

Rezoning Application Process

Step 1 | Posting the Development Application Sign

Signage installed at the parcel boundary completed.

Step 2 | Public Referrals for Comment

A report will be prepared by staff summarizing the rezoning application. The report will be referred out to the Area D Advisory Planning Committee, Cowichan Estuary Environmental Management Plan Committee (CEEMP) and government agencies for comment. The applicant is invited to attend an APC meeting to discuss the proposal or answer questions. I will notify you once a date has been set.

Step 3 | Electoral Area Services Committee meeting

A staff report will be prepared for the Electoral Area Services Committee (EASC) based on the findings from the site review, research, APC motion, CEEMP motion, and comments received from the government agencies. The EASC is composed of the electoral area members of the Regional Board of Directors. The EASC recommends to the Regional Board on whether the rezoning application should proceed to a public process, be rejected, or be referred back to staff for further information, amendment or clarification. The applicant is strongly advised to attend the EASC meeting and to answer questions posed by the Committee.

Step 4 | Regional Board meeting

The Regional Board will review the EASC motion, and pass a resolution that either:

- ◇ Tables the rezoning application pending additional information;
- ◇ Denies the application; or
- ◇ Hold first and second readings, and confirm the requirement for a public hearing or public notification process.

Step 5 | Public Hearing Notification

Notices need to be drafted and distributed to affected parties. Ten days waiting period then needs to be provided before a public hearing can be held.

Step 6 | Public Hearing meeting

Public hearings are designed to allow the public to make comments and recommendations to the CVRD respecting the rezoning application. They are usually held in a public facility located within the community where the rezoning is proposed. At a public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard, or to present written submissions respecting matters contained in the bylaw. Public hearings are advertised in local newspapers and, in most cases, notices are also delivered or mailed to adjacent residents and land owners. The Board generally delegates three Board members to the hearing. They then report the views expressed at the hearing to the Regional Board, usually at the next regular Board meeting.

Step 7 | Regional Board meeting

The Regional Board will consider the public hearing report and minutes, prior to determining whether to pass third reading or deny the application. Rezoning applications that pass third reading are often subject to a variety of conditions. Examples include the application of best management practices or engineering standards, provision of amenities, parkland dedication, and other measures, to ensure a high quality development that best benefits both the community and the applicant. In such cases, fourth and final reading will occur only after these specific conditions are met.

Step 8 | Fourth Reading

If conditions are set, and all conditions are met, the Board may pass fourth reading (or final adoption) of the proposed zoning amendment bylaw. At this point, the subject property has then been successfully rezoned.