



# A Guide to Seeking Third Reading and Final Adoption of a Rezoning Bylaw

## Planning and Building Department

Prerequisites to each rezoning are established by Council at the time a recommendation to forward the application to First Reading and Public Hearing is adopted.

Once a rezoning bylaw has been considered at a Public Hearing and Second Reading given by the City Council, the Planning and Building Department will obtain other further particulars on the requirements related to the prerequisites from other internal and external sources. Subsequently, the applicant will be provided with these particulars as they relate to outstanding matters such as the suitable plan of development, consolidation, subdivision, servicing, road closure, land sale, etc.

Upon receiving the above information, it is the developer's responsibility to work towards completion of the related conditions. In this regard, the following is a general guide towards seeking Third Reading and Final Adoption of a rezoning bylaw **where those conditions are relevant:**

### **THIRD READING:**

Prior to being advanced for Third Reading, and a **minimum of ten (10) calendar days in advance of the intended Council meeting,** the following is to be submitted (*if applicable*):

- Suitable plan of development must be substantially complete with any minor details to be satisfied prior to Final Adoption.
- A letter agreeing to each of the prerequisites outlined in the rezoning report must be submitted.
- Submission of all related survey plans - in the case of subdivision / consolidation / easements, two paper prints of the surveyor's drawings are acceptable at this point in order for staff to review the results - with the final registration set(s) to be submitted prior to Final Adoption.
- The complete registration set of highway closure survey plans must be submitted at this point in order that the necessary bylaw can be introduced to Council for the required readings, prior to or at Third Reading.
- Acceptable design drawings for servicing must be submitted for review by the Engineering Department.
- Submission of an acoustic study to Engineering - Environmental Services Division.
- Submission of a Site Profile.
- Submission of a Storm Water Management Plan for review by the Engineering Department.
- Submission of B.C. Hydro/Telus statutory right-of-way plans for staff review with the final registration set(s) to be submitted and deposited in the Land Title Office prior to Final Adoption.
- Submission of designs and cost estimates for public works such as public art, pedestrian walkways, and fencing, for review and acceptance.
- Submission of waste/recycle facility size and access plan.
- Preliminary Approval by outside jurisdictions, i.e. Ministry of Transportation.
- *The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements, and the posting of area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater. Confirmation that the on-site sign (and, if applicable, sales office sign) has been installed.*

**Note:**

- Where sale of any City land (either a lot[s] or as a result of road/lane closures) is required, a report would have to be forwarded to the City Council prior to advancing the rezoning bylaw for consideration of Third Reading in order to obtain approval with respect to value.
- The developer should consider making an application for Preliminary Plan Approval upon receiving Third Reading of the rezoning bylaw by Council. This approval is required after Final Adoption of the rezoning bylaw and prior to obtaining a Building Permit for the project.

**FINAL ADOPTION:**

**A minimum of ten (10) days prior to an intended Council meeting** where a developer wishes to seek Final Adoption, **all outstanding prerequisites are to be fully completed.**

This would generally include:

- Completion of the suitable plan (architectural design and landscape plans) and, in the case of CD (Comprehensive Development) zoning, finalized project statistics, submission of the two sets of reduced drawings (with a bar/graphic scale on each sheet) on 11" x 17" vellum and one set on paper.
- Submission of executed survey plans.
- Submission of finalized right-of-way/covenant, etc., survey plans and execution of the relevant documentation.
- Design drawings for servicing must be approved by the Engineering Department and the necessary servicing agreement executed by the owner(s).
- Payment of all monies related to servicing, parkland and other cost charges, land acquisition, underground wiring costs, legal fees, etc., as outlined in the detailed list of conditions previously provided.
- Completion of highway closure bylaws and land acquisitions.
- Engineering, Environmental Services approval of the acoustic study; any requirements to be noted on CD and PPA plans.
- Engineering, Environmental Services approval of the storm water management program; covenant to be deposited in the Land Title Office and bonding submitted.
- Review of sediment control plan by Engineering, Environmental Services.
- Approval by outside jurisdictions, i.e. Ministry of Transportation.

The above will enable staff to conclude the necessary administrative tasks and arrange for deposit in the Land Title Office (where applicable).

Subsequently, the rezoning can be advanced for reconsideration and Final Adoption by the City Council.

This is provided as a general guide in order that developers can be informed in advance of what would be expected in terms of timing for submissions in order to seek Third Reading and Final Adoption of a rezoning bylaw.

Further information and specific details would be available through discussions with the relevant rezoning and/or subdivision staff during the course of a specific application. Additionally, it would be advantageous for the applicant to completely review the lists of rezoning /consolidation /subdivision prerequisites and have them available for discussion with staff if required.

It is anticipated that this guide will be useful to both the development community and staff in satisfactorily concluding a contemplated rezoning proposal.