

Rezoning Application Process Flowchart



1 Pre Application Meeting

- Each rezoning application begins with a pre application meeting.
- During the meeting, Staff can review concept plans, give feedback, and advise the applicant of next steps.

Submit Application 2

- Only complete applications will be accepted.
- Development proposal signage installed on property by the applicant.

3 Comprehensive Review

- Staff send the applicant a comprehensive letter with comments from other departments and agencies for the applicant to respond to.
- The letter will identify any additional information required from the applicant, and next steps.

Council 1st and 2nd Readings 4

- Once all items from the comprehensive letter are addressed, the Staff Report and Amendment Bylaw are forwarded to Council for consideration of 1st and 2nd readings.
- If supported by council, the public hearing is scheduled.

5 Public Hearing

- Applicant updates the on site development proposal signage with public hearing details.
- A notice of hearing is advertised.

Council 3rd Reading 6

- Council considers 3rd reading of the bylaw.
- Often occurs on the same day as the public hearing.

7 Conditions of Approval Met

- Registration of covenants, right of ways, road dedication plans, and any other conditions, where applicable.
- Any outstanding fees are paid.
- Bylaw sent to Ministry of Transportation and Infrastructure for approval (if required).

Council 4th Reading (Bylaw Adoption) 8

- Council considers 4th Reading of the Bylaw.
- Rezoning process is now complete.

Rezoning Contact Information Current Planning Section

Location: 411 Dunsmuir Street
Phone: (250) 755-4429
Email: planning@nanaimo.ca

Rezoning Application Form



Rezoning /
Text Amendment

Temporary Use

Land Use
Contract Discharge

Covenant
Amendment

Applicant Information

Name of Applicant (Contact Person) _____

Title (If Applicable) _____

Company Name (If Applicable) _____

Mailing Address _____

Phone _____ Phone 2 _____

Email Address _____

Preferred Method of Correspondence Email Mail

Property & Owner Information

Civic Address _____

P.I.D. Number _____

Legal Description _____

Name of
Owner _____

Company Officers (If Applicable)

Name _____ Office(s) Held _____

Name _____ Office(s) Held _____

The City will copy the owner(s) on all correspondence,
Therefore please provide an email, or mailing address: _____

Copies of Correspondence

Please indicate any other parties that you would like copied on all correspondence for this application:

Name _____ Contact _____

Name _____ Contact _____

Proposed Amendment

Amendment Request _____

Purpose _____

Application Fees

The following fees must be paid to the City of Nanaimo at the time of application

<input type="checkbox"/> Rezoning Application (Lots under 0.2 hectares)	\$ 1,000
<input type="checkbox"/> Rezoning Application (Lots over 0.2 hectares)	\$ 1,500
<input type="checkbox"/> Zoning Bylaw Text Amendment	\$ 1,000
<input type="checkbox"/> Land Use Contract	\$ 1,000
<input type="checkbox"/> Land Use Contract Discharge	\$ 500
<input type="checkbox"/> Covenant Amendment	\$ 1,000
<input type="checkbox"/> Agriculture Land Reserve Application	\$ 1,000
<input type="checkbox"/> Temporary Use Permit	\$ 500

Application Fee

Please see our website, contact staff, or review the table above to obtain a list of rezoning application fees and determine which fees are applicable.

Please indicate the amount being paid for this application \$ _____

Signature for Rezoning Review

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

Rezoning Application Checklist



Please submit this checklist with your application.

Required Items

- Pre-Application Meeting Date Completed: (_____)
- Application Fee
- Completed Rezoning Application Form
- Certificate of Title and a copy of all Covenants & Charges
- Site Disclosure Statement
- Rezoning Rationale
- Community Amenity Contribution Proposal

Additional Items

Required **Submitted**

- | | | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Appointment of Agent Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Archaeological Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Building Renderings |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Company Search |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Interface Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Servicing Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Management Plan (TMP) |

Please discuss your application with Current Planning Staff to determine which additional requirements apply.

Incomplete applications will not be accepted.

Please be advised that further information may be required as a result of the application review process; therefore, the above lists should not be considered an exhaustive list of requirements.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

Relevant documents and plans must be sealed by the appropriate professionals.

All documents must be provided electronically via cloud link.

Request a cloud link from: Planning.admin@nanaimo.ca

Appointment of Agent Form (1 copy): Required if the applicant is not the registered owner of the subject property.

Archaeological Assessment (1 copy): Please contact the British Columbia Association of Professional Archaeologists for further information.

Certificate of Title and all relevant Covenants (1 copy): Copy of the Certificate of Title or Title Search for subject land(s), and a copy of all relevant covenants, no older than two weeks at the time of application.

Community Amenity Contribution Proposal (1 copy): A written proposal is required indicating how you intend to satisfy the City's [Community Amenity Contribution Policy](#).

Conceptual Building Renderings (1 copy): To illustrate the intended use and scale of the development and/or any other plans identified by staff at the pre-application stage.

Conceptual Site Plan (1 copy): To show general use of the site, potential landscape areas, and tree retention.

Environmental Assessment (1 copy): To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Fire Interface Assessment (1 copy): Identify areas of high risk or potential for fire hazard including assessment and mitigation possibilities.

Geotechnical Report (1 copy): To assess the suitability of the site if land stability problems and/or coal workings are present.

Rezoning Rationale (1 copy): A written explanation that must include (1) description of the surrounding area; (2) purpose of rezoning; and (3) how the application relates to the goals and objectives of the [City Plan](#).

Shadow Study (1 copy): A typical study is undertaken during Equinox at intervals of 9:00 a.m., 12:00 p.m., 3:00 p.m.

Site Disclosure Statement (1 copy) – Required for rezoning, development permit, subdivision, or site alteration permit (soil removal) applications per the Environmental Management Act. Available from the Ministry of Environment. [Consult the Ministry of Environment Site Disclosure Statement](#).

Servicing Report (1 copy): A report indicating the existing and proposed water, sanitary, and storm services.

Traffic Impact Assessment (1 copy): To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Tree Management Plan (1 copy): To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.

Please do not submit this page, this is for your information only