

Last revised: April 2026

Zoning Bylaw Amendment Guide

What is a Zoning Bylaw Amendment?

A Zoning Bylaw Amendment is a type of application that is required when a property owner wants to develop their property with a use or density that is not allowed under the current Zoning Bylaw. For example, allowing a commercial use in a residential area.

What is the Application Process?

Zoning Bylaw Amendment Application Process	
Step 1: Pre-Application Meeting	Before applying, it is recommended a pre-application meeting be booked with a Planner to discuss the application. More information here .
Step 2: Submit Application	Applications can be submitted to planning@penticton.ca . Once a complete application is made an application fee invoice will be provided. After the application fee has been paid, the application will be assigned to a Planner for review. Application forms can be found here .
Step 3: Referral Period	The application is referred to the City's Technical Planning Committee (TPC) (internal staff from various City departments) to review the application against relevant bylaws and policies. Meetings are held biweekly.
Step 4: Comments to Applicant	After the TPC meeting the Planner will compile the comments received into a TPC Outcome Letter and provide them to the applicant. The TPC Outcome Letter may include comments that need to be addressed before the application can proceed further.
Step 5: Notice of First Reading	If the zoning bylaw amendment is for a residential development meeting the requirements in s.464(3) of the Local Government Act , a public hearing must not be held and instead notice is provided to property owners and occupants within 100m of the subject property before Council considers First Reading.
Step 6: First Reading	At a Regular Council Meeting, Council will consider first reading of the zoning bylaw amendment. Each reading is passed by a resolution of Council. Council may choose to deny or approve readings or make changes to the proposed zoning bylaw amendment at each reading.
Step 7: Public Hearing	If the application requires a public hearing (not required for residential developments mentioned above), the applicant must post a public notice sign on the property at least 10 days before the hearing. Notice will also be mailed out to property owners and occupants within 100m of the subject property. At the public hearing, residents and the applicant are provided an opportunity to provide comments to Council.
Step 8: Second & Third Reading	After the Public Hearing, Council will decide whether to give second and third reading to the zoning bylaw amendment. Third reading may be given with conditions that need to be addressed before the zoning bylaw amendment can be scheduled for adoption (ex: signing of the bylaw by the

	Ministry of Transportation and Transit if the proposal is within 800m of a highway). Conditions (if applicable) must be addressed within 2 years, or an application will be closed.
Step 9: Adoption	Once any required conditions have been addressed, Council will consider adoption of the zoning bylaw amendment at a Council Meeting. Should Council choose to adopt the zoning bylaw amendment, the application is approved.

Note: Processing times vary depending on the complexity of the project and the volume of applications being considered by the Planning Department.

Have questions? We're here to help. Please contact the Planning Department at 250-490-2501 or planning@penticton.ca for more information.