

General Overview of Process

1. Preliminary Inquiry

2. Submission of Application

3. Site Profile (Contaminated Sites)

4. Technical Review

5. Review by Internal Commission/Committee (if required)

6. Submit Report to Council

7. 1st Reading

8. 2nd Reading

9. Referral to Government Agencies

10. On-Site Notification (Sign)

11. Calling the Public Hearing

12. Notification of Public Hearing

13. Public Hearing

14. 3rd Reading

15. Ministry of Transportation Approval (if required)

16. Bylaw Adopted

17. Applicant Notified/Amendment Recorded



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District of Tumbler Ridge

a guide to
Zoning Bylaw Amendment

2017



What is Zoning?

Zoning is a means of dividing land into areas designated for different land uses and densities to ensure that growth occurs in an orderly, systematic and compatible manner. Zoning provisions are contained in the District of Tumbler Ridge Zoning Bylaw which outlines the regulations applicable to each zone.

When is a Zoning Amendment necessary..?

When a proposed land use does not meet with the policies outlined in the District's Zoning Bylaw, the applicant must submit an application to change the zoning designation or regulations. When a development is proposed, such as constructing new buildings or changing the types of activities that occur on a property, the owner must ensure that the OCP policies permit the proposed development.

Before you apply..

It is recommended that the property owner gather as much information regarding their property as possible (e.g., legal description and surveys) and meet with District staff to discuss their proposal. District staff will offer advice on which application/s needs to be completed, necessary information that is required and give the property owner the most current application package.

Submitting your application

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the District of Tumbler Ridge for processing and referral.

Does your application require a sign?

The District requires applicants to post a Development Proposal Notice (sign) on the lands that are the subject of the application. If a Zoning Bylaw Amendment Application is concurrent with an Official Community Plan Amendment Application, a sign is only required for the Zoning Bylaw Amendment Application. Further, a sign is not required for persons making applications for textual amendments to the Zoning Bylaw. The District has pre-made signs which are to be posted within seven (7) days of the First Reading. A deposit of \$400 is required; this will be refunded to the applicant when the sign is returned to the District in good condition.

What is the cost?

The Applicant is required to submit a \$500 application fee for rezoning plus a \$400 deposit (refundable upon removal) for a Development Proposal Notice. In the event the application creates a need for an amendment to the Official Community Plan, the Applicant must submit an additional fee of \$500 for the Official Community Plan Amendment application. If a Site Profile is required, an application fee of \$50 must also be submitted. All application fees are to be made payable to the District of Tumbler Ridge.

Who approves zoning amendments?

The Council of the District of Tumbler Ridge authorizes final approval of an application by Bylaw following prior approval by the Ministry of Transportation if applicable.

How long is the process?

An rezoning application that complies with the OCP designation usually requires between 2-4 months. If the proposal requires amendments to both the OCP and Zoning Bylaw, the application may require 3-6 months. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

Note

The process described here briefly will involve more detailed procedures, correspondence and/or requirements. Please contact the District of Tumbler Ridge to ensure all obligations are understood in order to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations and other District of Tumbler Ridge bylaws for definitive requirements and procedures.