



WHAT IS ZONING?

Zoning regulates the use and density of land by specifying the siting, size and dimensions of buildings and structures as well as site specific uses. Zoning also establishes and promotes minimum standards for health and safety as well as conveniences. Every property in Revelstoke has a legal zoning classification specifying the types of uses or activities that can take place on that property.

ZONING BYLAW

A [Zoning Bylaw](#) is used as a tool to implement the goals and objectives of the [Official Community Plan \(OCP\)](#). The Zoning Bylaw along with the OCP guide the development of the City of Revelstoke. The Zoning Bylaw establishes zones and regulates the following:

- Area, shape and dimensions of all parcels of land that may be created by subdivisions
- Density
- Permitted uses on any parcel of land within the city
- Siting, sizing and dimensions of buildings, structures, and parking

The [City's Interactive Map](#) identifies the established zones within the City.





WHEN IS A ZONING BYLAW AMENDMENT NEEDED?

A Zoning Bylaw Amendment application is required to change the existing zoning of a property when the land use or density is not consistent with what is permitted in the Zoning Bylaw. Any property owner may apply to amend the Zoning Bylaw to:

- Change the zone of a property;
- Change building form / siting;
- Add or restrict a permitted use to a specific property; and / or
- Increase or decrease the maximum density allowed on a specific property.

There are two types of Zoning Bylaw Amendment applications that can be submitted:

- An amendment to the text of the Zoning Bylaw to add or restrict a permitted use, change development regulations, or alter the text of the bylaw as currently written (referred to as a Zoning Bylaw Text Amendment); and
- An amendment to the Official Zoning Map as contained in the Zoning Bylaw to change the zone of a property (referred to as a Rezoning).

To change a property's zone or amend regulations of the Zoning Bylaw, the applicant should demonstrate that the proposed Zoning Bylaw Amendment aligns with the [City's OCP](#) and benefits the community as a whole. Where a proposed zone does not align with the OCP Land Use Designation (see Section 4.6 of the OCP), an [OCP Amendment](#) is also required. A Zoning Bylaw Amendment application is decided upon by City Council.

PRIOR TO SUBMITTING AN APPLICATION

Applicants should be well informed of the City of Revelstoke's policies and procedures before preparing a Zoning Bylaw Amendment application. Prior to submitting an application, the applicant should consider:

- **[Official Community Plan \(OCP\) – Land Use Designations](#)** – Check the [City's Interactive Map](#) to identify the land use designation of the property and review the types of land uses allowed within that corresponding land use designation. If the Zoning Bylaw Amendment application does not align with the OCP, an OCP amendment must be made before a change to the zoning can occur. Amendment applications (both OCP and Zoning) typically occur concurrently.
- **[Zoning Maps and Zoning Bylaw](#)** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine if the application aligns with the zoning regulations and what might need to be amended.
- **[Development Approval Procedures Bylaw](#)** – Check the Development Application Procedures Bylaw to review the procedures for development in the City including



information on Zoning Bylaw Amendment application process, application extensions, and the referral process.

- **Contact the Development Services Department** – Contact the Development Service department to set up a [pre-application meeting](#) with staff to discuss the proposed development and potential Zoning Bylaw Amendment application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

NOTE: Speaking to a private planning and design consultant can be useful when seeking advice on the type of development you want to undertake and how to maximize the value of the land. The City provides advise on process, applicable planning policy, and application submission requirements whereas a private planning and design consultant can provide advice on drafting development plants that meet the planning policies.



ZONING BYLAW AMENDMENT APPLICATION COSTS

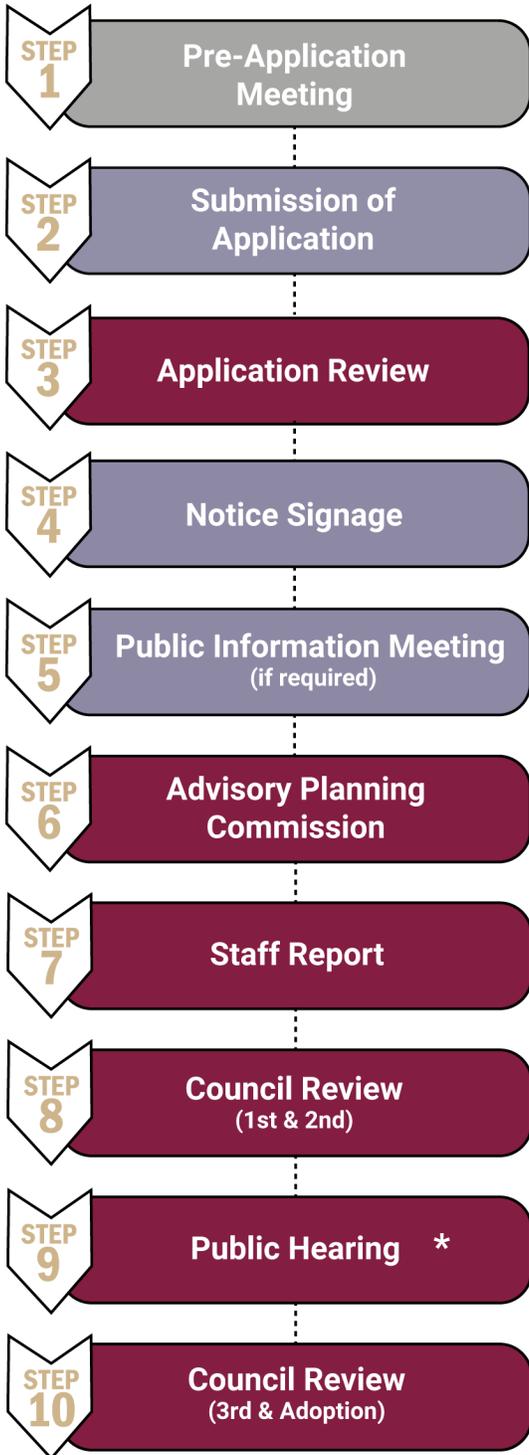
The cost of a Zoning Bylaw Amendment application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Zoning Bylaw Amendment applications may include:

- Actual cost of any third-party professional review of applications.
- Any plans needed to meet the application requirements (i.e. site plan, concepts)
- Public notification fees (i.e. signage, advertising)
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#))
- Professional reports (i.e. geotechnical assessment, servicing reports, planning rationale)
- Off-site requirements (i.e. road improvements, drainage issues)
- Bonding requirements for landscaping and servicing agreements
- Legal fees (i.e. registry, covenants)





ZONING BYLAW AMENDMENT APPLICATION PROCESS



ZONING BYLAW AMENDMENT PROCESSING TIMELINES

The following processing timeline is established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

Zoning Bylaw Amendment Application consistent with the OCP: 3-12 months

Zoning Bylaw Amendment Application NOT consistent with the OCP: 6-12 months

***NOTE:** Zoning Bylaw Amendment applications that align with the OCP are not required to have a Public Hearing unless directed by Council.



Legend

- Applicant & City Responsibility
- Applicant Responsibility
- City Responsibility



DETAILED APPLICATION PROCESS

STEP 1: PRE-APPLICATION MEETING

Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavor to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

STEP 2: SUBMISSION OF APPLICATION

Applicants can submit a [Zoning Bylaw Amendment application form](#) and application fee in-person or electronically to the Development Services Department by emailing development@revelstoke.ca. It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

STEP 3: APPLICATION REVIEW

The Zoning Bylaw Amendment application is reviewed by the Development Services Department, other City departments and external agencies, and the Advisory Planning Commission to provide the applicant with comprehensive feedback on the application. As part of an initial review of the application, Staff will also advise the applicant whether or not a public information meeting is required.

Staff may request revised plans and additional documents from the applicant or the applicant's architect, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

STEP 4: NOTICE SIGNAGE

The applicant is required to post a [notice of application sign](#) on the property to notify other property owners and residents in the area of the application. Signs must be posted within 10 days from the staff member approving the sign mock-up.

STEP 5: PUBLIC INFORMATION MEETING (IF REQUIRED)

Applicants may be required to hold a [public information meeting](#) for Zoning Bylaw Amendment applications. It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The public information meeting is an opportunity for the applicant to get an understanding of the public's position on the application and address any issues early in the process.



STEP 6: ADVISORY PLANNING COMMISSION (APC)

Zoning Bylaw Amendment applications are reviewed by the APC prior to being considered by Council. The APC is an advisory body made up of members of the public appointed by Council. The APC reviews OCP and Zoning Bylaw amendments applications and advises Council of any inconsistencies or major community concerns with the applications. Staff will communicate with the applicant to ensure they are aware of when their application is going to the APC.

STEP 7: STAFF REPORT & AMENDING BYLAW

Once staff have received all feedback from internal and external agencies and completed their review of the application, staff will prepare a report and the amending Bylaw for consideration by Council. The staff report takes into consideration any input received from other staff departments, referral agencies, and applicable regulations in the Zoning Bylaw. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.

***NOTE:** Zoning Bylaw Amendment applications that align with the OCP are not required to have a Public Hearing unless directed by Council. If a Zoning Bylaw Amendment application does not require a Public Hearing, notices will be sent out to the public advising of the date when the application will be considered by Council for First Reading. After the notice period, Council can consider giving First, Second and Third Readings to the Bylaw during the same meeting.



STEP 8: COUNCIL REVIEW (1ST & 2ND)

Council will consider the proposed bylaw and make a decision. If Council is supportive of the amending bylaw, they have the option to give the bylaw First and Second Reading and refer the bylaw to a Public Hearing. If Council is not supportive of the amending bylaw, they may deny the bylaw or direct amendments / revisions to the application. Further amendments would require the applicant to pursue changes as directed by Council.

STEP 9: PUBLIC HEARING

The [Public Hearing process](#) provides the public with the opportunity to speak or provide written submissions regarding the proposed Zoning Bylaw Amendment. The purpose of the Public Hearing is to gather the opinions of the public, which Council will use as additional information to help them in their decision to give Third Reading to the amending bylaw.

STEP 10: COUNCIL REVIEW (3RD & ADOPTION)

If Council continues to be supportive of the bylaw, they have the option to give the amending bylaw Third reading right after the Public Hearing or at a future Council meeting. If Council grants

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Third reading, then staff will prepare a report and the bylaw for Adoption to be presented at a future Council meeting for a final decision.

QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.

Photos provided by [Tourism Revelstoke](#).