

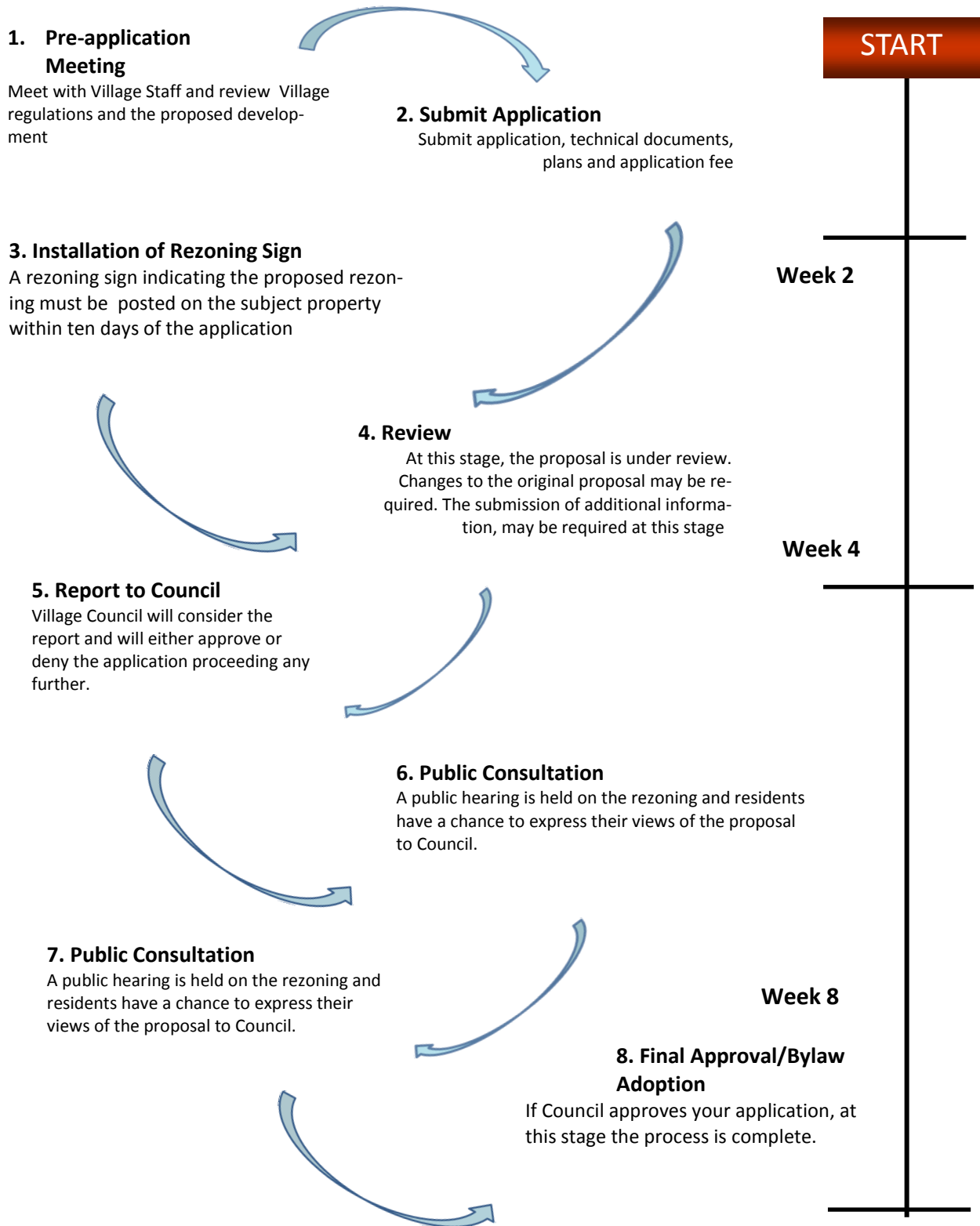


VILLAGE OF BURNS LAKE



Zoning Bylaw Amendments APPLICANT'S GUIDE

Zoning Bylaw Amendments Process

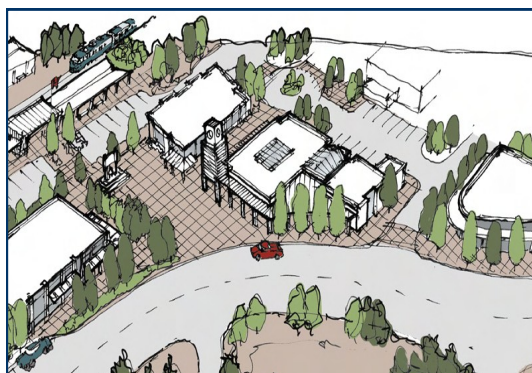


The purpose of Village of Burns Lake Zoning Bylaw is to provide a clear and efficient system of land use regulation for the orderly, economic, beneficial, equitable and environmentally sensitive use, development, and redevelopment of the Village of Burns Lake having regard for the provisions of the Burns 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 (\$300) 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. Report to Council

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. Village Council will either authorize a 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.

6. Public Hearing

On the date of the public hearing, the bylaw amending the Zoning bylaw is introduced and given first and second reading by Village Council. You will be required to explain your proposal and answer any questions that Council may have. Following the public hearing, Council may give third reading to the amending bylaw, or defeat it.

7. Third Reading of Rezoning

Following the public hearing, Council can choose to:

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

This typically occurs the same evening of the Public Hearing. If the amendment is within 800m of a provincial highway it will require the approval of the Ministry of Transportation

8. Final Adoption/Bylaw Approval

For More Information About Development Services in Burns Lake:

Please visit our website at www.burnslake.ca or contact the Village of Burns Lake Development Services Department, PO Box 570, 15-3rd Avenue, Burns Lake BC, V0J 1E0

Phone: (250) 692-7587 Fax: (250) 692-3059