoning and OCP amendments considered together?

If the rezoning application is not consistent with the future land use designation, a rezoning application and OCP amendment application are processed concurrently.

Who are the Advisory Planning Commission?

The Advisory Planning Commission is a Council appointed committee that initially reviews development proposals in a public forum prior to Council’s consideration.

When is neighbourhood support required?

It is strongly encouraged that applicants consult with neighbours and residents’ associations to inform them of the development plans and to gauge support for the proposal.

How is an application made?

A pre-application meeting with one of our Staff, is required.

Working collaboratively to benefit the community is our goal. To ensure your application is successful, we are committed to working with you and your team of professionals prior to submitting an application.

Prior to setting up a pre-application meeting review the following resources:

- ▶ **Official Community Plan (OCP):** Determine whether your property is located in a Development Permit area. This OCP sets out objectives for land use, servicing and the form and character guidelines.
- ▶ **Zoning Bylaw:** Review the development regulations that apply to your proposal.

Following a pre-application meeting with a Planner, you can apply by completing the application form, fulfilling all requirements on the submission checklist and submitting them with payment (Cheque) to the One Window counter at City Hall. Retaining the services of an architect, landscape architect, planner, engineer, environmental consultant or other design professional is highly recommended. One person should be assigned as the coordinating professional. The submission of a high quality application package will assist in the successful and timely consideration of the development application(s).



Is a sign required?

The City provides the required number of development application signs (at a cost) which must be posted on the subject property by the applicant 10 days prior to APC and/or Council considerations. It is the applicant’s responsibility to remove the sign once the application is heard.

What costs are involved?

Rezoning/OCP application fees range from \$578 - \$4000. To confirm the fees refer to the Development Applications Fee Bylaw No. 8034 online. Other costs may also include:

- ▶ Development Engineering requirements for off-site improvements (eg. water, sewer, road improvements)
- ▶ Development Cost Charges (DCC’s) will apply and be payable at time of Building Permit or Subdivision Approval
- ▶ Legal and survey fees
- ▶ Consultant fees
- ▶ Bonding requirements (for servicing and/or landscape requirements)