



ZONING AMENDMENT APPLICATION GUIDE

What is Zoning?

Zoning is a tool used by municipalities that guides development to minimize conflict between different land uses, and implement the objectives and policies of the Official Community Plan (OCP). This is done by dividing the City into different areas, or *zones*, and regulating what can be built in each zone. These regulations can include:

- Permitted uses on a property
- Building size
- Building setbacks
- Lot coverage
- Density of units
- (in a multi-unit building)
- Parking requirements
- Landscaping requirements

Information about how your property is zoned and the regulations that apply to it are found within the City's [Zoning Bylaw](#). Within this bylaw, the [Zoning Map](#) provides the zoning of each property.

When is a Zoning Amendment Required?

Before any property can be developed (e.g. by constructing a new building, or by changing the land use), the owner should first check the current zoning regulations for that property.

If a property owner or developer proposes to develop the property in a way that is outside the use or density provisions of a particular zone (i.e.; proposing a multi-unit condo building in a single family zone), a Zoning Amendment is necessary as it is considered a change in land use and/or allowable density. A zoning Amendment requires the approval of Council and is a formal process that includes a Public Hearing, which gives the community an opportunity to provide input.

For a Zoning Amendment to be considered by Council, it must be demonstrated that the amendment is supported by objectives, goals, and policies contained within the OCP. For example, an amendment for an industrial use within a single family neighborhood zone would not be supported. If an amendment is not supported by the OCP, Council would not be able to support the amendment to the Zoning Bylaw. In that case, an applicant could propose an amendment to the OCP, which is a separate process. For more information on OCP amendments, please contact the Planning Department.

Prior to Application:

Zoning Amendments should be well-planned prior to application to ensure the efficiency of the process. Prior to considering an application to rezone a property, a meeting with Staff is required. During this meeting, Staff will be able to discuss the scope of the project and provide you with a range of goals and policies within the [Official Community Plan](#) which must be considered, a timeline of when items need to be submitted, and determine whether a [Development Permit](#) and [Building Permit](#) are also required. It is recommended that the following steps be taken prior to meeting with staff:


- Review the [Official Community Plan](#) to determine in which Development Permit Area (DPA) your property is located and which Guidelines apply;
- Review the [Zoning Bylaw](#), specifically, the General Regulations, Permitted Uses, and Development Regulations that apply to your property;
- Review the [Works and Services Bylaw](#) and contact the Public Works Department for information on existing services; and
- Consult with neighbours, community groups, or anyone else that may potentially be impacted by the development.

Submitting a Zoning Amendment Application:

To submit a Zoning Amendment, you will need to provide a completed [Zoning Amendment Application](#) form, as well as provide all relevant information required. Failure to provide required information may result in delays to the application process.

Once an Application is Submitted:


After a completed application is submitted, the following steps are undertaken before the DP is issued:

- **1 Initial Review by Development Services Department**

The Development Services Department circulates the application among appropriate departments and agencies for an initial review. Once this review is complete and comments and requirements are received, a comprehensive letter containing this necessary information will be provided to the applicant. Staff may recommend that the applicant hold a public meeting to inform the community of the project.
- **2 Committee of the Whole Review**

At the first opportunity, Staff will present your application to the [Committee of the Whole](#). The Committee will discuss the project and provide a recommendation to Council.
- **3 City Council Review**

Following the presentation to the Committee of the Whole, Staff will present your application at a [Council meeting](#) and provide the Committee of the Whole's recommendation. Should Council choose to support the application they may give 1st and 2nd reading to the bylaw and direct Staff to prepare the application to proceed to a Public Hearing.
- **4 Public Hearing**

The [Public Hearing](#) is an opportunity for the community to provide comments and feedback directly to Council. At this meeting Council listens to the views provided by members of the public.
- **5 Final Decision**

Council gives consideration to the information, policy analysis and recommendation provided by Staff, the recommendation provided by the Committee of the Whole, and input from the Public Hearing to make a decision to give 3rd reading. After the 3rd reading, the application and bylaw may proceed to the next Council meeting where Council may provide 4th and final adoption of the bylaw. If the Zoning Amendment Bylaw is adopted by Council, the future use of the property must conform with the newly adopted zoning regulations.

Additional Information

If you would like to submit a Zoning Amendment Application or would like more information about land use and development, please contact the Planning Department at developmentsservices@duncan.ca or 250-746-6126.