

## Rezoning Application Fees

- Residential or Rural—\$2000 + \$500 per new lot
- Cottage, Seasonal Residential, Vacation Rental—\$3000 + \$500 per new lot
- Guest House or Duplex—\$2000 + \$500 per new lot
- Text Amendment—\$2000
- Commercial, Industrial, Multi-Family or Institutional—\$5000 + \$1000 per hectare
- Comprehensive Minor—\$5000 + \$1000 per hectare
- Comprehensive Major—\$10000 + \$2000 per hectare
- Public Hearing—\$1000 + \$900 advertising and notice

*Community growth needs to work for everyone!*



### ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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## REZONING PROCEDURE





## What is Zoning?

In March 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 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 recommendations 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 or first reading. If the proposal is consistent with the area’s Official Community Plan, the Board can consider waiving the public hearing. If so, the application would proceed with notification as required, then to a second Board meeting for first, second and third readings of the bylaw.
5. Following first reading or first consideration, the documentation package is forwarded to all relevant technical agencies (ie. Island Health, Provincial Ministries, First Nations, etc.) along with a referral request for the input on the proposal. If required, 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 100 metres of the subject property. Notice of public hearing is posted on the subject property as well as placed as 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 the public hearing was waived, the application and all public input received, would proceed to a third meeting for adoption of the bylaw. The Board can choose to hold a public hearing at this stage if public concern has been presented following notification.
9. 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 adopted at a subsequent Board meeting.

**IMPORTANT! Please Note: If at any stage, the proposal is not supported , the applicant would be notified immediately and given the opportunity to amend the proposal and/or provide justification for the proposal as submitted.**

