



REZONING/ZONING BYLAW TEXT AMENDMENT PROCESS

Planning Department-Development Services Division
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ZONING IN GENERAL: Zoning is in place to designate specific *permitted uses* of land. Every property in the city falls into a designated zoning district. The zone outlines what uses can be operated on the property as well as outlines development regulations for buildings and structures. Applications can be made to either change the zoning of a property (rezoning application) or change the wording of the zoning bylaw to allow a use in a zone that may not currently be permitted (text amendment application). All changes to the zoning bylaw are done through Council with public notification statutorily required.

PRIOR TO APPLICATION: It is the applicant's responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or wildfire hazard analysis is the requirement of the applicant and their consulting professionals. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior to detailed plans being prepared.**

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| 1 | SUBMIT APPLICATION Only complete applications will be accepted. Once the application is deemed complete and the application fee has been submitted, the application will be assigned to a Planner for review. | START | 4 | DECISION PROCESS Once an application is at a point where the file manager will make a recommendation for Council to support the application or support the application with conditions, the file manager will submit a report for Council's consideration and a Bylaw is created and given first reading. | WEEKS 4-8 |
| 2 | REFERRAL PERIOD All zoning applications are referred to the Technical Planning Committee and external agencies as required. The TPC members and outside agencies are given the opportunity to comment on the application to identify any issues that may come up as part of the development process. | WEEKS 1-2 | 5 | PUBLIC NOTIFICATION Once a Bylaw is given first and second reading, all owners and residents of property within a 30m radius of the subject property are required to be notified of the application and provided with the opportunity to express support or otherwise at a Public Hearing. A sign to be posted on the property and notification in the newspaper is also required. | WEEKS 4-8 |
| 3 | COMPREHENSIVE REVIEW AND APPLICANT CONSULTATION Once the file manager has received comments from the Technical Planning Committee and any external agencies, a more comprehensive review of the project is undertaken. The file manager will correspond with the applicant to address any outstanding issues required to be dealt with to bring the application up to a level that staff can support. The applicant may be required to upgrade drawings and re-work the application to address staff's concerns. | WEEKS 1-4 | 6 | COUNCIL CONSIDERATION After the Public Hearing, Council will decide on whether to deny the application or give the Bylaw a third reading with conditions, or third reading and adoption. If conditions are given, the applicant must complete all of the conditions outlined in Council's resolution. Once the conditions are complete, the application will be scheduled at the earliest available Council | WEEKS 6-8 |

PLEASE NOTE:

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department.
- Partial refunds on applications are given if an application is retracted prior to Council consideration.