

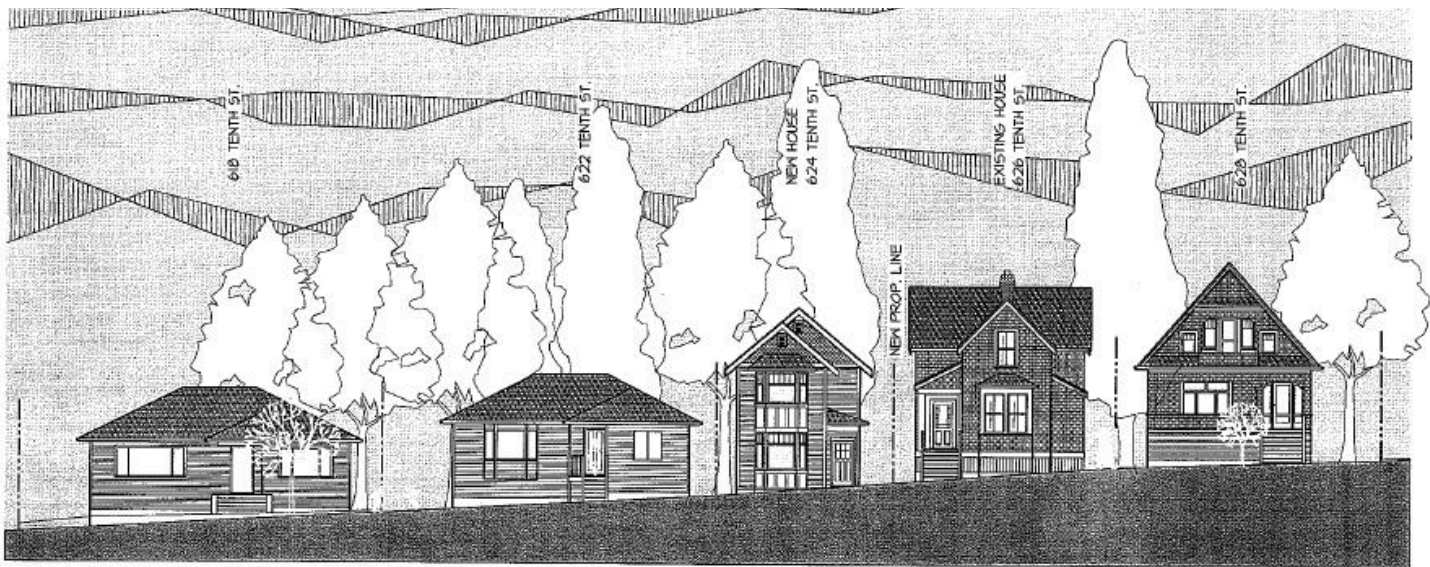
Following is a brief summary of the steps commonly associated with a rezoning application for a single detached dwelling property from either (RS-1) or (NR-1) to either (RS-5) or (NR-5) for the purpose of subdividing and creating an additional lot.

This list should not be considered a full explanation of the rezoning process, which is contained in the document *Rezoning Applications: General Guide* and is available at Development Services, Planning Division's offices in the basement of City Hall, 511 Royal Avenue, New Westminster, BC V3L 1H9 as well as on the City's web site (www.newwestcity.ca).

The rezoning process allows both the City and the community to analyze the potential influences that a development may have including impacts on surrounding land use, compliance with existing City policies and compliance with Official Community Plan designations.

Step	Comments	Date
1. Submit a proposed site plan and front elevation drawings to the Planning Office.	Materials will be reviewed by Planning staff at their weekly Development Meeting. If the proposal includes demolition of an existing pre-1950 house, please refer to the <i>Review Procedures for Pre-1950 Buildings</i> handout. Staff will decide whether or not the Planning office will support the application.	
2. Complete an application (at the front counter), pay the application fees (currently \$1,731, including \$865.50 Public Hearing fee) and submit other relevant materials.		
3. Planner will prepare and submit to Council a Preliminary Report advising Council of the receipt of the application.	This is an information report. A recommendation for Council is not included in it.	

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STREETSCAPE VIEW
SCALE: 1/8" = 1'-0"

Step	Comments	Date
<p>4. Applicant will arrange to present the proposal to the local residents' association (RA) and to notify all residents within 100 ft/ 30 m of the subject property. For this presentation the applicant should provide a street-scape drawing, which will include the front facades of the proposed houses plus the existing houses on either side of the site (example above). For a corner site, a drawing of the facade facing the side street is also required.</p>	<p>The Planner working with the applicant will later obtain confirmation from the RA that the application has been presented to them.</p>	
<p>5. Applicant will contact sign company regarding erecting a Notice of Application sign at the property and advise Planner of which Advisory Planning Commission (APC) meeting he/she will present the proposal.</p>	<p>The rezoning sign must be erected and all application materials for the APC submitted no later than two weeks before the APC meeting.</p>	
<p>6. Applicant presents the proposal to the APC (a computer with PowerPoint and a projector are available with advance notice).</p>	<p>The Planner will prepare a report, in advance of the meeting, explaining the proposal for APC members. At the meeting APC members will ask questions of the Planner and receive comments or questions from members of the public in attendance. At the end of the presentation, APC members will vote to either support the application or not. As APC is only a recommending body the application may continue at the applicant's request even if APC votes to not support it.</p>	

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Step	Comments	Date
7. The Planner will submit to Council a rezoning bylaw and a report asking Council to consider giving the bylaw First and Second readings. A copy of the APC's Minutes and recommendation is also submitted to Council at the same meeting.	If Council gives the bylaw First and Second readings then the Clerk will set a date for a Public Hearing, which will usually be approximately a month in the future. If Council does not give First and Second readings the application is terminated. The \$857 Public Hearing fee that was included in the original application fees will be refunded to the applicant.	
8. The Clerk sends out notices (and advertises in the local newspaper) that a Public Hearing will be held on a specific date.	Notices are sent to residents within 100 ft/ 30 m as well as all Resident's Associations and the School Board.	
9. The Public Hearing is usually held at 7:00 PM on the advertised date. A Public Hearing Statement prepared by the Planner, briefly summarizing the application and staff's recommendation to either give or not give Third Reading to the bylaw, is read out by the Director of Development Services.	Anybody who wishes to speak about the application (including the applicant) may do so. If any written correspondence has been received by the Clerk it will be received by Council at this hearing. Staff recommends that the applicant attend this meeting.	
10. After the Public Hearing has concluded Council will vote on Third Reading of the rezoning bylaw.	If Third Reading is not given that is usually the end of the process for the applicant.	
11. If Third Reading is given the applicant completes all preliminary requirements as per the Engineering Department.	Completing all Engineering requirements will often take several weeks.	
12. Engineering submits a memo to the Planner advising that it has no objection to the adoption of the rezoning.		
13. The Planner submits a brief memo to the Clerk, along with the above memo from Engineering, asking that the rezoning bylaw be brought forward at the next available Council meeting for adoption.		



Step	Comments	Date
14. Council gives Fourth Reading to the rezoning bylaw.		
15. If there is a subdivision associated with the application, the applicant must now work with the Engineering Department to satisfy all its requirements in order to get formal approval of the subdivision.	If the applicant has not received a Preliminary Application Review (PAR - to check zoning requirements) for his proposed houses, that should be done at this time. Submit the PAR application in the Planning office.	
16. Once the subdivision has been approved and the new lots are formally created (i.e. registered at the Land Title Office), the applicant can make Building Permit (BP) applications for the new houses.	The PAR should be completed and marked "OK for Planning Approval" before the BP application can be made. If a secondary suite is to be included in any of the houses, a Secondary Suites Design Standards form must also be submitted to the Planning office.	

For more information:
 Development Services Department
 604.527.4532