



# City of Richmond

**Rezoning Application**  
Development Applications Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4017

Please submit this completed form to the Zoning Counter located at City Hall. **All materials submitted to the City for a *Rezoning Application* become public property, and therefore, available for public inquiry.**

Please see the attached details on application attachments and non-refundable fees.

**Property Address(es):** \_\_\_\_\_

**Legal Description(s):** \_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Correspondence/Calls to be directed to:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

**Tel. No.:** \_\_\_\_\_ Business \_\_\_\_\_ Residence \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Property Owner(s) Signature(s):** \_\_\_\_\_

If owner is a company, attach Corporate Certificate and Notice of Articles

\_\_\_\_\_ Please print name

or

**Authorized Agent's Signature:** \_\_\_\_\_

Attach Letter of Authorization

\_\_\_\_\_ Please print name

## For Office Use

Date Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

File No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Only assign if application is complete



The following items must be completed and submitted with your *Rezoning Application*:

1. Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.
2. 8 copies of a site plan showing a generalized layout of the proposed use; note those buildings on the site proposed to remain in place, be demolished or relocated on or off the site. Depending on the nature of the application, elevations of all proposed new buildings and structures as well as the location of any other improvements on the land (parking lots, driveways) and surrounding roads and lanes may be required. Where a portion of a parcel is the subject of an application, a plan showing the precise dimensions of the proposed rezoning with distances and bearings is also required.
3. Completed BC Ministry of Environment and Climate Change Strategy Site Disclosure Statement for each property covered in this application ([gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms](http://gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms)).
4. The applicant will be required to undertake a servicing capacity analysis as part of their rezoning application unless otherwise specified by the City. This capacity analysis will assess the infrastructure needs to adequately service the proposed and future developments within the designated drainage, sanitary, and water catchment areas and recommend upgrades as required. This analysis must be completed and approved by City Engineering staff prior to the staff report on the rezoning application being prepared. Any servicing capacity upgrades identified through the servicing analysis are to be provided at the applicant's cost and are currently not eligible for development cost charge credits.
5. City Council, through the enactment of Tree Protection Bylaw 8057, has deemed that trees are an important element of the urban environment. The Tree Protection Bylaw is intended to reduce the unnecessary damage or removal of trees and requires that all trees on sites subject to a rezoning application be addressed during the review process. Also, through the enactment of Floodplain Designation and Protection Bylaw 8205 and associated changes to Richmond Zoning Bylaw 8500, an understanding of existing and proposed grading work is required as part of your rezoning application. To enable staff to assess tree protection and potential issues affected by proposed grading work, a **legal survey**, prepared by a registered BC Land Surveyor, and a preliminary **site plan**, must be submitted with your rezoning application. The legal survey and site plan must include all items indicated in the attached Bulletin entitled *Survey and Site Plan Guidelines* (DEVAPPS-01). A **Certified Arborist's Report** is required as part of your rezoning application submission if there are bylaw-sized trees located on site.

## Fees

The following application fees are required and are **non-refundable**:

Zoning Text Amendment Only	\$2,034.00
Single-Family Housing District (RS) Rezoning:	
• In Compliance With Lot Size Policy	\$2,585.00
• Where No Lot Size Policy Exists	\$2,585.00
• Where a New or Amended Lot Size Policy is Required	\$3,871.00
Site Disclosure Statement Submission Fee	\$ 69.75

Site Specific Zoning District Rezoning:

• Base Fee	\$3,871.00 plus
• Site Disclosure Statement Submission Fee	\$ 69.75
• Residential Development:	
- \$49.75 per dwelling unit for the first 20 dwelling units; and	_____ DU x \$49.75 = \$ _____
- \$25.25 per dwelling unit for each subsequent dwelling unit	_____ DU x \$25.25 = \$ _____
• Non-Residential Building Area:	
- \$32.00 per 100 m <sup>2</sup> (1,076.43 ft <sup>2</sup> ) for the first 1,000 m <sup>2</sup> (10,764.26 ft <sup>2</sup> )	_____ m <sup>2</sup> x \$32.00 = \$ _____
- \$20.00 per 100 m <sup>2</sup> (1,076.43 ft <sup>2</sup> ) thereafter	_____ m <sup>2</sup> x \$20.00 = \$ _____
• <b>TOTAL</b>	<b>= \$ _____</b>

Standard Rezoning (not RS or Site Specific):

• Base Fee	\$2,585.00 plus
• Site Disclosure Statement Submission Fee	\$ 69.75
• Residential Development:	
- \$25.75 per dwelling unit for the first 20 dwelling units; and	_____ DU x \$25.75 = \$ _____
- \$13.75 per dwelling unit for each subsequent dwelling unit	_____ DU x \$13.75 = \$ _____
• Non-Residential Building Area:	
- \$20.00 per 100 m <sup>2</sup> (1,076.43 ft <sup>2</sup> ) for the first 1,000 m <sup>2</sup> (10,764.26 ft <sup>2</sup> )	_____ m <sup>2</sup> x \$20.00 = \$ _____
- \$8.00 per 100 m <sup>2</sup> (1,076.43 ft <sup>2</sup> ) thereafter	_____ m <sup>2</sup> x \$8.00 = \$ _____
• <b>TOTAL</b>	<b>= \$ _____</b>

*Note: Where a Rezoning Application must be submitted to a second or subsequent Public Hearing because of a failure by the applicant to comply with a requirement of the City or because of other actions on the part of the applicant, an additional fee of \$975.00 is required to be paid by the applicant for the second and each subsequent Public Hearing.*

**Additional Information**

Each applicant should review the following information brochures to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire rezoning process.

- *Rezoning*
- *Rezoning Sign Information*
- *Tree Protection Bylaw*



Richmond Zoning Bylaw 8500 requires a *Rezoning Application* to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. Additional material is available from the Development Applications Department with respect to *Rezoning*. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.



Please submit this completed form regarding the existing housing profile as part of the application submission.

## Purpose

The purpose of this form is to obtain information regarding the current status of existing housing on the development site, to assist in determining the impact of the proposed development on existing residents, and to assist in determining the eligibility of the existing dwelling to be considered for Richmond's House Moving and Salvage program.

**Property Address(es):** \_\_\_\_\_

**Current Use(s):**     Single-family     Duplex     Townhouse  
 Other, please specify: \_\_\_\_\_

## Current Status of Existing Housing Units

**Owner Occupied:**     Yes     No  
If yes, please indicate the number of units currently owner occupied: \_\_\_\_\_

**Property Address(es):** \_\_\_\_\_

**Rented:**     Yes     No  
If yes, please indicate the number of units currently rented: \_\_\_\_\_

**Property Address(es):** \_\_\_\_\_

## Existing

**Secondary Suites:**     Yes     No  
If yes, please provide the following information:

**Number of Suites:** \_\_\_\_\_

**Rented:**     Yes     No  
If yes, please indicate the number of suite(s) currently rented: \_\_\_\_\_

**Number of Bedrooms per Suite:** \_\_\_\_\_

**Size of Suite(s):** \_\_\_\_\_

# Eligibility for House Moving and Salvage

## Existing House

Type:

**Crawl Space:**  Yes  No

If yes, are you agreeable to having the City's House Moving and Salvage Program Coordinator contact you about potential participation in the City's House Moving and Salvage Program as an alternative to house demolition?

Yes  No

If yes:

**Contact Person:** \_\_\_\_\_

**Tel. No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Please print name



## Survey & Site Plan Guidelines

**No.: DEVAPPS-01**

**Date: 1997-10-27**

**Revised: 2018-12-20**

### Purpose:

- To inform **all applicants for development applications (i.e. rezonings, subdivisions, development permits etc.)** to submit a **survey and site plan** with the application. *Site survey requirements for areas designated as Environmentally Sensitive are different and applicants should contact the Planning and Development Division for additional information.*

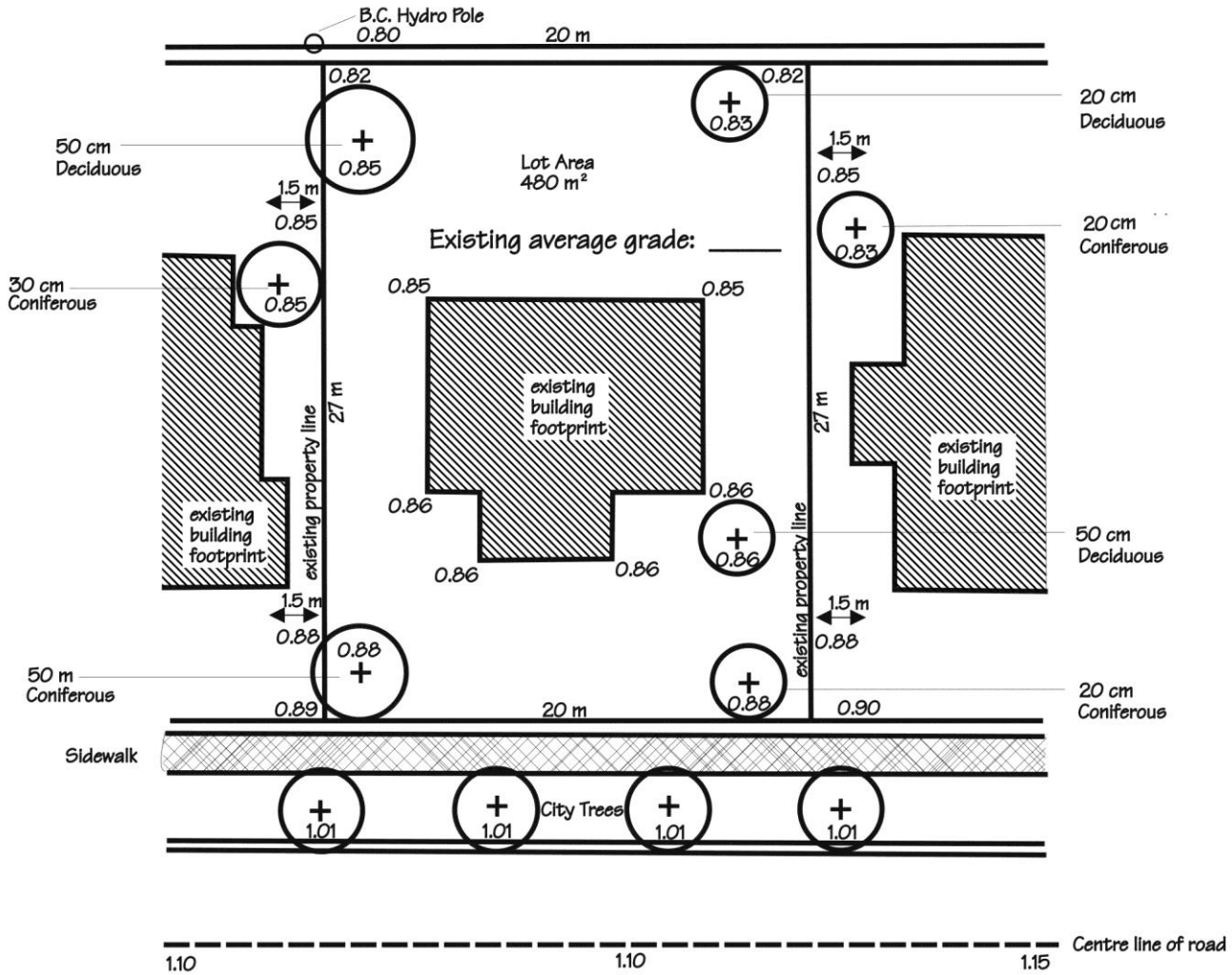
### Survey:

- The **survey** should include the following (see attached sample):
  - All dimensions included on the survey should be **metric**.
  - The location and type of all known **utilities** entering or immediately adjacent to the subject site.
  - Legal description, rights-of-way, easements, existing property lines and building footprints, existing lot dimensions and area, and existing grades** at each of the four corners of the subject lot, including the **existing average grade** (i.e. the average of the existing grade at the lot corners and building/s corners).
  - Elevations at 1.5 m onto adjacent properties.
  - Elevations of existing retaining walls.
  - The highest elevation of the crown of any public road abutting the lot.
  - The **location and diameter** of:
    - ALL** trees on the **subject site** having a trunk diameter of 20 cm or greater measured at a point 1.4 m above the ground. **NOTE:** the diameter of trees having multiple trunks or clumped trees is the sum of 100% of the diameter of the largest trunk plus 60% of the diameter of each additional trunk;
    - ALL** trees or hedges within 2 m of the property line on adjacent lots;
    - ALL** trees or hedges on adjacent lots whose crown (drip line) encroaches onto the subject site;
    - ALL** trees or hedges on any City street or lane allowance adjacent to the subject site;
    - ALL** tree stumps greater than 20 cm in diameter.
  - The **crown** (drip line) of all trees identified in item 7.
  - The **type** (i.e. coniferous or deciduous) of all trees identified in item 7.
  - The **base elevations** (tree grades) for all trees identified in item 7.
  - The location of any **Riparian Management Area (RMA)** on or immediately adjacent to subject site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information on the Site Note as well as the identification and delineation of RMAs.

See attached →

Centre line of lane

### Rear Lane



Centre line of road



## Sample Survey

Original Date: 01/27/09

Amended Date: 02/23/09

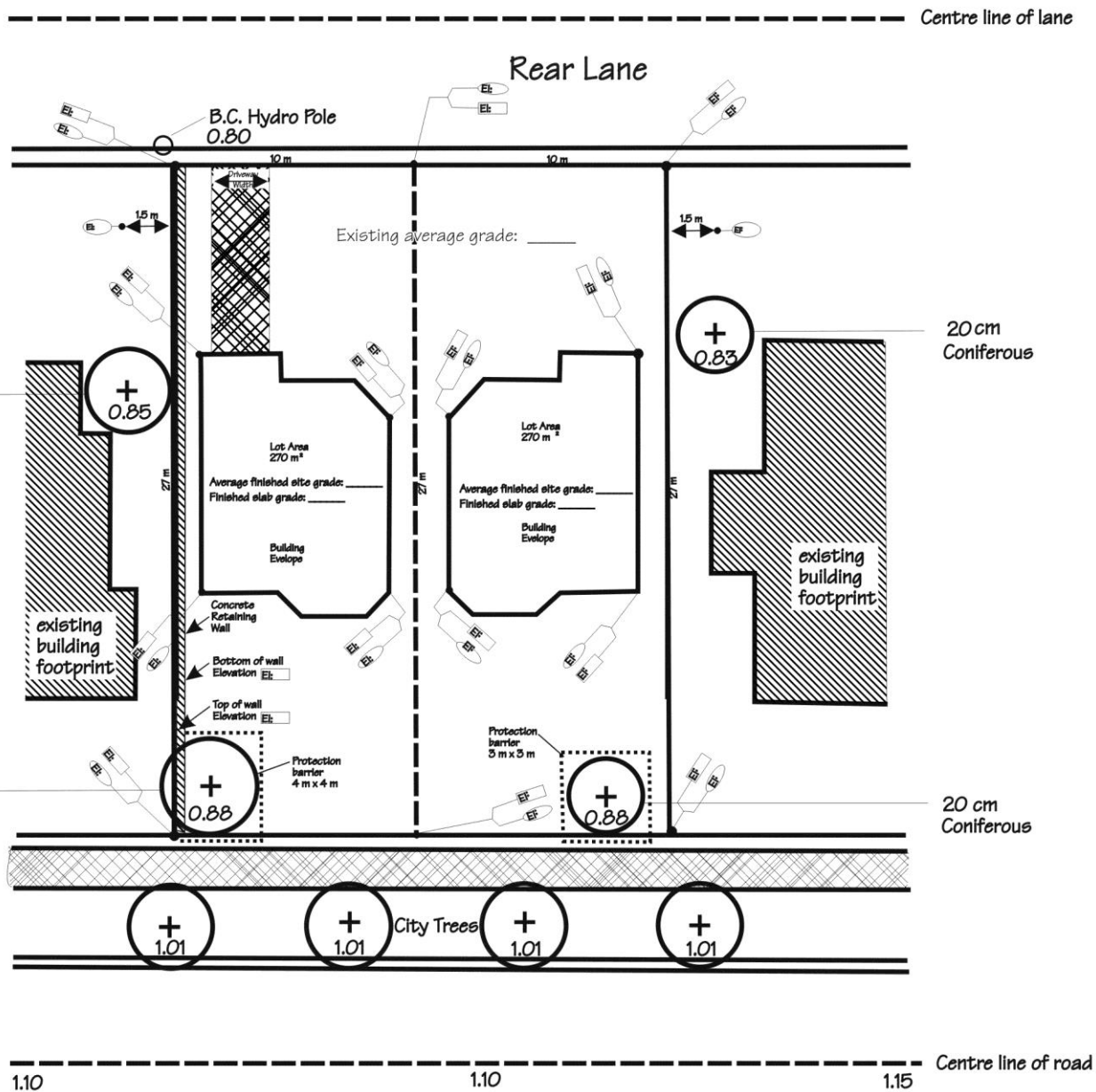
Note: Dimensions are in METRES



### Site Plan:

- The **site plan** should include the following (see attached sample):
  1. All dimensions included on the site plan should be **metric**.
  2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.
  3. **Legal description, rights-of-way, easements**, proposed **property lines**, proposed **building footprints/envelopes**, proposed **lot dimensions** and **area**, **existing grades** at each of the proposed **lot corners**.
  4. Elevations at 1.5 m onto adjacent properties.
  5. The highest elevation of the crown of any public road abutting the subject lot.
  6. All **tree** information from the **Survey**.
  7. Existing and proposed **finished grades** at all proposed **building/s corners** and proposed **finished slab elevations**.
  8. The **finished site grade** of the proposed **lot corners** and the **average finished site grade** (i.e. the average of the finished grade at the **lot corners** and **building/s corners**).
  9. All proposed **retaining walls** at property lines, with top and bottom of wall elevations.
  10. The location of any **RMA** on or immediately adjacent to the site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information regarding the Site Note as well as the identification and delineation of RMAs.

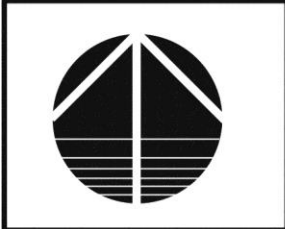
See attached →



**Legend**

El: Existing grade elevation from survey

El: Finished grade elevation



# Sample Site Plan

Original Date: 01/27/09

Amended Date: 02/05/09

Note: Dimensions are in METRES