

What is Zoning?

Every property in the District of Mission has a zoning classification. Zoning regulates the permitted uses, building setbacks, height and densities allowed on a given property. Generally speaking, the purpose of zoning is to ensure that certain types of land uses are located in appropriate areas. The Zoning Bylaw also specifies development regulations for each zoning category and is available online at www.mission.ca.

When is Rezoning Necessary?

Rezoning is the process of changing the zoning classification of a property. Before any development takes place on a property, whether it be constructing new buildings or changing the types of activities that occur on the property, you should first check the existing zoning regulations for that property. If the proposed development is not permitted by the existing zoning, the property owner (or applicant of the property owner) will have to apply to the District of Mission for a change in the zoning classification of that property; Council approval is required.

How Long Will This Take?

The length of the rezoning application/approval process is dependent upon the complexity of the project. Once all requirements have been met for each step in the process, the file manager will move your application forward to the next step.

APPLICATIONS OR ENQUIRIES SHOULD BE DIRECTED TO:

Development Services – Planning Division
District of Mission
8645 Stave Lake Street
PO Box 20
Mission, BC V2V 4L9

Telephone: (604) 820-3748
Facsimile: (604) 826-7951
Email: planning@mission.ca

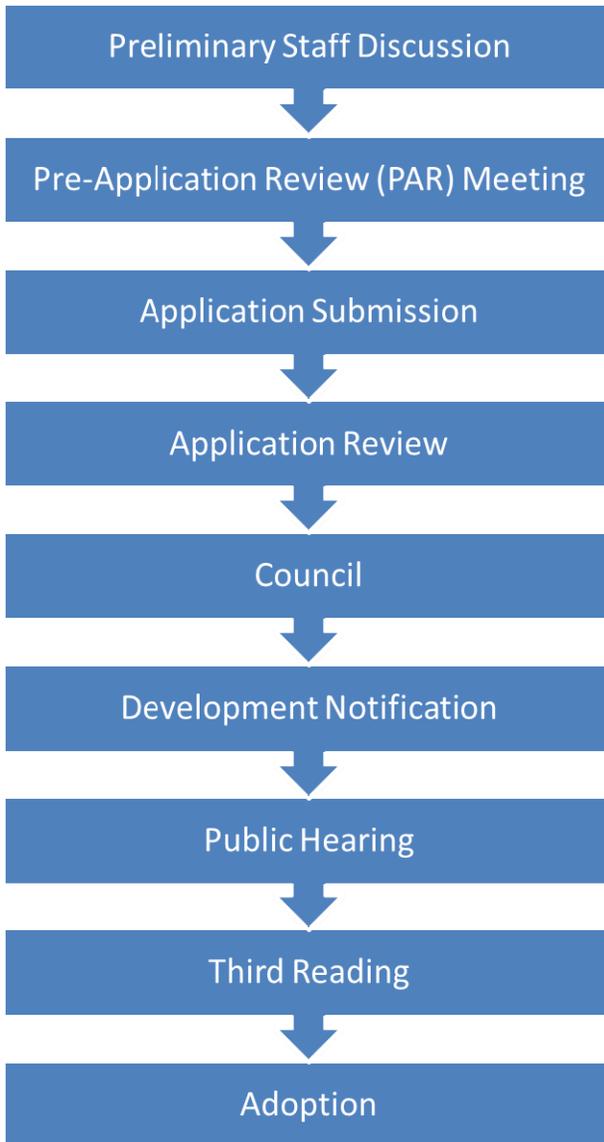
This brochure is a general guide to the rezoning process within the District of Mission. It is provided for your convenience only and is not intended to replace any bylaws, policies or other legal documents. The process for an Official Community Plan bylaw amendment follows the same general process with only minor variations to the process.

DISTRICT OF MISSION

Rezoning Guide



The Rezoning Process



1. Preliminary Staff Discussion

You are strongly encouraged to discuss your development proposal with planning department staff to identify any plans, policies and regulations which may apply. With the assistance of planning department staff, you can gather information from the Official Community Plan, Zoning Bylaw and District of Mission mapping. The more information you are able to gather before submitting an application, the more smoothly the process is likely to proceed.

2. Preliminary Application Review (PAR) Meeting

You are required to attend the Preliminary Application Review Meeting once you have a general development proposal that can be discussed by planning and engineering staff. You will be provided feedback from staff regarding your development proposal and written feedback on your proposal outlining all requirements needed before making full application.

3. Submission of Application

When you are ready to proceed, provide all requirements outlined in the Guide to Land Development (Development Submission Checklist) at the planning department counter.

4. Application Review

A member of the Planning Department will be assigned to your development application and coordinate the review of your application. It may be circulated to a number of municipal departments and relevant outside agencies. During this process you may be asked for clarification, additional information or plan revisions.

5. Report to Council

The Planning Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Committee of the Whole Council meeting. These meetings are usually held the first and third Monday of every month (at 6:00 p.m.) and may be attended by the public. At this meeting, Council will consider the merits of the rezoning application and possibly set a date for the required Public Hearing.

6. Development Notification

Once Council sets a Public Hearing date, the applicant is responsible for having a development notification sign built to District of Mission standards by a professional sign company. The information to be contained on the sign and the specifications of the sign will be sent to the applicant with a letter advising when and where the sign is to be erected on the site.

Additionally, planning department staff will notify, by mail, the owners and occupants of surrounding properties outlining the purpose of the development and when the Public Hearing will be held at City Hall. Additionally, planning department staff will place notices in two consecutive publications of the local paper prior to the Public Hearing.

7. Public Hearing

Any person who deems their interest may be affected by the development proposal has the opportunity to express their concerns to Council. The development proponent (or a representative) should attend the Public Hearing and be prepared to respond to any questions that Council may have regarding the development proposal. The Public Hearing is open to the public; Public Hearings are usually held the first and third Monday of every month at 6:00 p.m. in Council Chambers at City Hall. The Public Hearing is the last opportunity for Council to receive input from the applicant or the public before making a decision on the application.

8. 3rd Reading

Following closure of the Public Hearing or at a subsequent Regular Council meeting, Council will consider granting 3rd reading to the zone amending bylaw. It should be noted that Council and staff make no representations that any reading, except final adoption, should be taken as an indication by the District that your application will be approved and able to proceed.

9. Adoption (4th Reading)

When all of the prerequisites, issues and deficiencies related to the rezoning proposal have been satisfied, the zone amending bylaw is submitted to Council for consideration of adoption (4th reading). Once Council members are satisfied that the development proposal is beneficial to the community, and that all requirements have been met, Council may vote in favour of adoption for your application.

10. Final Development Approval Granted

At this point you are through the Municipal approval process and would likely proceed towards building or marketing your development project.