### Overview of the Rezoning Process

#### Prior to Submitting an Application
- **Determine Application Requirements:**
  1. See the Rezoning Application Checklist for a list of base requirements; and
  2. Book a pre-application meeting with Staff to determine other potential items required.
- Prepare application requirements and/or hire the appropriate professional(s).

#### Steps in the Process...

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<th>Step</th>
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| **1** Submit Application | - Only complete applications will be accepted.  
- Signage installed on property. |
| **2** Planning and Transportation Advisory Committee (PTAC) | - Applicant presents application to the Committee.  
- Recommendation provided from Committee. |
| **3** Comprehensive Review | - Staff reviews application (includes sending referrals).  
- Comprehensive letter provided to the applicant regarding the outcome of Staff’s review.  
- Further information or clarification may be requested. |
| **4** Council: 1st & 2nd Readings | - Staff Report and bylaw forwarded to Council for consideration of 1st & 2nd Readings (Council receives report). |
| **5** Public Hearing | - Public hearing fee due.  
- Notification to public occurs.  
- Applicant updates on-site signage.  
- Applicant presents application to Council at the hearing. |
| **6** Council: 3rd Reading | - Council considers 3rd Reading of the bylaw (passing 3rd Reading indicates that Council members are in favour of the application). |
| **7** Legal Documentation (If Necessary) | - Register covenants, right-of-ways, road dedication plans. (Applicant responsible for all legal fees).  
- Bylaw sent to Ministry for approval. |
| **8** Council: 4th Reading (Bylaw Adoption) | - Council considers 4th Reading (adoption) of the bylaw.  
- Rezoning process complete. |
Where You Will Spend Money in the **Rezoning Process**

- Assembling the application submission requirements (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 (DCCs).
- Works and services.

**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 Information**

Planning & Design Section  
Community Safety and Development  
**Location:** 411 Dunsmuir Street  
**Phone:** (250) 755-4460  
**Fax:** (250) 755-4439