



REGIONAL DISTRICT
of Fraser-Fort George

Development Services



ZONING AMENDMENT

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, with Contaminated Sites waiver form, signed by all owners of the property. If the application is not signed by the owner, a completed Agent Authorization form or a letter from the owner authorizing someone to act on their behalf is required, or if owned by a registered company, by all listed authorizing signing directors.
2. 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
3. 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.
4. Photographs of the property are also helpful, but not required.
5. Application Fee.

REVIEW PROCESS

1. A draft report is prepared by, 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 District 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 may be erected on the parcel a minimum of 14 days before the start of the public hearing. Please see *Notification Signs 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. All 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.

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6. If the public hearing is not held at a Regional District Board Meeting, a report is written to the Regional District Board including the minutes of the public hearing. With this information, and the details of the application, the Regional District 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 District Board meeting for third reading and possible adoption.
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 District 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 bylaw 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, sewage disposal and other development requirements 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 District Board may request further information and other approvals may be required prior to final consideration and possible adoption by the Regional District Board.



FEES

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

Making an application does not guarantee approval. The decision rests with the Regional District Board.

This information has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this information and the relevant bylaws and/or applicable codes arises, such bylaws and/or codes shall be the legal authority.

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