



Regional District of
North Okanagan

Development Application Procedures

Version 1 (June 2007)

A Guide to the Silver Star Rezoning Process



What is rezoning?

A rezoning application is an application that is approved/rejected by the Regional Board [FULL] that may amend or supplement the Zoning Bylaw, it may amend the permitted uses or densities of land prescribed by existing regulations. The Zoning Bylaw may not amend floodplain regulations.

When Do I Need a Zoning Amendment application?

A zoning amendment application is required when the property to be developed is zoned one zone but the applicant wishes to develop according to a different zone in the Bylaw.

Procedure for Rezoning your property

1. Property Owner discusses details of the application with Development Services staff to determine the zoning, and determine if the designation in the Official Community Plan (OCP) needs to be amended as well (which would require a different application) etc. of the subject property and what sections of which zoning bylaws are to be amended.
2. A zoning amendment application form and application fee are submitted to the Regional District office.
An application is made by submitting all required plans and documentation, as

described in detail on the rezoning application form, to the Development Services Department. These requirements may vary, but generally include:

- Certificate of title of the subject property (dated no more than 30 days prior to the date of application submission to ensure ownership and accurate legal description)
 - Description of present and proposed zoning and uses
 - Site plan indicating building (existing and proposed) locations and setbacks from property lines and water courses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions)
3. Development Services staff will review the application and refer it to various agencies (e.g. Ministry of Transportation, Interior Health Authority, etc.) for input.
 4. Development Services staff then prepare a Development Services Information Report (taking into consideration input received from referral agencies).
 5. A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the application will be considered by the Silver Star Services Advisory Committee (SSSAC).

6. If the application is NOT SUPPORTED by the SSSAC, a letter is sent to the applicant advising of the SSSAC's decision that will be forwarded on to the Regional Board [FULL]. If the application is SUPPORTED in principle by the SSSAC, subject to any conditions precedent to bylaw preparation, a Rezoning bylaw is prepared and forwarded to the Regional Board [FULL] for consideration and 1st and 2nd readings.
7. The RB [FULL] will make a decision regarding the application:
 - If the application is NOT SUPPORTED by the RB [FULL], a letter is sent to the applicant advising of the decision.
 - If 1st & 2nd readings are given, a letter is sent to the applicant advising of the RB [FULL]'s decision and advising that a 'Notice of Development' sign must be posted.
 - Once confirmation is received that the 'Notice of Development' sign has been posted, a Public Hearing is advertised and letters are sent to Adjacent Land Owners (ALO's) advising of the proposed rezoning and allowing them an opportunity to speak or to present written submissions at the Public Hearing.
 - If the Public Hearing is NOT FAVOURABLE, the bylaw may have to be amended, a new Public Hearing may be required or the bylaw may be rescinded and the file closed.
 - If the Public Hearing is FAVOURABLE, then the Rezoning bylaw is forwarded to the RB [FULL] for 3rd reading and adoption (NOTE: The bylaw may require Ministry of Transportation approval prior to adoption).
 - If the bylaw is NOT given 3rd reading or if the Ministry of Transportation does NOT APPROVE the bylaw, a letter is sent to the applicant advising that the application has been rejected. All existing readings will then be rescinded and the file closed.
 - If the RB [FULL] ADOPTS the Rezoning bylaw, a letter is then forwarded to the applicant advising that the property has been rezoned.
 - If the RB [FULL] does NOT ADOPT the Rezoning bylaw, a letter is then forwarded to the applicant advising that

the application was rejected and all readings will be rescinded and the file closed.

Information, application forms and questions

Silver Star rezoning application forms are available at the Regional District of North Okanagan office as well as on the website at www.nord.ca. Development Services staff are available to answer questions, and to provide clarification on the rezoning process as it applies to a specific property or application.

Silver Star Zoning Amendment

Timing

The Silver Star rezoning process normally takes four to eight months to complete. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Silver Star Services Advisory Committee and Regional Board meetings, the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

For More

Information

Please direct any further inquiries to:

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