



Rezoning Application Checklist

The items marked with an asterisk (*) are required in all applications. Applicants are required to sign this document (signature block last page) and return it to Development Services.

Note that, in some cases, an Official Community Plan (OCP) amendment application may need to be made (and can be processed concurrently) if the proposed zone is not consistent with the site's [Future Land Use Designation](#) in the OCP.

Please contact Development Services at development.services@esquimalt.ca or (250-414-7103) should there be questions regarding the specific requirements of your application.

Note that there may be other requirements of the application not listed here.

- [Completed Rezoning Application Form](#)*
- [Application fees](#)*
 - As part of a rezoning, one can expect to pay the base rezoning fee, newspaper notification fee and mailout for neighbourhood consultation fee in all circumstances. Other fees may also apply.
 - Contact Development Services in advance of making an application (if possible) such that a fee slip can be generated ahead of time.
- State of Title Certificate* (retrieved within the past 30 days). Assistance with this process can be found [here](#).
- Copies of all documents registered on Land Title* (covenants, agreements, etc. excepting mortgage-related documents)
- Applicant letter explaining the purpose of the application*
- Colour/Materials Board* (physical or drawing)
- Preliminary Landscape Plan* showing:
 - Planting areas
 - Existing and proposed trees (at size of maturity)
 - Location of fences, decks, pathways, patios and other paved surfaces
 - For multiple family residential projects, the location, and size of usable open space areas (as required by Zoning Bylaw 1992 No. 2050)
- [Completed Green Building Checklist](#)*
- BC Land Surveyors Certificate* [BCLS] confirming:
 - Current parcel size

- Location of existing and proposed buildings (including geodetic elevations at building corners) and structures
- Location and size of all trees
- Location and height of retaining walls
- Location of driveways
- Location of utility infrastructure
- Location of all easements and rights of way

Architectural Drawings* showing:

- Floor Plans
- Building Sections
- Site Sections
- Elevations
- Streetscape drawing showing the relationship of the proposed buildings with the adjacent buildings along the street.
- Declaration for Floor Area Ratio and Overlays
- Shadow Study
 - Winter Solstice at 9:00, 12:00, and 15:00
 - Equinox at 8:00, 12:00, and 16:00
 - Summer Solstice at 8:00, 12:00, and 16:00

Development Table* Showing:

- Building Height
- Bicycle and Vehicle Parking Ratio Calculation
- Setbacks
- Loading
- Unit Type and Number
- Site Coverage
- Useable Open Space Calculation

Professional Studies/Reports (should staff require):

- Parking Study (required if less parking than required is proposed)
- Traffic Impact Analysis (usually required for larger projects)
- Arborist Report (required if trees will be impacted, including root zones of off-site trees)
- Environmental Impact Assessment
- Utility Capacity Study Including Fire Flow

Site Disclosure* (information found [here](#))

- Grading Plan
- Drainage Plan

Rezoning Application Requirements and Timelines

If there are questions anywhere through this process, please contact your file manager, email development.services@esquimalt.ca or call 250-414-7103 for assistance.

After submitting an application:

- A planner will be assigned to your application (referred to internally as the 'file manager') shortly after the application being made to the Township. They will be your primary contact through the life of the application.
- The file manager will review the application to ensure that it is complete and will circulate the file to relevant Township departments (and potentially external agencies) for comment.
- As a result of this circulation, the file manager may request additional information, or modifications to the

application.

- The applicant is responsible for posting notification sign(s) within 14 days of making the application as per the [sign notification regulations](#). The file manager will provide the applicant with digital sign copy in PDF form.
- When a Public Hearing (or First Reading in the case of no Public Hearing being held) the file manager will provide the applicant with labels to be affixed to the notification sign(s) indicating the dates when the application will be on a Council agenda.
- The applicant is responsible for complying with the [public consultation procedure](#), noting that the applicant must consult with residents and owners (the 'Neighbourhood Open House') within 45 days of the date of the application.
- The applicant must supply copy of the Neighbourhood Open House notices to the file manager in due time, and the Township will mail the applicant's public consultation notices.

Things to note through the process:

- Should the proposed land use not conform with an existing zone within the Zoning Bylaw, a Comprehensive District (CD) zone will be drafted by staff and the Township's solicitor. This zone will be specific to the site.
- The application will go to [Advisory Planning Commission \(APC\)](#) and potentially [Design Review Committee \(DRC\)](#) before bylaw readings as part of the application review process.
- The applicant is expected to attend APC and DRC meetings and make a short presentation (20 slides or less and 10 minutes or less).
- Applicant presentations are required for Council and Committee agendas and will be attached to the staff report. They are required no later than end of business day two weeks before the associated Council meeting, and end of business day one week before the Committee meeting.
- The project architect is required to attend DRC meetings, and it is highly recommended that the project landscape architect or landscape designer is present.
- The file manager will provide comprehensive comments to the applicant after APC/DRC; changes to plans/studies etc. may be required.
- A Zoning Amendment Bylaw requires three readings and adoption. Council may also elect to hold a Public Hearing as part of the process, which occurs after second reading.
- The Township advertises rezoning applications by posting a notification in two separate editions of the Victoria News in advance of the Public Hearing date.
- Notices detailing the rezoning application are mailed out to properties within 100m of the site at least 10 days in advance of the Public Hearing/First Reading date.
- A Section 219 Covenant may be required with respect to the use of the land or the buildings located on the land as per [Section 219](#) of the *Land Title Act*.
- A Housing Agreement Bylaw may be required with respect to the occupancy of the land as per [Section 483](#) of the *Local Government Act*.
- Any legal fees incurred from the processing of the application will be billed to the applicant.
- The Section 219 Covenant must be registered on title and the Housing Agreement Bylaw must be given three readings and adopted before the Zoning Bylaw is adopted.
- Note that all affected parties must sign a Section 219 Covenant (owner, lender, Township) and the Township must sign these documents LAST before being sent to be registered on title.

Application Timelines

The specific dates for the actions below will be coordinated with the file manager.

Date	Party	Action
	Staff	Initial file review and departmental circulation
	Staff	Communication of file deficiencies with applicant
	Applicant	Make and post rezoning sign(s)
	Applicant/Staff	Neighbourhood Open House notification
	Applicant	Neighbourhood Open House
	DRC	Design Review Committee (DRC) (if necessary)
	APC	Advisory Planning Commission (APC)
	Council	1 st , 2 nd reading of amendment bylaw, set Public Hearing
	Applicant/Staff	Create and post Public Hearing labels on rezoning sign(s)
	Council	Housing Agreement bylaw readings (if necessary)
	Council	Public Hearing and 3 rd reading of amendment bylaw
	Staff	Register Section 219 Covenant on title (if necessary)
	Council	Adoption of Housing Agreement bylaw (if necessary)
	Council	Adoption of Zoning amendment bylaw

In submitting and signing this form, I acknowledge the application checklist, requirements and timelines associated with a Rezoning Application at the Township of Esquimalt.

Application Address

Applicant (please print)

Applicant's Signature

Date