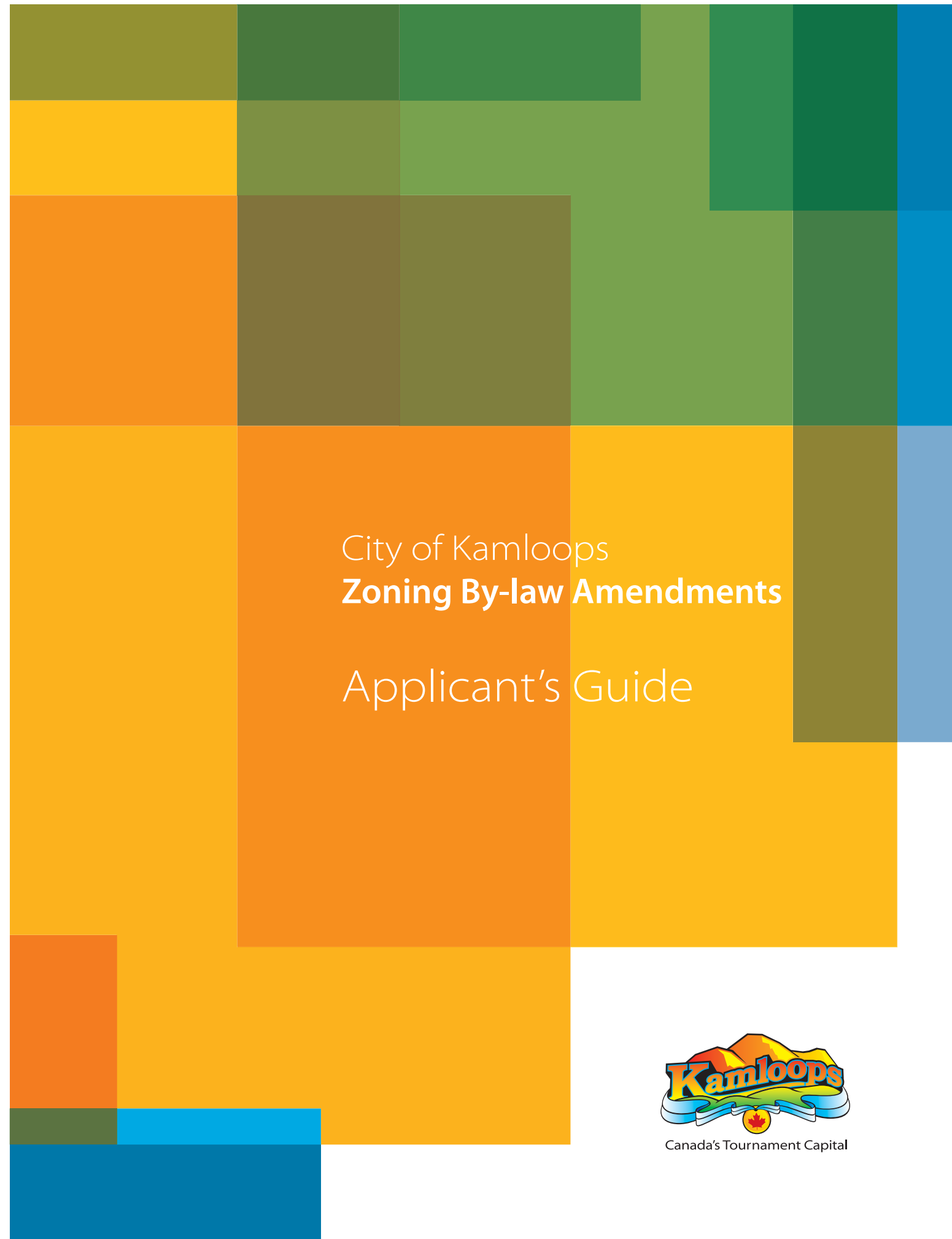
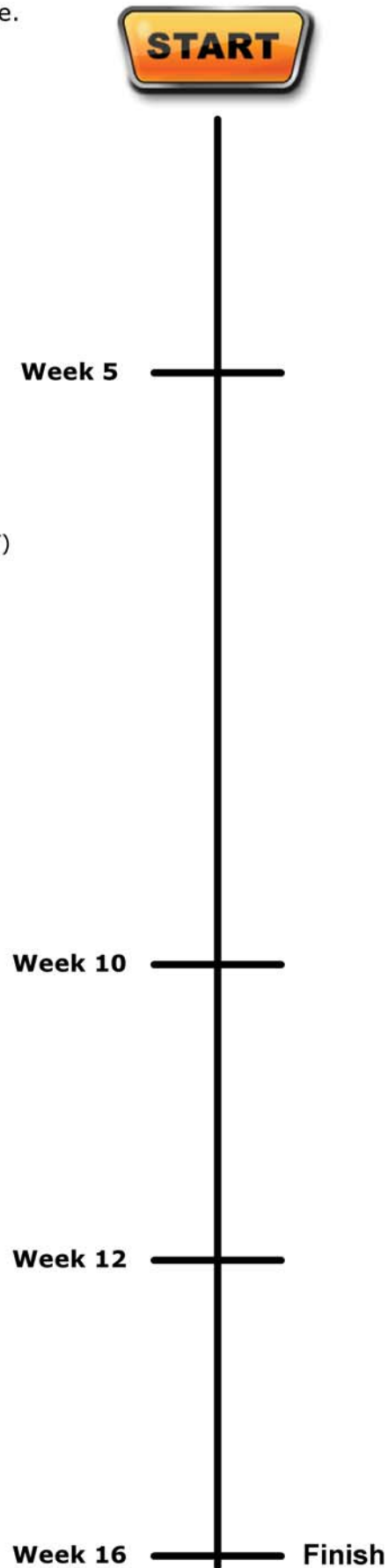


Rezoning Process and Timeline

The major stages of the rezoning process and approximate timing are shown below. It is important to note that the complexity of rezoning requests has a direct effect upon the processing time. Processing begins only when an application is deemed complete.



The City's Zoning By-law regulates land use within the City of Kamloops. Copies of the by-law may be obtained from the Development and Engineering Services Department, 105 Seymour Street.

Any landowner or person having the written authorization of the landowner may apply to amend the Zoning By-law (rezone a property, add a site specific permitted use, or increase the maximum density permitted in a zone).

Applications are made to the Development and Engineering Services Department on the prescribed forms. Zoning By-law amendments must be approved by City Council and require a Public Hearing. The approval of the Ministry of Transportation (MOT) may also be required.

1 Pre-application Meeting

You are encouraged to discuss your development proposal with Development and Engineering Services Department staff to assess the feasibility of a proposed rezoning before making a formal application.

2 Submission of Application

Complete the application form and submit it, along with the required **application fee (\$1,500)**^{1,2}, State of Title Certificate (available from the Land Title Office), site plan, property owner's authorization, site profile (required by the provincial Waste Management Act) and other information as required to support the application. You are required to post a rezoning sign on the subject property within ten days of the date of your rezoning application.

3 Installation of Rezoning Sign(s)

Once you have submitted a complete rezoning application, you are required to install a Rezoning Information Sign along each road frontage on your property to notify other property owners and residents in the area of your plans. The sign must meet municipal requirements and the text must be approved by Development and Engineering Services Department staff. Your application will not be processed until this sign has been installed on the property.

4 Technical Review/Project Evaluation Team (PET)

The Development and Engineering Services Department coordinates the technical review of your application with other City Departments (Engineering, Fire, Building, Utilities) and outside agencies (e.g. hydro, telephone, gas, and Ministry of Environment). The Development and Engineering Services Department may require you to provide additional information during this review period.

5 Report to Council/Council Consideration

A report to City Council is prepared by the Development and Engineering Services Department providing background information and a recommendation on the application. Depending on the complexity of your application, **this usually requires 8-12 weeks (from application date to initial Council consideration)**. City Council either authorizes a Public Hearing to consider amending the Zoning By-law or denies the application. If denied, you may appear as a delegation before Council within 30 days and request that the application be reconsidered.

¹ A \$700 fee will be refunded if the application does not proceed to initial City Council consideration. A \$500 fee will be refunded if the application does not proceed to Public Hearing.

² The required application fee will be doubled should development proceed either prior to or without an approved rezoning.

If a Public Hearing is authorized, the date and place of the Public Hearing is published in the local newspaper, notice is given to surrounding property owners and tenants within 100 m of the subject property (400 m in rural areas), and a Public Hearing Notice sign is installed on the subject property. A minimum of ten days is required from Council consideration to the Public Hearing.

6 Public Hearing

On the day of the Public Hearing, the by-law amending the Zoning By-law is introduced and given first and second readings by City Council. Public Hearings are usually held at 7:00 p.m. on Tuesday evenings. You are expected to be in attendance and to identify yourself to City Council. Be prepared to describe your proposal and to answer any questions Council may have. Remember you are asking Council to change the City's Zoning By-law for your benefit. The purpose of the Public Hearing is for Council to determine if your request has any positive or negative impacts on the surrounding neighbourhood. You are encouraged to address neighbourhood concerns prior to the Public Hearing. Following the Public Hearing, Council may give third reading to the amending by-law or defeat it.³

7 Third Reading of Rezoning

Following the Public Hearing, Council reviews all the input and may either:

- approve the request;
- approve the request with conditions;
- table the request pending clarification of specific issues; or
- deny the request. In this event, an appeal process is available to an applicant.

This step typically occurs the same evening immediately following the Public Hearing.

Note: Any by-law involving property within 800 m of a provincial highway requires the approval of Ministry of Transportation (MOT) prior to adoption. This approval usually requires four weeks. You are encouraged to contact MOT early in the rezoning process if the zoning amendment requires MOT approval.

8 Final Approval/By-law Adoption

Where approval is not required from MOT, City Council may adopt the by-law immediately following the Public Hearing. Similarly, when MOT approval is received, the by-law is adopted by City Council. You will be notified upon adoption of the Zoning By-law amendment.

Visit www.kamloops.ca for a detailed look at the Rezoning Process.

For additional information, please contact:

Development and Engineering Services Department

105 Seymour Street, Kamloops, BC, V2C 2C6

Telephone: 250-828-3561 Fax 250-828-7848

Email: develop@kamloops.ca

³ If the by-law is defeated, you may appear as a delegation before Council within 30 days and request that the by-law be reconsidered. If, as a result of your appeal, Council authorizes a second Public Hearing, a fee of \$800 applies. If Council does not reconsider the by-law, another application for rezoning may not be submitted for six months unless the waiting period is waived by an affirmative vote of two-thirds of all City Council members.