



Development Application Procedures

December 2018

A Guide to the Rezoning Process in the City of Armstrong

What is Rezoning?

A rezoning application (also known as a bylaw amendment) is an application that is approved or rejected by City of Armstrong Council 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?

"Rezoning" is the process to change from one zoning designation to another. A rezoning application is required when a development proposal seeks to change a zoning designation, land use, or density of a site. This can include items such as rezoning from a single family dwelling lot to a duplex lot; or changing commercial zones to allow different uses. Take a look through our [Zoning Bylaw](#) to see what uses are allowed in each 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 in certain situations.

Procedure for Rezoning your property

1. Prior to submitting an application, the property owner should discuss details of the application with Planning staff to determine the current zoning, and determine if the designation in the Official Community Plan (OCP) needs to be amended as well, and what sections of the zoning bylaw are to be amended.
2. Prior to submitting an application the property owner should discuss details of the application with staff to determine the designation of the property and what they would like the property to be rezoned as. Having sketches and zoning analysis completed prior to the meeting will ensure you get the best feedback possible. An application is made by submitting all required plans, documentation, and fees as described in detail on the rezoning application form. 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. environmental assessments, engineer reports, etc.)
3. All applications are sent out for a comprehensive review process to both internal and external agencies. This may include BC Assessment, Ministry of Transportation, Interior Health, First Nations and others.
4. Planning 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 Council.
5. City Council will make a decision regarding the application:
 - If the application is NOT SUPPORTED by Council, a letter is sent to the applicant advising of the decision.
 - If the application is SUPPORTED 1st and 2nd 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.
- A public hearing will then be scheduled and advertised in local newspapers, and letters sent to nearby (located within 30m of subject property) 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 Council then uses to help them in their decision to give 3rd reading to the bylaw or not.
- If Council does NOT give 3rd 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 Council gives 3rd reading to the bylaw, the bylaw is brought back to Council for 4th and final reading.
- In order for your proposal to receive 4th and final reading, any requirements in the Council resolution will need to be met. This may include Legal Documentation such as the signing of a covenant or a right of way, this may include final approval from Ministry of Transportation, or it may include the Development Engineering requirements which are specific to each individual property. In some cases Landscape Bonding or Servicing Bonding will need to be addressed as well.
- If Council gives 4th and final reading and the re-zone is approved, a letter is then forwarded to the applicant advising that the property zoning is now re- designated.
- If Council 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

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 staff, the timing of Council meetings, and 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

Please direct any further inquiries to:

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 PO Box 40, 3570 Bridge Street
 Armstrong, BC V10 1B0

T: 250-546-3023 | F: 250-546-3710
 E: info@cityofarmstrong.bc.ca

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