

# Overview of the Rezoning Process



## Prior to Submitting an Application

- ⦿ Determine Application Requirements:
  - (1) See the Rezoning Application Form for base requirements; and
  - (2) Book a pre-application meeting with Staff to determine additional items required.
- ⦿ Prepare application requirements and/or hire the appropriate professional(s).

1

### Submit Application

- Have all required items been provided?
- Incomplete applications will be returned to the applicant.

Process Begins

5

### Public Hearing

- Public hearing fee due.
- Notification of public hearing proceeds.
- Applicant updates on-site signage.
- Applicant presents application to Council at the hearing.

Months 4-5

2

### planNanaimo Advisory Committee (PNAC)

- On-site signage installed prior to proceeding to PNAC.
- Applicant's presentation to the Committee.
- Recommendation from Committee.

Months 1-2

6

### Council 3<sup>rd</sup> Reading

- Council considers 3<sup>rd</sup> Reading of bylaw. *(At this stage Council members indicate if they are in support of the application)*

Months 5-6

3

### Comprehensive Review

- Referrals sent to internal and external agencies.
- Comprehensive letter provided to the applicant regarding the outcome of Staff's review.
- Submission of revised plans and additional documents if necessary.

Months 1-3

7

### Legal Documentation (If Necessary)

- Register covenants, rights-of-ways, road dedication plans. *(Applicant responsible for all legal fees)*
- Bylaw sent to MOTI for approval.

Months 6-7

4

### Council 1<sup>st</sup> & 2<sup>nd</sup> Reading

- Staff Report and bylaw forwarded to Council for 1<sup>st</sup> & 2<sup>nd</sup> Reading. *(Council receives report)*

Months 3-4

8

### Council 4<sup>th</sup> Reading (Bylaw Adoption)

- Council considers 4<sup>th</sup> Reading of bylaw.
- Rezoning process complete.

Months 7-8

## Where You Will Spend Money in the Rezoning Process

- ⦿ Assembling the application submission requirement (plans and supporting documents).
- ⦿ Rezoning application fee.
- ⦿ Installation and updating of on-site signage.
- ⦿ Revising plans and supporting documents, if necessary.
- ⦿ Public Hearing fee.
- ⦿ Preparation of legal documents, if necessary.
- ⦿ Securing letters of credit/bonding, if necessary.
- ⦿ Community amenity contributions.

### Potential Future Costs (Not Directly Associated with the Rezoning Process)

- ⦿ Development Cost Charges.
- ⦿ Works and Services.
- ⦿ Other review processes (e.g. Subdivision, Development Permit, Building Permits, etc.).



## Processing Time

The rezoning processing time is approximately 6 to 8 months. This will vary based on the complexity and completeness of the application.

## Rezoning Contact

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## Other Process Which May Need to be Considered

**DEVELOPMENT PERMIT** ~ Gary Noble, Development Approval Planner  
Phone: (250) 755-4460, ext. 4302  
gary.noble@nanaimo.ca

**SUBDIVISION** ~ Kris Sillem, Subdivision Planner  
Phone: (250) 755-4460, ext. 4530  
kris.sillem@nanaimo.ca

**OFFICIAL COMMUNITY PLAN AMENDMENT** ~ Deborah Jensen, Community Development Planner  
Phone: (250) 755-4460, ext. 4473  
deborah.jensen@nanaimo.ca

**BUILDING PERMIT** ~ General Enquiries  
Phone: (250) 755-4429