

# Rezoning Application Guide

## Industrial Developments

The current Official Community Plan (OCP), adopted in 1986, is a statement of broad objectives and policies regarding the form, character and intensity of existing and future land use and servicing requirements for Delta.

If your proposed rezoning application does not comply with the OCP, then an OCP amendment application will be required which may proceed concurrently with your rezoning application.

The “Delta Zoning Bylaw No. 2750, 1977” and Zoning Map complement Delta's Official Community Plan.

The Municipality is divided into designated zones on the Zoning Map which regulate the use of land. If your proposal does not meet the requirements of the “Delta Zoning Bylaw No. 2750, 1977” and Zoning Map then you must submit a Rezoning Application.

*Prior to submitting a formal rezoning application, you are advised to discuss your proposal with the Community Planning and Development Department.*

### **Application Requirements:**

If the application is found to be incomplete by the Community Planning and Development Department staff, it will be returned to the applicant. The following must be submitted with the application:

- Completed application form, signed by the registered owner(s), together with a Project Information Sheet. These forms are available at the Community Planning and Development Department counter.
- Application fee and Public Hearing Fee (all required legal fees, due later in the process, must also be paid by the applicant).
- If applicable, written authority for an agent to act on behalf of the registered owner(s) of the subject property.
- A Municipal Tax Certificate and Title Search dated no more than five business days prior to the date of the application.
- Written brief including a description of the present and intended use of the site and reasons/rationale for the proposal including benefits to the community.
- Location Map.
- Site plan at a scale appropriate to the development with all dimensions fully legible, to include:
  - Existing buildings in relation to legal boundaries;
  - Existing significant trees greater than 20 cm;
  - Geodetic elevation;
  - North arrow;
  - Drawing scale;
  - Road widening, if applicable;
  - Parking stalls;
  - Loading bays;
  - Turning radius for on-site circulation;
  - Open space/landscape areas; and
  - Existing land uses adjacent to the subject property.
- Reduced plans of the proposal, on 8 ½” x 11” format (Photographic Mechanical Transfers preferred) which is readable must be submitted for report and document purposes.



**Application Fee:**

Application Type	Processing Fee*	Public Hearing Fee (Refundable)	Total Fee
1.6 Industrial a) Subdivision	\$2,000 plus \$50/lot	\$800	\$2,800 Base
b) Without Subdivision	\$2,000 plus \$50/1,000 m <sup>2</sup> of site area	\$800	\$2,800 Base

\*This portion of the fee is refunded only if the application is not referred to a Public Hearing.

**Processing Procedures:**

- Following receipt of a satisfactory application and payment of the necessary fees, the application will be acknowledged in writing.
- The applicant must erect a sign on the subject property in accordance with municipal specifications (attached) not more than 10 days after submitting the rezoning application, to advise the public of the proposed rezoning.
- The public notice sign must be removed not later than 10 days following the Public Hearing.
- The Community Planning and Development Department will circulate the proposal to other municipal departments, Committees of Council and other agencies, where necessary. Most multiple family and commercial applications will be referred to the Design Panel for comment.
- Prior to or after receiving comments, staff may contact you to discuss any issues which arise during the review process.
- Upon receipt of all comments a staff report will be submitted to Council with a recommendation.
- The staff report to Council is available to the applicant on the Friday before the Council Meeting and is considered privileged information until it is received by Council at a Regular Meeting.
- Council may either give First and Second Readings to the Zoning Amendment Bylaw or may refer, table or refuse the application for valid reasons.
- After the Zoning Amendment Bylaw receives First and Second Readings, it will be advertised in a local newspaper and a Public Hearing will be held to permit persons whose property may be affected to discuss the application.
- Following the Public Hearing, Council will consider the Zoning Amendment Bylaw for Third Reading.
- There may be a number of requirements to be completed prior to consideration of the Bylaw for Final Adoption and these will be set out in a "Third Reading Letter" to the applicant.
- The rezoning process normally requires approximately three months to complete. Complex and controversial applications and projects that require Provincial involvement (e.g. Ministry of Municipal Affairs, regarding floodproofing regulations and Ministry of Transportation and Highways regarding Access, etc.) may extend the processing time.

**This information is meant as a general guide only and is not regarded as the right to development approval if the above steps indicated are followed. If you have any questions about this rezoning procedure, please contact the Community Planning and Development Department at (604) 946-3380.**

# Public Notice Sign Guidelines

## Required Public Notice Sign Erected On The Subject Property

### Instructions:

1. Sign(s) must be erected on the site not more than 10 days after submitting a development application.
2. Sign(s) must be erected on all property lines, which face onto a public street.
3. Sign(s) must be removed from the site no more than 10 days after the Public Hearing.

### An Example:

Proposed insert application type(s) Application at  
(8.9 cm/3.5 inches)

File No.: LU00 (Text 6.35 cm / 2.5 inches)

Applicant's Name:

Telephone No:

Plan of the Proposed  
Building Site with  
Subdivision, North Arrow  
and Street Names

The purpose of this application is to .  
(Text 3.81 cm / 1.5 inches)

For further information, contact the Community Planning &  
Development Department  
Telephone: 604 946-3380  
Email: [com-pln-dev@corp.delta.bc.ca](mailto:com-pln-dev@corp.delta.bc.ca)

### Required Format:

- Minimum Size: 6 foot width by 4 foot height
- Dark Blue Background with white lettering and a 5.08cm (2 inches) white border
- Map: White background with dark blue highlights.
- Lettering: Block Capitals, with
  - i. headings not less than 8.9cm (3.5 inches) in height,
  - ii. notice copy not less than 6.35cm (2.5 inches) in height,
  - iii. map lettering and project description not less than 3.81cm (1.5 inches) in height.
- Delta Logo: 20.32cm (8 inches) high in white.

# Information Requirements for Rezoning, Development Permit and Development Variance Permit Applications

On occasion, applicants have submitted new information, amended plans or studies after staff have prepared and submitted a report for Council's consideration or after a bylaw is advertised for a Public Hearing. Late submissions may confuse the proceedings and/or all may raise technical, design or legal issues. In some cases, a late submission may jeopardize Public Hearing. In order to avoid this type of situation, please follow the procedures set out below:

1. Applicants must submit complete information to enable staff to thoroughly review an application.
2. A Staff Report will be prepared at the conclusion of the review process and will only be submitted to Council when all information is received from an applicant.
3. All display materials corresponding to materials contained in the staff report must be received and reviewed by staff not less than 2 weeks before a Public Hearing.
  - (a) Required display materials include:
    - Reduced 8 ½" x 11" fully dimensioned drawings
    - Development program
  - (b) Supplementary display materials may be required, including:
    - A model
    - Perspective sketch
    - Other information upon Delta's request
4. Once the staff report and/or bylaw has been submitted to Council, "late" information, drawings, or supplementary reports submitted by an applicant may result in the following:
  - (a) For Council Meetings:

If new material may complicate or confuse Council's deliberations at a Council Meeting, the Staff Report will be pulled from the Agenda.
  - (b) For Public Hearings:

If new material could jeopardize the Public Hearing or complicate or confuse the proceedings, the Bylaw(s) will be withdrawn from the Public Hearing Agenda.

# Project Information Sheet

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

1. Size and Number of Dwelling Units (*If applicable*): \_\_\_\_\_

2. Gross Floor Area (*Except Single Family Residential*): \_\_\_\_\_

3. Unit Density Permitted: \_\_\_\_\_ Proposed: \_\_\_\_\_

4. Site Coverage Including Building Coverage: \_\_\_\_\_

Parking Coverage: \_\_\_\_\_ Combined Coverage: \_\_\_\_\_

5. Front Setback Requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_

6. Rear Setback Requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_

7. Side Setback Requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_

8. Side Setback on Flanking Street:  
Requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_

9. Building Height Limitation: \_\_\_\_\_ Proposed: \_\_\_\_\_

10. Parking Spaces Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

11. Loading Spaces Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

12. Handicapped Spaces Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

13. Taxi Spaces Provided: \_\_\_\_\_

14. Amenity Areas Provided: \_\_\_\_\_ Private  
(Total Number) (Number & Description) : \_\_\_\_\_  
Common: Public:  
(Number & Description) (Number & Description) \_\_\_\_\_

15. Landscaped Area Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

# Standard Rezoning Application Process Chart

