

# Rezoning Application Guide



## Process overview

This guide outlines the process and submission requirements for a Rezoning Application. These submission requirements are subject to change, and some requirements can be site-specific.

1. Pre-Application Meeting



2. Submission Requirements



3. Application Review



4. Council Consideration & Satisfy Rezoning Prerequisites



5. After Rezoning Approval

To schedule a pre-application meeting, please contact the Planning and Development Department at **604-294-7400** or email **[planning@burnaby.ca](mailto:planning@burnaby.ca)**



## 1. Pre-Application Meeting

Prior to submitting a Rezoning Application, prospective applicants are required to schedule a meeting with Planning and Development staff to review the development concept and receive high-level comments. Pre-application meetings shorten your processing and approval time by making it easier to understand and prepare everything necessary for your application package.

Prospective applicants should prepare the following documents for the meeting:

- » Project description
- » Subject site address(es)
- » Preliminary site plan
- » Building concept (if available)
- » Subdivision plan (if available)

## 2. Application Submission

Prior to submitting your rezoning application, please review the rezoning application submission checklist to ensure you have completed all requirements. All applications will be reviewed for completeness and incomplete applications will not be accepted.

Completed rezoning applications and the associated forms should be submitted to [planning@burnaby.ca](mailto:planning@burnaby.ca). Once submitted, application fees will be invoiced based on application type. See our [Planning Department Fees](#) for a list of application fees.

Application invoices can be paid online via credit card (Visa, MasterCard, American Express) or in-person with cash, cheque or debit card. Per the City's [Fee Recovery Bylaw 13640](#), a credit card surcharge will apply on payments made with a credit card.

Applicants should pay particular attention to the following policy requirements, which will inform the submission:

### District Energy

Applicants should review Burnaby's [District Energy Policy](#) to determine building requirements and DE system readiness. The policy outlines service areas and characteristics of buildings that will be required to connect to and/or be compatible with the Burnaby District Energy Utility.

All new developments within the District Energy Area should contact [districtenergy@burnaby.ca](mailto:districtenergy@burnaby.ca) for more information.

### Heritage

Applicants should review [Burnaby's Heritage Planning Program](#) to identify if their property contains heritage elements. Properties identified in the heritage inventory qualify for incentive programs offered through the Heritage Planning Program.

### Tenant Assistance

If there are existing purpose-built rental units on site, applicants should review [Burnaby's Tenant Assistance Policy](#) to determine rental requirements and responsibilities.

### Associated Applications

Your Subdivision Application is accepted at the time the Rezoning Application is submitted. A Preliminary Planning Approval Application can be accepted any time after Second Reading, but we encourage you to submit it after Third Reading, together with your Building Permit Application.

### 3. Application Review and Circulation

Upon acceptance, all rezoning applications are assigned a File Manager from the Planning and Development Department.

The File Manager will complete a detailed review of the application and initiate referrals to internal City departments for review and comment. Applications also go through an internal urban design review process.

In some cases, the application may also be sent to external agencies such as the Ministry of Transportation, Ministry of Environment, Nav CAN, and others for review.

Applicants are responsible for completing any required third-party reviews, such as those from BC Hydro, Telus, or other utility providers if needed.

Once all referral comments have been received, the File Manager forwards the feedback to the applicant to update the submissions as necessary.

### 4. Council Consideration

All rezonings applications must be reviewed and adopted by Council.

Once a substantial review of the proposed rezoning is complete, a report will be advanced to the Planning and Development Committee recommending future consideration of the rezoning bylaw.

If acceptable, the report will advance through Council to First and Second Readings. Once Council grants First and Second Readings, the approval will include a comprehensive list of rezoning conditions that applicants will need to meet. The timeline for this process varies depending on the complexity of the application and the applicant's readiness to complete all application requirements.

Once the prescribed rezoning conditions are substantially complete, our staff will arrange for the bylaw to be presented to Council for Third Reading.

Upon full completion of the rezoning conditions, the bylaw will be returned to Council for Final Adoption.

See [Burnaby's Council calendar](#) for the latest information on Council date and location details.

#### Public Hearing

A Public Hearing is only required if the rezoning application includes an OCP amendment. A Public Hearing is a meeting held by City Council where both the applicant and members of the public are given an opportunity to share comments and feedback on the proposed Official Community Plan (OCP) amendment.

Learn more about our Public Hearing process on our [Public Hearings webpage](#).

### 5. After Rezoning Approval

Applicants will need to complete additional permits, including Preliminary Plan Approval and a Building Permit.

## Common Fees Associated with a Rezoning Application

Where applicable, the following fees may be required; this list is not exhaustive. Fees and securities are determined on a site-specific basis, depending on the details of each application, and payable as a condition of the Rezoning, or Building Permit as applicable.

\*Letters of credit and certified cheques should be separate for each department.

| Fees   | Method of Payment   |
|--|---|
| <b>Application fees</b>  |   |
| Rezoning, Development Variance Permit, Subdivision fees & other planning fees                          | To be paid by certified cheque to the Planning Dept. or via credit card (a credit card surcharge will apply)<br><a href="#">Link to City of Burnaby Planning Fees</a>   |
| <b>Planning fees</b>   |   |
| Administration fee - Based on compliance security values   | To be paid by certified cheque or letter of credit to Planning Dept.  |
| Public art - cash in lieu  | To be paid by certified cheque or letter of credit to Planning Dept.  |
| Land title and document retrieval and final examination  | To be paid by certified cheque to Planning Dept.  |
| <b>Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs)</b>                                 |   |
| Burnaby ACCs & DCCs  | To be paid by certified cheque to the Building Dept.<br>Balance of fee - letter of credit<br><a href="#">Link to Burnaby Development Funding Program</a>  |
| Metro Vancouver Development Cost Charges For Greater Vancouver Sewage and Drainage District (GVS & DD) | First installment - certified cheque to the Planning Dept.<br>Balance of fee - letter of credit<br><a href="#">Link to Regional Water Development Cost Charge</a><br><a href="#">Link to Liquid Waste Development Cost Charge</a> |
| TransLink Development Cost Fee   | First installment - certified cheque to the Planning Dept.<br>Balance of fee - letter of credit<br><a href="#">Link to TransLink Development Cost Charge</a>  |
| School Site Acquisition Charge   | Certified cheque to the Planning Dept.<br><a href="#">Link to School Site Acquisition Charge</a>  |

|   |  |
|---|--|
| Regional Parkland Acquisition Charge  | First installment - certified cheque to the Planning Dept.<br>Balance of fee - letter of credit<br><a href="#">Link to Regional Parkland Acquisition Development Cost Charge</a> |
| <b>Compliance Securities</b>  |  |
| Demolition Compliance Security  | Certified cheque or letter of credit to the Planning Dept.<br><a href="#">Link to Burnaby Consolidated Fees and Charges Bylaw</a>  |
| Site Remediation  | Certified cheque or letter of credit to Engineering Dept.  |
| Public Art  | Certified cheque or letter of credit to Planning Dept.   |
| Public Realm Compliance Securities i.e. internal private roads, linkages, plaza areas | Certified cheque or letter of credit to Engineering Dept.  |
| Streamside Protection and Environmental Enhancement                                   | Certified cheque or letter of credit to Engineering Dept.  |
| Alternative Transportation Compliance   | Certified cheque or letter of credit to Planning Dept.   |
| Third-party Utilities (BC Hydro and TELUS)  | Certified cheque or letter of credit to Engineering Dept.  |
| <b>Legal Fees</b>   |  |
| Legal Department Document Preparation and Review Fee                                  | Certified cheque to the Planning Dept.<br><a href="#">Link to Burnaby Consolidated Fees and Charges Bylaw</a>  |
| Land Title Fee for registration and administration                                    | Certified cheque to Planning Dept.<br><a href="#">Link to Burnaby Consolidated Fees and Charges Bylaw</a>  |

## Engineering Fees and Securities

Engineering (4% admin fees, future infrastructure contributions, future works, service connection fees etc)

Certified cheque to Engineering Dept.

[Link to Burnaby Consolidated Fees and Charges Bylaw](#)

Engineering Services Security  
Performance and Compliance Bond

Certified cheque to Engineering Dept.

## Other

Road/lane closure - Council approval  
(for sale and disposition and for value of the lands)

[Link to Burnaby Consolidated Fees and Charges Bylaw](#)

Sale of City lands - Council approval  
(for sale and disposition and for value of the lands)

Certified cheque to Planning Dept. or transfer of funds through Finance Dept.

Taxes and utility fees for current year

Certified payment to be made to Tax Office directly

[Link to Burnaby Consolidated Fees and Charges Bylaw](#)

Density Bonusing - Council approval

Certified cheque to Planning Dept. or transfer of funds through Finance Dept.

[Link to Burnaby Community Benefit Bonus Policy](#)

This information in this guide is offered for general information only and is subject to change.

For any further information on the rezoning process, please contact Burnaby Planning and Development Department at **604-294-7400** or [planning@burnaby.ca](mailto:planning@burnaby.ca).