



The City of White Rock's Guide to the ZONING AMENDMENT PROCESS

This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to development approval if the steps indicated are followed.

What is Zoning?

Zoning is a tool used by municipalities to regulate the use, density, siting, size, dimensions, shape and area of land, buildings and other structures. Each property within the City of White Rock has been assigned to a zone and the "White Rock Zoning Bylaw, 1999, No. 1591, as amended" outlines the specifications of each zone.

What is a Zoning Amendment?

Zoning amendment is the process of legally changing the zoning category of a property. If the use that you are proposing for your property is not permitted under the current zoning, you will have to apply for a zoning amendment for that property.

What is involved in the Zoning Amendment Process?

(1) Pre-Application Meeting

Prior to submitting any development application, it is recommended that arrangements be made for a preliminary meeting with the Planning & Development Services Department to discuss your proposal. In preparing your project you should be aware of the following:

- the Official Community Plan land use designation of your property and the types of land uses permitted; and
- the zoning of your property and the development requirements for that zone.

(2) Submitting an Application

Applicants should first consult with Planning & Development Services staff regarding application submission requirements applicable to the proposal. When you are ready to proceed, a Land Use & Development Application form must be completed and all applicable fees and submission requirements must be submitted to the Planning & Development Services Department. Staff will not begin processing your application until **ALL** applicable submission requirements and fees have been received. The application form can be obtained online or from the Planning & Development Services Department.

(3) Application Review / Internal Circulation

Your application will be reviewed by the Planning & Development Services Department and referred to other City departments and external agencies for review, as required. During the review period, Planning & Development Services staff may ask for clarification, further information or revisions in accordance with City standards.

(4) Development Proposal Sign

A Development Proposal Sign in accordance with Schedule D of the "City of White Rock Planning Procedures Bylaw, 2009, No. 1869" must be installed on the subject site no later than 14 days following submission of an application and must be removed within 10 days following the public hearing or withdrawal / rejection of the application.

Summary of the Zoning Amendment Process

- (1) Pre-application Meeting
- (2) Complete Application / Fee Submitted
- (3) Application Review / Internal Circulation
- (4) Installation of Development Proposal Sign
- (5) Public Information Meeting
- (6) Report to Land Use & Planning Committee
- (7) Report to Council / 1st & 2nd Readings
- (8) Public Hearing
- (9) 3rd Reading & Development Prerequisites (if applicable)
- (10) Final Adoption

Where more than one type of development approval is needed for one project, applications may be submitted jointly and may go through the application process concurrently. Please contact the Planning & Development Services Department for more information.

(5) Public Information Meeting

A Public Information Meeting is a meeting held by the owner / applicant to present their proposal and to discuss and answer any questions related to their proposal with adjacent land owners. Applicants are required to provide the minutes / record of the meeting to Planning & Development Services staff not less than one week prior to the presentation of the application to the Land Use & Planning Committee. The applicant is required to advertise the meeting by mailout to all land owners within 100m of the subject site based on mailing labels provided by Planning & Development Services staff. Staff will arrange to have additional advertising in the City News section of the local newspaper. Please see the *City of White Rock's Guide to Public Information Meetings* for more information.

(6) Report to the Land Use & Planning Committee

The Planning & Development Services Department will prepare a report for the Land Use & Planning Committee, including an analysis of the application, a recommendation, an outline of the requirements to be satisfied and a draft of the proposed bylaw amendment. The Land Use & Planning Committee will review the application and make recommendations.

(7) Report to Council

The Land Use & Planning Committee recommendations are then considered by Council at a regular Council meeting. At this meeting, Council will decide whether to proceed with, amend or reject the zoning amendment. If approved to proceed, the application will be given 1st and 2nd readings and will proceed to a Public Hearing.

(8) Public Hearing

All zoning amendment applications are subject to a statutory Public Hearing held by City Council. The owners of all properties located within 100m of the subject site are formally notified of the Public Hearing. The purpose of the Public Hearing is to give the public an opportunity to express their opinions to Council regarding the proposed zoning amendment. The public may also express their opinions through written comments. The Public Meeting is the last opportunity for Council to receive input from the applicant and the public before reaching a final decision on the application.

(9) Third Reading & Development Prerequisites

Following the Public Hearing, at a subsequent Council meeting, Council will consider granting 3rd reading of the bylaw. If there have been conditions placed on the approval of the zoning amendment, these conditions must be satisfied prior to final reading (adoption).

(10) Final Reading

Once any development prerequisites have been satisfied, the proposed bylaw amendment will proceed to Council for final reading. At this time Council will consider adopting the bylaw amendment.

The following documents are available from the Planning & Development Services Department at City Hall or on the City's website at www.city.whiterock.bc.ca:

- *White Rock Zoning Bylaw, 1999, No 1591 as amended*
- *City of White Rock Planning Procedures Bylaw, 2009, No. 1869*
- *Official Community Plan*

For More Information

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at planning@city.whiterock.bc.ca.