

The current Official Community Plan (OCP), adopted in 1986, is a statement of broad objectives and policies regarding the form, character and intensity of existing and future land use and servicing requirements for Delta.

If your proposed rezoning application does not comply with the OCP, then an OCP amendment application will be required which may proceed concurrently with your rezoning application.

The “Delta Zoning Bylaw No. 7600, 2017” and Zoning Map complement Delta’s OCP.

The City is divided into designated zones on the Zoning Map, which regulates the use of land. If your proposal does not meet the requirements of the “Delta Zoning Bylaw No. 7600, 2017” and Zoning Map, then you must submit a Rezoning Application.

Prior to submitting a formal rezoning application, you are advised to discuss your proposal with the Community Planning & Development Department.

Application Requirements:

Please see the handout titled “[Land Use and Development Application Requirements](#)” for a listing of required submissions. Additional information may be requested by staff or other agencies.

Processing Procedures:

- Following receipt of a satisfactory application and payment of the necessary fees, the application will be acknowledged in writing.
- The applicant must erect a sign on the subject property in accordance with municipal specifications (attached) not more than 10 days after submitting the rezoning application, to advise the public of the proposed rezoning.
- The public notice sign must be removed not later than 10 days following the Public Hearing.
- The Community Planning & Development Department will circulate the proposal to other municipal departments, Committees of Council and other agencies, where necessary. Most multiple family and commercial applications will be referred to the Design Panel for comment.
- Prior to or after receiving comments, staff may contact you to discuss any issues which arise during the review process.
- Upon receipt of all comments a staff report will be submitted to Council with a recommendation.
- The staff report to Council is available to the applicant on the Friday before the Council Meeting and is considered privileged information until it is received by Council at the Regular Meeting.
- Council may either give First and Second Readings to the Zoning Amendment Bylaw or may refer, table or refuse the application for valid reasons.
- After the Zoning Amendment Bylaw receives First and Second Readings, it will be advertised in a local newspaper and a Public Hearing will be held to permit persons whose property may be affected to discuss the application.
- Following the Public Hearing, Council will consider the Zoning Amendment Bylaw for Third Reading.



- There may be a number of requirements to be completed prior to consideration of the bylaw for Final Adoption, and these will be set out in a “Third Reading Letter” to the applicant.
- The rezoning process normally requires approximately three months to complete. Complex and controversial applications and projects that require Provincial involvement (e.g. Ministry of Municipal Affairs and Housing regarding floodproofing regulations and Ministry of Transportation and Infrastructure regarding access, etc.) may extend the processing time.

This information is meant as a general guide only and is not regarded as the right to development approval if the above steps indicated are followed. If you have any questions about this rezoning procedure, please contact the Community Planning & Development Department at 604-946-3380.



PUBLIC NOTICE SIGN GUIDELINES

Required Public Notice Sign Erected on the Subject Property

Instructions:

1. Sign(s) must be erected on the site not more than 10 days after submitting a development application.
2. Sign(s) must be erected on all property lines, which face onto a public street.
3. Sign(s) must be removed from the site no more than 10 days after the Public Hearing.

An Example:

Proposed Insert application type(s) Application at (8.9 cm/3.5 inches)	
File No.: LU00	(Text 6.35 cm / 2.5 inches)
Applicant's Name:	Telephone No:
<div style="border: 1px solid black; padding: 10px; text-align: center;">Plan of the Proposed Building Site with Subdivision, North Arrow and Street Names</div>	The purpose of this application is to . (Text 3.81 cm / 1.5 inches)
For further information, contact: Community Planning & Development Department Telephone: 604-946-3380 Email: cpd@delta.ca	

Required Format:

- Minimum Size: 6 foot width by 4 foot height.
- Dark Blue Background with white lettering and a 5.08 cm (2 inches) white border.
- Map: White background with dark blue highlights.
- Lettering: Block Capitals, with:
 - i. headings not less than 8.9 cm (3.5 inches) in height;
 - ii. notice copy not less than 6.35 cm (2.5 inches) in height; and
 - iii. map lettering and project description not less than 3.81 cm (1.5 inches) in height.
- Delta Logo: 20.32cm (8 inches) high in white.



Information Requirements for Rezoning, Development Permit and Development Variance Permit Applications

On occasion, applicants have submitted new information, amended plans or studies after staff have prepared and submitted a report for Council's consideration or after a bylaw is advertised for a Public Hearing. Late submissions may confuse the proceedings and/or all may raise technical, design or legal issues. In some cases, a late submission may jeopardize Public Hearing. In order to avoid this type of situation, please follow the procedures set out below:

1. Applicants must submit complete information to enable staff to thoroughly review an application.
2. A Staff Report will be prepared at the conclusion of the review process and will only be submitted to Council when all information is received from an applicant.
3. All display materials corresponding to materials contained in the staff report must be received and reviewed by staff not less than 2 weeks before a Public Hearing.
 - (a) Required display materials include:
 - Reduced 8 ½" x 11" fully dimensioned drawings
 - Development program
 - (b) Supplementary display materials may be required, including:
 - A model
 - Perspective sketch
 - Other information upon Delta's request
4. Once the staff report and/or bylaw has been submitted to Council, "late" information, drawings, or supplementary reports submitted by an applicant may result in the following:
 - (a) For Council Meetings:

If new material may complicate or confuse Council's deliberations at a Council Meeting, the Staff Report will be pulled from the Agenda.
 - (b) For Public Hearings:

If new material could jeopardize the Public Hearing or complicate or confuse the proceedings, the Bylaw(s) will be withdrawn from the Public Hearing Agenda.



PROJECT INFORMATION SHEET

Applicant's Name: _____

Applicant's Address: _____

1. Size and number of dwelling units (*if applicable*): _____

2. Gross floor area (*except single family residential*): _____

3. Unit density permitted: _____ Proposed: _____

4. Site coverage including building coverage: _____

Parking coverage: _____ Combined coverage: _____

	<u>REQUIREMENTS</u>	<u>PROPOSED</u>
5. Front setback	_____	_____
6. Rear setback	_____	_____
7. Side setback	_____	_____
8. Side setback on flanking street	_____	_____
9. Building height limitation	_____	_____
10. Parking spaces	_____	_____
11. Loading spaces	_____	_____
12. Handicapped spaces	_____	_____
13. Landscaped area	_____	_____
14. Taxi spaces provided:	_____	_____
15. Amenity areas provided (<i>total number</i>):	_____	_____
Common (<i>number & description</i>):	_____	_____
Private (<i>number & description</i>):	_____	_____
Public (<i>number & description</i>):	_____	_____



STANDARD REZONING APPLICATION PROCESS CHART

