

Rezoning Application Checklist



Civic Address: _____

Applicant: _____

Please submit this checklist with your application.

Required	Submitted	
Yes	<input type="checkbox"/>	Pre-Application Meeting with Planning Staff
Yes	<input type="checkbox"/>	Completed Rezoning Application Form
Yes	<input type="checkbox"/>	Copy of Title Search and all relevant Covenants
Yes	<input type="checkbox"/>	Rezoning Rationale
Yes	<input type="checkbox"/>	Site Profile or Contaminated Site Exemption Declaration
Yes	<input type="checkbox"/>	Community Contribution Proposal
Yes	<input type="checkbox"/>	Proposed Site Plan and Development Data
Yes	<input type="checkbox"/>	Application Fee
Yes	<input type="checkbox"/>	Completed Checklist

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	BC Company Summary
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Form
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Tree Management Plan (TMP)
<input type="checkbox"/>	<input type="checkbox"/>	Site Cross Sections
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Shadow Study
<input type="checkbox"/>	<input type="checkbox"/>	Servicing Report
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Archeological Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Fire Interface Assessment

Please discuss your application with Planning & Design 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.

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

Documents and plans will not be accepted if they are bound or stapled.

Plans must be folded.

Certificate of Title or Title Search (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.

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 Official Community Plan.

Site Profile Form (1 copy): Forms and information available at the Ministry of Environment website. If applicable, a Contaminated Site Exemption Declaration form is available on the City of Nanaimo website, under Planning & Design, Publications and Forms.

Community Contribution Proposal (1 copy): A written proposal is required indicating how you intend to satisfy Council's policy – Section 7.3 of the Official Community Plan.

Site Plan (1 full-scale copy / 1 reduced 8.5" x 11" copy): Showing dimensions of all legal property lines, rights-of-way and easements, north arrow, scale, and date of plan. Dimensions and setbacks of proposed and existing buildings. Location, numbering and dimension of all off-street parking. Existing and proposed access points to site. All watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries. Data table on Site Plan summarizing the proposed development including, but not limited to, site area; site coverage; unit count; gross floor area; floor area ratio; building height; amenity area; and parking requirements.

Landscape Plan (1 11" x 17" copy / 1 reduced 8.5" x 11" copy): In accordance with Zoning Bylaw 4500, Part 17 - Landscaping. A detailed plant list and cost estimate are also required.

Tree Management Plan (2 full-scale copies / 1 reduced 11" x 17" 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.

Shadow Study (2 copies): Typical study is undertaken during Equinox at intervals of 9:00 a.m., 12:00 p.m., 3:00 p.m.

Servicing Report (2 copies): A report indicating the existing and proposed water, sanitary, and storm services.

Geotechnical Report (2 copies): To assess the suitability of the site if land stability problems and/or coal workings are present.

Traffic Study (2 copies): 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.

Environmental Assessment (2 copies): To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Archaeological Assessment (2 copies): Please contact the British Columbia Association of Professional Archaeologists for further information.

Fire Interface Assessment (2 copies): Identify areas of high risk or potential for fire hazard including assessment and mitigation possibilities.

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