

REZONING



APPLICATION PROCEDURE AND 2022 SCHEDULE

Rezoning Application

Before submitting an application for rezoning, applicants are encouraged to have preliminary discussions with Planning staff.

The applicant submits a rezoning application along with the necessary documents before one of the bi-monthly rezoning application deadlines. Application for rezoning must be submitted complete with all the necessary documentation and the appropriate fee **prior to closing time on the deadline date** in order to be processed with the next rezoning series. **In order to ensure completeness, applicants are encouraged to submit applications for checking at least a few days prior to the deadline.**

Rezoning Submission Procedure

A) APPLICATION FOR REZONING FORM – This form is available in the Planning Department or on our website at: www.burnaby.ca/City-Services/Planning/Rezoning and is completed by the applicant. If the owner is the applicant and if there is more than one owner, please have all other owners sign an authorization form. If the property is strata titled, the Strata Council represents the ownership and Strata Council meeting minutes are required to show that owners have agreed to the application for rezoning.

B) AUTHORIZATION FORM - This form is available in the Planning Department or on our website at: www.burnaby.ca/City-Services/Planning/Rezoning This form is required when the owner wishes to have another person act on their behalf during the rezoning process. This form should be completed by the applicant and signed by the owner(s) of the property. One original authorization form is required for each property.

C) TITLE SEARCH PRINT - Proof of ownership is required. A copy of the State of Title Search should be obtained from the Land Title Office, #500–11 8th Street, New Westminster, BC. (State of Title must be dated no more than two weeks prior to submitting the rezoning application to Planning). **In addition, you are required to submit copies of all documents and/or legal plans related to easements, covenants and statutory rights-of-way in favour of both the City of Burnaby and all other governmental agencies.**

D) BASIC REZONING APPLICATION FEE

Standard Rezoning Application Fee (CD rezoning with FAR<3.6)	First 1,700 m ² (18,300 sq.ft.) of site area or part thereof	\$2,604.00
	Each additional 100 m ² (1,075 sq.ft.) of site area or part thereof	\$70.00
	Plus Public Hearing Fee	\$1,000.00

Contact the Planning Department PRIOR to submitting your rezoning application to confirm the applicable fee.

E) MASTER PLAN REZONINGS AND LARGER CD APPLICATION FEE:

Master Plan Rezoning	First 40,000 m ² of site area or part thereof	\$230,683.00
	Each additional 100 m ² of site area or part thereof	\$432.00
	Plus Public Hearing Fee	\$1,000.00
CD Rezoning with FAR greater than or equal to 3.6 and Master Plan Amendments	First 8,000 m ² of site area and 3.6 FAR or part thereof	\$32,295.00
	Each additional 100 m ² of site area or part thereof	\$415.00
	Each additional 0.1 FAR or part thereof	\$415.00
	Plus Public Hearing Fee	\$1,000.00

A refund on the rezoning application is not granted, except under the following circumstances:

- 1) A full refund is granted if the rezoning application is withdrawn prior to this department submitting a report on the rezoning application to Council.
- 2) refund of \$1,000.00 (representing Public Hearing costs) is granted after the rezoning report has been submitted to Council if:
 - a) the rezoning application is withdrawn before the rezoning amendment bylaw has received First Reading, or
 - b) the rezoning application is rejected by Council before receiving First Reading.
- 3) **LETTER OF INTENT** - Written by the applicant. Should state: present and proposed zoning, what the applicant intends to do with the property, type of proposed development, and if existing buildings are to be demolished or removed. The Letter of Intent provides the applicant with the opportunity to present his case requesting favourable consideration of the rezoning application by Council.

SCHEDULE FOR REZONING PROCESS - 2022

In 2022, the key dates to remember for the six rezoning series are:

1. Application Received By: **2021 December 15**
Initial Report to Council: **2022 January 31**
2. Application Received By: **2022 February 16**
Initial Report to Council: **2022 April 04**
3. Application Received By: **2022 April 20**
Initial Report to Council: **2022 June 06**
4. Application Received By: **2022 June 15**
Initial Report to Council: **2022 August 29**
5. Application Received By: **2022 August 24**
Initial Report to Council: **2022 October 03**
6. Application Received By: **2022 October 26**
Initial Report to Council: **2022 December 05**

2022 Public Hearings are scheduled for:

- **January 25**
- **February 22**
- **March 29**
- **April 26**
- **May 31**
- **June 28**
- **July 26**
- **August 30**
- **September 27**
- **November 22**
- **December 13**

The preceding schedule is offered for general information only and is subject to minor change.

For any further information on the rezoning process, please contact Burnaby Planning Department at 604.294.7400 or planning@burnaby.ca.



INITIAL REPORT TO COUNCIL

Planning staff review the application and prepare a report with recommendations, which is submitted as an **Initial Report** to City Council. At this time, Council may decide on the following options:

- 1) Authorize the Planning Department to continue to work with the applicant towards a suitable plan of development which will be the subject of a further **Public Hearing Report to Council**.
- 2) Hold the application in abeyance and request further information.
- 3) Reject the rezoning application.
- 4) In some cases, where the **Initial Report** and **Public Hearing Report** are combined, forward the application to First Reading and a Public Hearing.

NOTE: An Application for Comprehensive Development zoning requires a suitable plan of development to be submitted and consequently, is usually reported to Council in a further Public Hearing Report which would then advance the rezoning to First Reading and Public Hearing.

FIRST READING (IF ADVANCED)

If Council has decided to forward the rezoning application through a **Public Hearing Report**, the Zoning Amendment Bylaw will be prepared and presented for First Reading at the following Council meeting.

PUBLIC HEARING

Subsequent to First Reading, the rezoning application goes to the next available Public Hearing, following notice being given in accordance with the requirements of the Local Government Act and Council policy.

SECOND READING

At the next regularly scheduled meeting following the Public Hearing, the rezoning Bylaw will be returned for Consideration and Second Reading, which, if granted, generally indicates support in principle. If Second Reading is granted, it is appropriate for the applicant to proceed with completion of the prerequisite conditions as established by Council.

THIRD READING

Upon substantial completion of the prerequisites, staff will arrange for the Bylaw to be presented to Council for Consideration and Third Reading at a regularly scheduled Council meeting. The time frame involved in completing this stage of the process varies with each application, as determined by the complexity of the rezoning and the progress of the applicant in completing the prerequisites.

FINAL ADOPTION

Upon completion of all the prerequisites, the Bylaw will be returned to Council for reconsideration and Final Adoption at a regular meeting of Council.