

REZONING APPLICATION PROCESS

PROCESS STAGE	NOTES	IS THIS STAGE A PUBLIC INPUT OPPORTUNITY?
1 applicant submits initial proposal to staff; staff review, provide feedback & direction	this is just a proposal at this point, not a formal application	×
2 applicant revises plans accordingly & resubmits as many times as staff require		×
3 applicant hosts preliminary public information meeting	public input is provided to applicant; District staff are in attendance to observe public input and answer questions related to District regulations	✓
4 applicant revises proposal based on public input and submits a formal application to staff; staff then review revised application and consult appropriate advisory body for review (<i>Design Review Committee, Advisory Committee on Disability Issues, etc.</i>)		×
5 applicant hosts a public meeting to receive further feedback on formal application	this is an optional step depending on scale of proposal, level of public interest, etc.	✓
6 staff prepare report for Council consideration and either: recommend application proceeds to public hearing OR be rejected	this recommendation is based on existing bylaws and policies; staff are obligated to prepare a package for Council to consider, regardless of the recommendation	×
7 Council either sends to public hearing (first reading) OR Council sends back/defers	this is the first time Council considers the application	×
8 applicant hosts public information meeting	public input is provided to applicant; District staff are in attendance to observe public input and answer questions related to District regulations	✓
9 District issues public hearing notification	notification is via: letters delivered 100 metres from site, newspaper ads & web postings	×
10 PUBLIC HEARING OCCURS	at this stage, all public input is presented to Council for their consideration	✓
11 Council considers application & requests changes if desired		×
12 Council gives second & third readings OR Council refuses application		×
13 applicant fulfills any conditions requested by Council		×
14 adoption of application IF Council approves		

UPDATED: SEPTEMBER, 2019