



APPLICATION FOR REZONING ADVICE

Known as a “rezoning enquiry”, this application is for preliminary advice for development projects proposing to rezone a site, prior to submission of a formal rezoning application.

- Rezoning Centre staff will endeavor to respond to a formal written rezoning enquiry within **12 weeks** from receipt of the enquiry submission.
- Any questions should be directed to the Rezoning Centre at rezoning@vancouver.ca.

PROPERTY INFORMATION	
PROPERTY ADDRESS(ES)	
PROPERTY ID NUMBER(S)	
LEGAL DESCRIPTION(S)	
EXISTING ZONE	

PRE-ENQUIRY INFORMATION	
<input type="checkbox"/> Site and proposal has been discussed with staff at pre-enquiry meetings	
STAFF CONTACT(S)	

ENQUIRER INFORMATION		
	CONTACT INFORMATION	FOR PAYMENT NOTICE (IF DIFFERENT)
CONTACT NAME		
FIRM / AFFILIATION		
ADDRESS		
PHONE		
EMAIL		

SUBMISSION PROCESS
<p>For proposals:</p> <ul style="list-style-type: none"> • In Metro Core (i.e. Downtown, Fairview, Mount Pleasant): Cynthia Lau, cynthia.lau@vancouver.ca • With rental or social housing: Pat Lau, pat.lau@vancouver.ca • In community/area plan or other (e.g. Cambie Corridor, ARKS Vision): Thien Phan, thien.phan@vancouver.ca
<p>Send hard copies <u>and</u> digital files to the attention of one of the above Senior Rezoning Planners:</p> <p>City of Vancouver PDS – Rezoning Centre 510 West Broadway, 4th Floor Vancouver, BC V5Z 1E9</p>

STAFF USE ONLY:	PS-	DATE RECEIVED:
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SUBMISSION REQUIREMENTS CHECKLIST

(Note: All documents are to be provided in a digital format (PDF) and the number of hard copies to be provided is indicated below.)

REQ'D	DOCUMENT	DETAILS & INFORMATION	COPIES
APPLICATION FORM & FEE			
✓	Application form	Completed application form	1
✓	Enquiry fee	2020 and 2021 Fee Schedule – See Zoning and Development Fee By-law #5585, Schedule 2 – Zoning By-law Amendments <input type="checkbox"/> Will pay online (Note: Requires active online user account) <input type="checkbox"/> Mailed with hard copies <input type="checkbox"/> Will pay in person at Development & Building Services Centre	1
DESIGN PACKAGE			
✓	Rezoning booklet	11x17 sized booklets that contain information regarding the proposal. The booklets are to include, but not limited to, the following: Site Context <ul style="list-style-type: none"> Context map and photos of site and nearby properties (frontages) Brief description of current use/development on site and surrounding context Proposal <ul style="list-style-type: none"> Brief description of rezoning purpose and proposed development (rezoning intent) Development statistics (proposed uses, FSR, floor area, height, storeys, parking/loading, number and type of residential units, etc.) If applicable: <ul style="list-style-type: none"> Brief description of community benefits (e.g. parks, heritage preservation, social/affordable housing, childcare, etc.) Identify which rental incentives are being applied Applicable Policies & Guidelines <ul style="list-style-type: none"> Identify applicable rezoning policy and provide brief description of how the proposal meets policy; provide a rationale for all proposed variances Green Buildings Policy for Rezoning <ul style="list-style-type: none"> Indicate pathway: _____ Refer to the Green Buildings Policy for Rezoning - Process and Requirements bulletin for submission requirements Also refer to Rainwater Management Bulletin If applicable, indicate how proposal meets the following: <ul style="list-style-type: none"> Rezoning Policy for Sustainable Large Developments Higher Buildings Policy 	3

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REQ'D	DOCUMENT	DETAILS & INFORMATION	COPIES
		<p>Form of Development & Urban Design Analysis</p> <ul style="list-style-type: none"> • Provide architectural drawings: <ul style="list-style-type: none"> – <u>Dimensioned</u> plans, sections and elevations (include overall dimension) – Site plan (include property lines, existing City curb lines, adjacent footprints) – Elevations (include adjacent developments) – Sections (show context throughout building and include sidewalks, roadways, etc.; fully dimensioned with floor-to-floor heights) • Current and proposed setbacks, building envelopes, etc. • If applicable: <ul style="list-style-type: none"> – View cones: Drawings showing locations and elevations • If requested by rezoning planner: <ul style="list-style-type: none"> – 3-D renderings/perspective drawings – Shadow diagrams (standard times and adjacent properties in plan view) – Conceptual landscape design – Alternate options for siting and massing 	
ADDITIONAL REPORTS AND FORMS			
✓	Community-serving spaces information form	The Assessment of Community Serving Spaces form, which outlines the existing uses on site, is required for all enquiry submissions except for sites with existing low-density residential uses (i.e. single-family, duplex or townhouse forms).	1
See details	Arborist report	If applicable: For “permit” trees on site or potential impacts to street/adjacent trees, include arborist report and detailed site plan (based on accurate survey information) showing existing trees and proposal for retention/removal.	1
See details	Heritage evaluation or Statement of Significance	If applicable: For sites with heritage value, include a report outlining the heritage value of the site and the surrounding area.	1
See details	Existing Rental Housing and Tenants on Site	If applicable: For sites with existing residential uses, complete the Renter Screening for Rezoning Enquiry & DP Application Form to determine whether existing purpose-built or secondary rental tenants will be affected.	1

NOTE:

Detailed analysis of the sewer system occurs at the formal rezoning application stage. To estimate potential upgrades earlier in the rezoning process, staff recommend that a Civil Engineer be hired to complete an analysis of the sewer system. For more information, view the [Development Rezoning Enquiry Guidance Document for Sewers](#).