



REZONING APPLICATION/APPROVAL PROCESS

In this brochure:

- What is Zoning and why it is needed;
- An overview of the Rezoning Application / Approval process; and
- Where to obtain additional information.

This brochure is a general guide to the rezoning process in the City of Langley. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

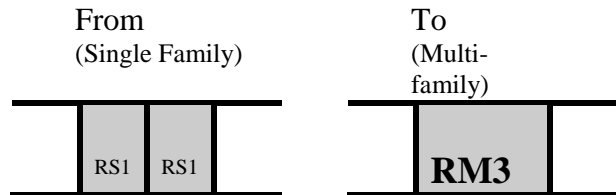
What is Zoning?

Every property in the City of Langley has been assigned to a zoning category. Zoning regulates the permitted uses, building setbacks, height and densities allowed on a given property. Generally speaking, the purpose of zoning is to ensure that certain types of land uses are located in appropriate areas. The City of Langley has several different zones that regulate residential, commercial, industrial and other land uses. Zoning Bylaw, 1996, No. 2100 specifies the development regulations for each zoning category and is available at the Development Services Department.

When is Rezoning Necessary?

Rezoning is the process of changing the zoning category of a property.

Before any development takes place on a property, whether it be constructing new buildings or changing the types of activities that occur on the property, you should first check the existing zoning regulations for that property. If the existing zoning does not permit the proposed development, the property owner (or agent of the property owner) will have to apply to the City of Langley for a change in the zoning category of that property:

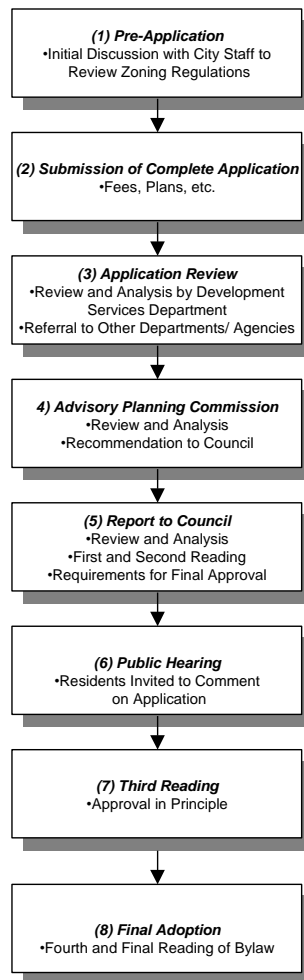


The Rezoning Application/ Approval Process

1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with city staff to identify any plans, policies and regulations that may apply:

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- *Official Community Plan (OCP) & Zoning Bylaw*

Check the OCP map for the designation of your property and the types of land uses allowed within that designation. Check the Zoning Bylaw to find out the regulations for the existing and proposed zoning of your property (lot sizes, density, etc.).

- *Engineering Services*

Generally, all developments must be provided with adequate services for sanitary sewerage and stormwater disposal, water, roads, sidewalks and streetlights at the developer's cost.

Check with the Engineering Department to see if the required services are available, or whether additional services are required.

2. Submission of Complete Application

When you are ready to proceed, complete a rezoning application form (available in the Development Services Department). All rezoning applications must be accompanied by:

- The name(s) and address(es) of the property owner(s). If the applicant is applying on behalf of the property owner(s), a letter of authorization

must be signed by the property owner(s) and submitted with the rezoning application;

- The civic address and legal description of the subject property;
- The current and proposed zoning for the property;
- A description of the proposed development;
- State of Title Certificate;
- Completed Sustainability Checklist.

3. Application Review

A member of the Development Services Department will co-ordinate the review of your application. It will be circulated to a number of municipal departments (e.g. Engineering) and relevant outside agencies (e.g. Ministry of Transportation). During this process, you may be asked for clarification, additional information or plan revisions.

4. Advisory Planning Commission

Your proposal may first be considered by the Advisory Planning Commission (APC), a ten-member group appointed by Council to provide advice on development applications and planning issues. APC meetings are usually held on the second Wednesday of every month at City Hall. You or your agent will be expected to attend the meeting to make a brief presentation and answer questions.

A recommendation from the APC will be submitted to Council along with your proposal. Council is not obligated to follow the recommendation of the Commission, but will consider it carefully.

5. Report to Council

The Development Services Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Regular Council meeting. These meetings are usually held every second Monday and are open to the public. At this meeting, Council will decide whether to deny the application, grant 1st and 2nd reading or raise additional conditions or requirements to be met by the applicant.

6. Public Hearing

All rezoning applications are subject to a statutory Public Hearing held before City Council in Council Chambers. The owners of all properties located within 100 metres of the subject property are formally notified of the Public Hearing and notices are placed in the local paper. However, any person who deems their interests may be affected by the development proposal has the opportunity to express their concerns to Council. You or your representative should attend the Public Hearing and be prepared to respond to any questions.

The Public Hearing is the last opportunity for Council to receive input from the applicant or the public before making a final decision on the application.

7. Third Reading

Following the Public Hearing, usually at the same Regular Council meeting held later in the evening, Council will consider granting third reading to the rezoning Bylaw.

8. Final Adoption

When all of the pre-requisites have been satisfied, the rezoning Bylaw is submitted to Council for final approval (4th reading). If the majority of Council members are satisfied that the development proposal is beneficial to the community, and that all legal requirements and conditions are met, Council may vote in favour of Final Approval for your application. You will be notified in writing of the outcome.

Costs Involved in Obtaining Approval for a Rezoning

The rezoning applicant is responsible to pay for the following costs (where applicable):

- Application fee;
- Off-site engineering costs; and
- Consultant fees (engineers/architects/solicitors/planners, etc. are sometimes hired for large projects).

Timetable for the Rezoning Application / Approval Process

The length of the rezoning application / approval process is dependent upon the complexity of the project and the preparedness of the applicant. The average duration is 2 - 3 months, however, this may vary if external agency approval is required.

Departments / Agencies Involved in the Rezoning Application / Approval Process

There are several City departments and external agencies that may be involved with a given rezoning application:

- Development Services Department;
- Engineering Department;
- Fire Department;
- Langley RCMP;
- Parks and Recreation Department;
- Administration/Clerk's Department;
- School District No. 35;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Department of Fisheries & Oceans;
- Metro Vancouver.

For further information

This brochure is intended to serve only as a general guide to the rezoning process. Please consult the *Local Government Act* and the City of Langley Zoning Bylaw for definitive requirements and procedures. For more specific information please contact us at:

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