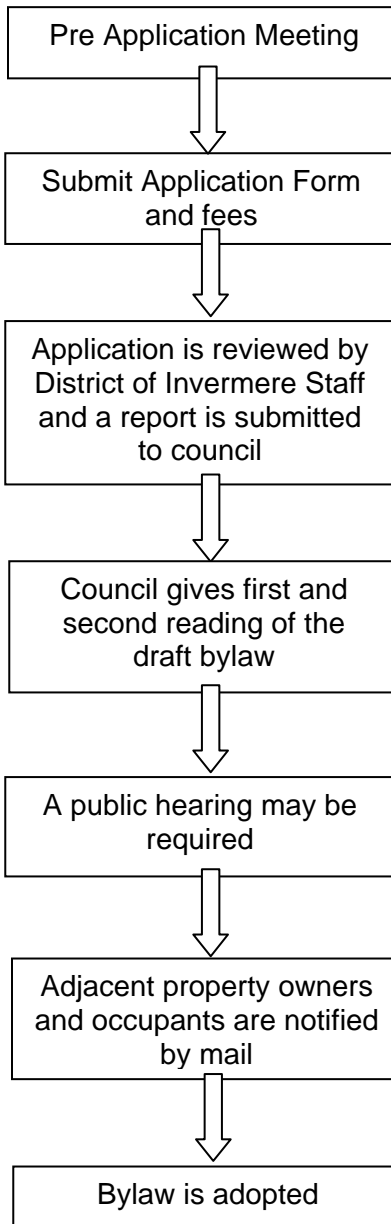




Your Guide to

Rezoning



Understand what's involved in your Rezoning Application
Read our [6 Steps to Rezoning](#)

In this brochure:

- What is Rezoning and when is it necessary?
- An overview of the Rezoning application and approval processes
- Where to obtain additional information you may require

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

Zoning and Rezoning

When is it necessary?

The District of Invermere is divided into over 20 zones. The ***District of Invermere Zoning Bylaw 1145, 2002*** determines what purpose and area can be used for, and outline allowable density, lot coverage, lot size, setbacks, building height, off-street parking requirements, landscaping, and other criteria for each zone. When land is proposed for a ***purpose*** or ***density*** that is not permitted under the land's current zone, rezoning becomes necessary.

Looking to develop?

The District of Invermere welcomes new developments that contribute to and benefit our growing community. We will take the time to work with you to ensure you get the information and resources you need for your application.

Please check out some of these important resources before submitting your application. Then call us and we'll work together on the next steps.

- **Invermere Official Community Plan (OCP):** Determine whether your property is located in a Development Permit Area. This plan sets out objectives for land use, servicing and the form and character of development.
- **Zoning Bylaw 1145, 2002:** Determine whether your proposed use is permitted within the zoning bylaw for your land. If not, a rezoning application, Development Variance Permit (DVP), or OCP amendment may be necessary.

How long will the application process take?

Because every project is unique, no definitive timeline can be provided. Factors that influence the speed of processing are the complexity of the project, the number of applications already in progress, and your ability to provide necessary information.

Simple applications may take several months, while complex applications involving a Development Permit and Servicing Agreement may take much longer to finalize. Approvals required from outside agencies such as Transportation and Highways and Fisheries and Oceans may also extend this process.

Generally speaking, you can expedite the process by providing as much information about your proposal as possible, discussing it with Development Services Staff; and employing consultants like planners, architects, engineers, landscape architect, and surveyors.

How much will it cost?

A standard rezoning application costs \$650 plus the costs of advertising.

A zoning bylaw text amendment is \$1000 plus the costs of advertising

STEP 1:

Schedule a Pre-Application Meeting

- Call **250.342.9281** to schedule your meeting with Development Services Staff
- This meeting determines how District policies and plans might affect your proposal. We'll review an outline of the process you'll need to follow, and give you an understanding of the potential involvement of other government agencies.
- Following this meeting you will know what applications need to be made and have a general idea of your timeline. The District will provide you with additional comments and concerns regarding works and services, which can assist you in determining the feasibility of your project.
- One person (either you or a member of your design team) should be assigned the task of coordinating the application process. The submission of complete, high quality plans, will assist in the successful and timely consideration of the Rezoning Application.
- If your project will involve signage of *any kind*, discuss it with staff at this meeting. All signage in the District must comply with the Sign Bylaw and a signage permit is required.
- If a landscape plan is required for your proposal, you will be informed of the requirements at the pre-meeting in Step One. (See sections 26-30 and 33-36 of Bylaw No. 1165, 2003 for detailed information about what may be required as part of your landscape plan).

Please note: information obtained in your meeting should not be used as a basis for making financial or other commitments without first obtaining you own advice

STEP 2:

Complete and Submit the APPLICATION FORM

- The Application Form details all items that must be included in your application depending on the type of application you are making.
- Ensure that the application fee is submitted together with the completed application form. A guide is enclosed in the development application form to help you estimate your fees. Other costs will be determined once your application is submitted
- If appropriate, please include a written statement describing the proposal.
- The District of Invermere will *not* process incomplete applications

STEP 3:

Circulation and Review of APPLICATION and PREPARATION OF STAFF REPORT

- The Director of Development Services will report on your application to Council, with reference to the relevant planning policies, and will then notify you as to the date and time that council will review your application, the proposed staff recommendation, and a summary of the proposed conditions which may be attached to your permit.
- The Director of Development Services will also inform you and Council if the application has been referred to the Planning Committee or other agencies, and will include the recommendations and comments received to date.

STEP 4:

Council's FIRST & SECOND READINGS of the draft bylaw

- Where the Council agrees to give further consideration of your application, staff will prepare and submit to Council a zoning amendment bylaw for reading.
- Council may render a number of decisions at this time, including:
 - They may **refuse to give reading to the draft bylaw** (process stops here – application is rejected)
 - They may **require that a public hearing be held**, and will set a date for the Hearing and for the third and final reading of the draft bylaw
 - They may **waive the public hearing requirement** and will set a date for the third and final reading of the draft bylaw

STEP 5:

If a PUBLIC HEARING is required

- A minimum of 10 days prior to the **Public Hearing**, notices will be mailed to all property owners and tenants within 100 meters of your property. Notices will also be placed in 2 consecutive issues of a local newspaper. You are responsible for the costs of advertising associated with your application.
- At the public hearing you are given the opportunity to present a summary of your proposal, and the public is also welcome to present their concerns and comments at that time.
- The public hearing is the last opportunity for Council to receive input from you or the public before making a final decision on the bylaw. Council is *not permitted* to receive or consider any further representations on the bylaw unless another public hearing is held.

At a regular council meeting following the public hearing, Council considers the input provided at the Public Hearing, and decides to either:

- Allow the application to proceed by giving the bylaw third reading;
- Require that the bylaw or development plans be amended; or
- Deny the application

Should Council decide to allow the application to proceed to adoption, additional steps may be required, including:

- Preparation and approval of site servicing drawings (by a professional engineer)
- Completion of a development agreement and associated securities and fees
- Filing of section 219 covenants, property consolidation, road dedication, rights-of-way, survey plans etc...
- Approvals from external agencies

STEP 5:

If the **PUBLIC HEARING** requirement is *waived*

- In accordance with section 890 of the *Local Government Act*, a Council may waive the requirement for a public hearing on a rezoning application if the application is consistent with the Official Community Plan.
- A minimum of 10 days prior to the **third and final reading**, notices will be mailed to all property owners and tenants within 100 meters of your property. Notices will also be published in 2 consecutive issues of a local newspaper. You are responsible for the costs of advertising related to your application.

At a regular council meeting, Council will consider all public input received regarding your application, and decide to either:

- Allow the application to proceed by giving the bylaw a third and final reading;
- Require that the bylaw or development plans be amended; or
- Deny the application

Should Council decide to allow the application to proceed to adoption, additional steps may be required, including:

- Preparation and approval of site servicing drawings (by a professional engineer)
- Completion of a development agreement and associated securities and fees
- Filing of section 219 covenants, property consolidation, road dedication, rights-of-way, survey plans etc...
- Approvals from external agencies

STEP 6:

Bylaw ADOPTION

When all development issues have been resolved and approvals granted, the bylaw will be forwarded to Council for adoption. After the Council meeting a letter confirming Council's decision will be mailed to you.

What's the Next Step?

Apply for a **DEVELOPMENT PERMIT, SUBDIVISION PERMIT, BUILDING PERMIT** and/or a **SIGN PERMIT**

Development Permits

- If your property is located in a Development Permit Area, you will need to apply for a Development Permit (see our Guide to Development Permits)

Subdivision and/or Lot Consolidation

- If you wish to subdivide your property following a zoning bylaw amendment, you will need to apply for a permit to subdivide (see our Guide to Subdivision)

Building Permits

- Following the issuance of the development permit, you may apply to the Development Services Department for a Building Permit. In addition to BC Building Code requirements, the specific conditions of the Development Permit must also be satisfied prior to the issuance of a Building Permit. Site work may not begin until the Development Permit and Building permit have been issued. If you have questions or concerns, please contact the District of Invermere at **250.342.9281** to arrange a pre-construction meeting. Also note that, where required, Development Cost Charges (DCCs) must be paid prior to issuance of a Building Permit.

Signage Permits

- In order to maintain a high quality aesthetic character and form in the District of Invermere, Council has established a Sign Bylaw (No. 1044, 2001) which clearly details the permitted visual and dimensional characteristics and location of signs within the municipality.
- You **must** obtain a Sign Permit in order to legally place a sign on your property or business. Development Services Staff will discuss sign regulations with you at your pre-meeting (Step 1).

Questions?

We've got answers!

We are here to help make this process as smooth as possible. If you have questions about the *Development Permit Process*, please contact the District Office at:

District of Invermere

914 – 8th Avenue

PO Box 339

Invermere, BC V0A 1K0

Phone: 250.342.9281

Fax: 250.342.2934

This brochure is not a legal document. Any contradiction, dispute or difference between the brochure and applicable District of Invermere By laws, plans, policies, or guidelines will be resolved by deference to the bylaws or other official documents