

7. If the subject parcel is within 800m of a controlled access highway, the amending bylaw must be approved by the Ministry of Transportation and Infrastructure.
8. Should Ministry of Transportation and Infrastructure approval be received, the Regional Board may consider adoption of the bylaw.

An adopted bylaw is then signed and dated. and the amended zone goes into effect immediately.

9. If a Zoning Amendment application is approved to allow subdivision an additional application to the Ministry of Transportation and Infrastructure is required for their approval. This is the technical side of the subdivision project, where access, roads, water supply and sewage disposal are considered.

ESTIMATED TIME FRAME

The amendment application process will take a minimum of four months.

This time estimate may be affected by other factors. The Regional Board may request further information and other approvals may be required prior to final consideration and possible adoption by the Regional Board.

FEES

Basic Fee	\$900
Zoning Bylaw Amendment	\$900
Official Community Plan and Zoning Amendment combined	\$1200

Making an application does not guarantee approval. The Regional Board makes their decision based on input from Development Services Administration, technical agencies and the public.




**REGIONAL DISTRICT
of Fraser-Fort George**

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**REGIONAL DISTRICT
of Fraser-Fort George**

Development Services
Planning



**Zoning
Amendment**

ZONING INFORMATION

A **Zoning Amendment** is necessary when circumstances are such that a proposed land use, or proposed subdivision does not fit the existing bylaw requirements. If the subject property is within the Agricultural Land Reserve, other approvals may be required first.



Requirements for a Zoning Amendment

1. A **completed** application form signed by all registered property owners. If the application is not signed by the owner, a completed Agent Authorization form or letter from the owner authorizing someone to act on their behalf is required.
2. Application Fee
3. Proof of ownership document (i.e. Tax Notice, Certificate of Title, etc.).
 - a) If the owner is registered as a corporation, a copy of corporate registry search or certificate of incorporation, including a list of current directors, dated no more than seven days prior to the date of the application, and the application form must be signed by the authorized representative(s) of the corporation

4. For changes to the permitted land uses, include a diagram which shows the following:
 - a) Location of proposed development with building dimensions and setbacks, including roads.
 - b) Siting of existing dwelling, sheds, garages, other outbuildings and physical features of the property.To amend a designation to allow subdivision, include the proposed subdivision layout including approximate dimensions of proposed lots, and location of roads, utilities, and physical features of the property.
5. Photographs of the property are also helpful, but not required.



Review Process

1. A draft report is prepared by Planning Services, including technical information regarding the subject parcel and information supplied by the applicant. Diagrams showing parcel location and the proposal are added.
2. The draft report is sent to various Government and Technical Agencies (such as Ministry of Transportation and Infrastructure, Ministry of Agriculture etc.) for comment.

3. An updated report is taken to the Regional Board including the comments received from all agencies. Applicants receive a copy of the staff report for their information.
4. Depending upon the complexity of the proposal, the matter may go before the Board once or twice before a draft bylaw is authorized and receives first reading and authorization is given to hold a public hearing.
5. The public hearing is scheduled:
 - a) A Notification of Application sign must be erected on the parcel a minimum of 14 days before the start of the public hearing. Please see Sign Pamphlet for further information on the sign requirements.
 - b) A notice stating the intent of the bylaw and the time and place of the hearing is delivered to landowners within a minimum of 200m (600 ft) of the subject parcel.
 - c) A similar notice is also published in two consecutive issues of the local newspaper.
 - d) Those who believe they have an interest in the application can express their comments by either submitting a letter or addressing the hearing in person.
6. If the public hearing is not held at a Regional Board Meeting, a report is written to the Regional Board including the minutes of the public hearing. With this information, and the details of the application, the Regional Board makes a decision regarding the application.
 - a) Any substantial changes made to the bylaw will require an amended second reading and an additional public hearing, prior to consideration at the Regional Board meeting for third reading and possible adoption.