



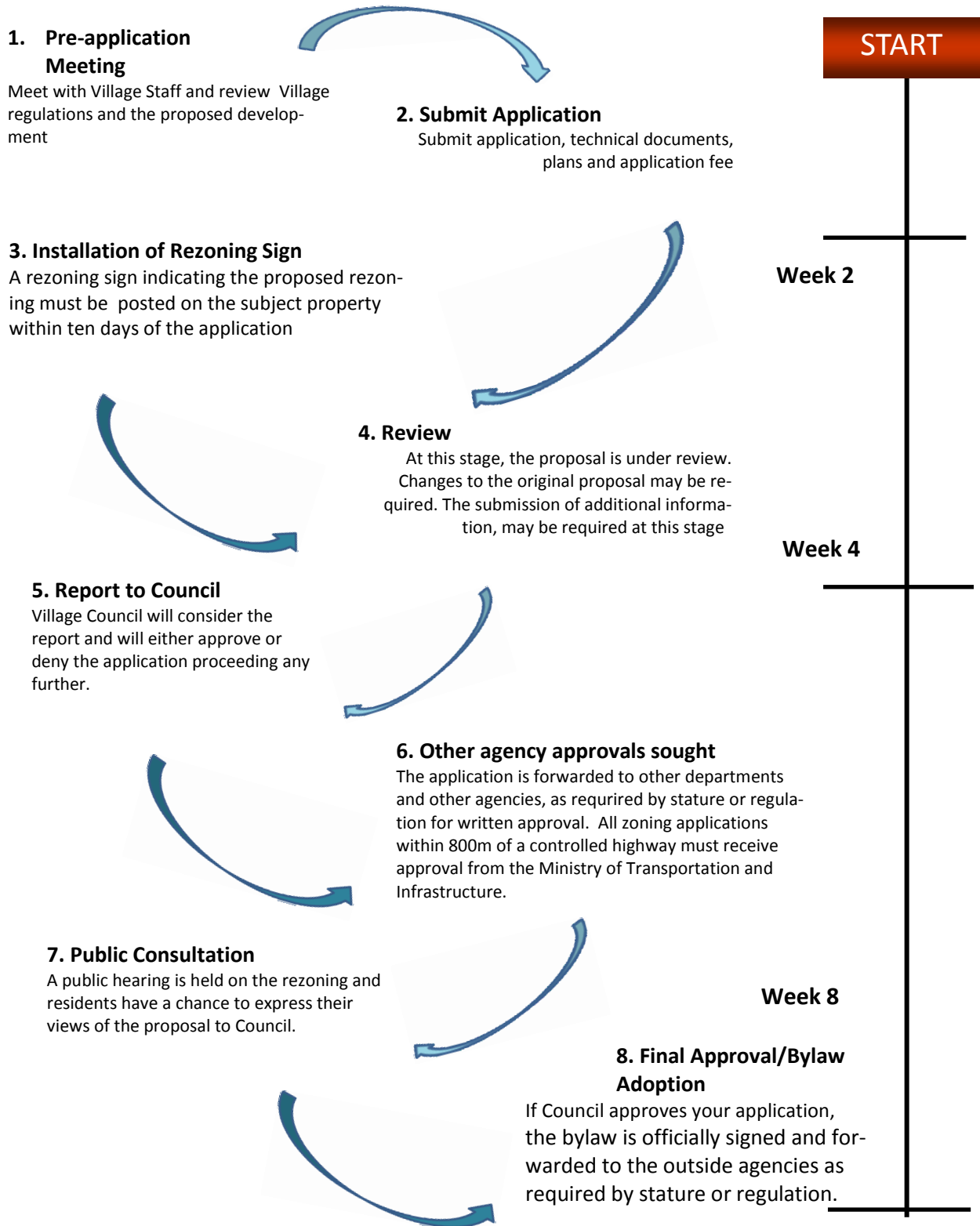
# VILLAGE OF BURNS LAKE



## Zoning Bylaw Amendments

### APPLICANT'S GUIDE

# Zoning Bylaw Amendments Process

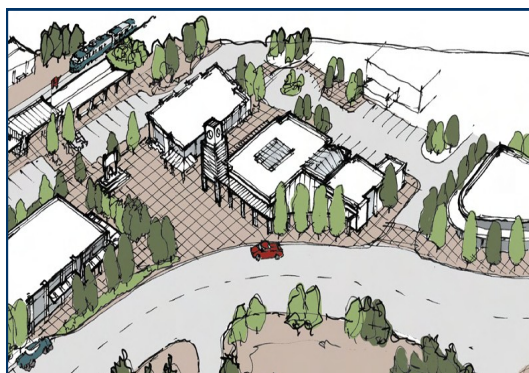
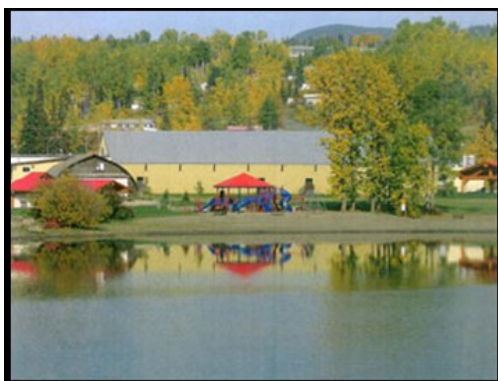


The purpose of Village of Burns Lake Zoning Bylaw is to provide a clear and efficient system of land use regulation for the orderly, economic, beneficial, equitable and environmentally sensitive use, development, and redevelopment of the Village of Burns Lake having regard for the provisions of the Burns Lake Official Community Plan Bylaw No. 879, 2007.

Any landowner or individual who has the written authorization of the landowner may apply to amend the Zoning bylaw (re-zone a property, add a site specific permitted use, or increase the maximum density permitted in a zone).

The Official Community Plan (OCP) is the principal planning document used to guide decisions on future growth and development. An OCP amendment is required when a rezoning application is not consistent with the OCP designation. The rezoning and OCP amendment can occur at the same time.

Applications to amend the Zoning Bylaw can be made to the Village of Burns Lake Development Services Department. Amendments must be approved by Village Council, and require a public hearing. In some instances, the approval of the Ministry of Transportation (MOT) may also be required.



### **1. Pre-application Meeting**

You are encouraged to discuss your development proposal with the Development Services department to assess the feasibility of a proposed re-zoning prior to making a formal application.

### **2. Submission of Application**

Complete the application form and submit it, along with the required application fee (see our fees and charges Bylaw) and other information as required to support the application.

### **3. Installation of Rezoning Sign**

Once you have submitted your application, you are required to install a Rezoning Information Sign on your property to notify other property owners and residents in the area of your plans. The sign must first be approved by the Development Services Department. Your application will not be processed until this sign is installed.

#### **4. Project Review**

The Development Services Department coordinates the technical review of the application with other Village departments and outside agencies as necessary. The Development Services Department may require you to provide additional information during this review period.

#### **5. First Reading**

A report to Village Council is prepared by the Development Services Department providing background information and a recommendation on the application. Application date to Council consideration is about two to six weeks depending on the complexity of the application and is subject to the terms and conditions of the Development Approval Procedures and Notification Bylaw. During the first reading, Village Council will either authorize a date for the public hearing or deny the application at this stage. If the application is denied you may appeal by appearing as a delegation before Council. If Council approves a public hearing, it is publicized in LD News and notice is given to surrounding property owners and tenants. If required by statute or regulation staff will seek written approval from the Ministry of Transportation and Infrastructure (MOTI) or other authorities for the proposed amendment. If the amendment is within 800m of a provincial highway it will require the approval of MOTI.

#### **6. Second Reading**

On the date of the public hearing, the bylaw amending the Zoning bylaw is introduced and given second reading by Village Council. The applicant will be required to explain your proposal and answer any questions that Council may have.

#### **7. Third Reading**

Following the public hearing, typically during the same meeting, Council can choose to:

- Approve the request
- Approve the request with conditions
- Table the request for clarification of specific points
- Deny the request

#### **8. Final Adoption/Bylaw Approval**

At the next meeting of Council the bylaw is officially adopted and signed by Village staff and council. The bylaw amendment is sent to other official agencies for official registration as required by statute or regulation.

#### **For More Information About Development Services in Burns Lake:**

Please visit our website at [www.burnslake.ca](http://www.burnslake.ca) or contact the Village of Burns Lake Development Services Department, PO Box 570, 15-3<sup>rd</sup> Avenue, Burns Lake BC, V0J 1E0  
Phone: (250) 692-7587 Fax: (250) 692-3059