

Rezoning Application Fee Schedule

- Residential Rezoning <2.0 hectares (4.94 acres) - \$300
- Residential Rezoning >2.0 hectares (4.94 acres) - \$500 + \$2/0.1 hectare of the total site (ie. 7 hectares = \$640)
- Cottage & Seasonal, or Vacation Rental Rezoning—\$750
- Agriculture, Forest, Small Holdings, Guesthouse, or Duplex Rezoning—\$1000
- Commercial, Industrial, Multi-family, Institutional—\$2500
- Text Amendment (to change or add a permitted use)—\$1000
- Temporary Commercial or Industrial Use Permit (similar to a rezoning application procedure)—\$300
- Public Hearing—\$500

Community growth needs to work for everyone!



Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

Phone: 250-720-2700
Fax: 250-723-1327
E-mail: mailbox@acrd.bc.ca
Website: www.acrd.bc.ca

REZONING PROCEDURE

Alberni-Clayoquot Regional District





What is zoning?

In March of 1973, the Alberni-Clayoquot Regional District (ACRD) adopted Bylaw No. 15 “Alberni-Clayoquot Zoning By-law 1971” which in effect, applied land use zoning to all lands within the Regional District’s boundary excluding the City of Port Alberni and the Districts of Tofino and Ucluelet. As outlined in the bylaw, there are numerous zoning districts that allow for a large variety of uses and development.

As communities expand, grow and change, permitted land uses often require amendment to accommodate positive development. That is when a rezoning application is considered and/or put forward. These amendments to zoning can be required to accommodate a proposed use or facilitate a subdivision proposal.

It is crucial that all rezoning proposals be reviewed and considered thoroughly to ensure:

- compliance with every applicable regulation; and
- the end result is a positive enhancement to the community and is beneficial to its residents.

The following procedure outlines the basic steps of the rezoning process. Each application is unique and has the potential for various requirements to be satisfied prior to completion and adoption. It is recommended that all property owners who are considering development of property consult with the ACRD Planning Department prior to application in order to identify any additional steps that may be required.

PROCEDURE:

1. Make an application. An **Application for Development** form can be obtained from the ACRD office and/or online. Payment of the applicable fee will be required.
2. Once the fee has been received, the proposal will be reviewed by the Planning Department. A report is prepared and will include recommendations and requirements as well as compliance with all relevant regulations. A specific zoning amendment bylaw is also prepared.
3. The documentation package (including report, application documents, and bylaw) will be submitted to the electoral area Advisory Planning Commission (APC) and Director for their review. The APC meeting is an informal public meeting of local volunteers who provide their recommendation(s) to the area Director. It is recommended that the applicant attend this meeting.
4. The documentation package is then forwarded to the Regional Board of Directors’ meeting for their consideration. The bylaw is given **first reading** at this meeting.
5. Following first reading, the documentation package is forwarded to all relevant technical agencies (ie. Island Health, Provincial Ministries, First Nations, etc.) along with a referral request for their consideration of the proposal. A **public hearing** is scheduled at this time.
6. The public hearing provides an opportunity for anyone interested and/or affected by the proposal to provide their comments and/or concerns. Notification of the hearing is sent to all owners and occupiers of properties within 200’ of the subject property. Notice of public hearing is posted on the subject property as well as placed as an advertisement in the local newspaper. The hearing is typically chaired by the electoral area Director and is attended by ACRD planning staff along with the applicant. Copies of the technical agency referral responses and any other written correspondence received (related to the proposal) are provided at this meeting.
7. Following public hearing, the Planning Department will prepare a report and minutes of the hearing. These documents along with the bylaw are then forwarded to a second Board meeting where the bylaw will receive **second and third readings**.
8. If applicable, any recommendations and/or requirements must be fulfilled by the applicant prior to the adoption of the bylaw. When all items have been addressed, the bylaw will be forwarded to a third Board meeting where it will be **adopted**.

IMPORTANT! Please Note: If at any stage, the proposal for rezoning is not supported (ie. By the Planning Department, the APC, or the Regional Board), the applicant would be notified immediately and given the opportunity to amend the proposal and/or provide justifi-

