

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.

- Due to the high volume of projects within the Rezoning Centre, a Rezoning Planner will provide you with an estimated Letter of Response timeline when an enquiry is submitted.
- Send your application package through a digital download link to rezoningapplications@vancouver.ca.

1. PROPOSAL INFORMATION

Project Name (if applicable)	
Property Address(es)	
Legal Description(s) and PID(s)	
Existing Zone(s)	
Applicable Rezoning Policy	
Summary of Proposal (include height, FSR, use(s), etc.)	

Existing Site
<p>Briefly describe the existing site. For example, number and type of existing buildings, year(s) constructed, heritage status, any plans to relocate or retain existing residential or commercial tenants (See Tenant Relocation and Protection Policy and the Commercial Tenant Assistant Program).</p>

2. APPLICANT INFORMATION

☐ This proposal has previously been shared with staff prior to submitting this application.

Staff Contact(s)	
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	Applicant (primary contact)	Developer (or owner)	Payment Contact
Name(s)			
Company			
Address			
Phone			
Email			

Payment Information	
A payment notice will only be issued after the Rezoning Planner has deemed the application complete. Do not drop off or mail cheque prior to receiving the payment notice.	
Preferred payment method	
Site area (sq. m)	
Notes for payment (if applicable)	

3. CHECKLIST

All materials are to be provided as separate documents in PDF format. Additional information may be requested during the review process. If an applicant does not provide additional information or documents requested by staff within six (6) months of the request, the rezoning enquiry may be cancelled ([DAP By-law section 2.3](#)).

Please name all document files using the following format, starting with the full address:

Address - Rezoning Enquiry - Item Name

Item	Description
Application form	Completed application form (this document).
Enquiry fee	<ul style="list-style-type: none">• Fee payment notice will be provided by the rezoning planner after receiving and reviewing application materials.• To estimate applicable fee, see the Fee Schedule (See Schedule 2, Application for Rezoning Advice).• Online payment will require an active online user account.
Assessment of Community Serving Spaces Form	<p>This form outlines the existing community serving spaces uses on site. It is required for all submissions except for sites with existing low-density residential uses (i.e. single-family, duplex or townhouse forms).</p> <ul style="list-style-type: none">• Refer to: Assessment of Community Serving Spaces
Rezoning booklet	<p>One 11"x17" sized PDF booklet that contain the following:</p> <p><u>Site Context</u></p> <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 <p><u>Proposal</u></p> <ul style="list-style-type: none">• Brief description of rezoning purpose and proposed development (rezoning intent)• Development statistics (site area, 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 <p><u>Applicable Policies & Guidelines</u></p> <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• Applicable policies:<ul style="list-style-type: none">– Green Buildings Policy for Rezonings - Process and Requirements• If applicable, indicate how proposal meets the following:<ul style="list-style-type: none">– Rezoning Policy for Sustainable Large Developments– Higher Buildings Policy

Item	Description
	<p><i>Continued...</i></p> <p><u>Form of Development & Urban Design Analysis</u></p> <ul style="list-style-type: none"> • Provide architectural drawings (in Metric and Imperial) <ul style="list-style-type: none"> – <u>Dimensioned</u> plans, sections and elevations (include overall dimensions) – 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. • 3-D renderings/perspective drawings • For proposed buildings over 11 m (36 ft.) in height, include shadow studies showing incremental impacts of proposed building(s): <ul style="list-style-type: none"> – On March 21, June 21 and September 22, separately at 10 am, noon, 2 pm and 4 pm PST (UTC: -7). – Diagrams must show the full extents of building shadows and proposed building shadows must be graphically discernable from existing shadows. – Extended shadow impact studies may be required for developments potentially shadowing public spaces (e.g. parks, schools, plazas and shopping streets). • If applicable: <ul style="list-style-type: none"> – Council-approved protected public views: Drawings showing locations and elevations – Refer to Protecting Vancouver's Views webpage to request a view cone assessment for any sites located within a view cone • May be requested by rezoning planner: <ul style="list-style-type: none"> – Conceptual landscape design – Alternate options for siting and massing
Arborist report and Supporting Documents	<p>Unless otherwise advised by staff, Arborist Report and Supporting Documents are required if any of the following apply:</p> <ul style="list-style-type: none"> • The Survey Plan shows that there are any By-law sized private property trees (20cm/8 inches in diameter and greater, measured at 1.4m/4.60 ft. above the existing grade at its base); • If there are any replacement trees from a previous permit; • If there are any trees off site (neighbour or City) that may be impacted by the proposed development (above or below grade). • Refer to the Protection of Trees Webpage
Heritage Conservation	<p>Applies to properties listed on the Vancouver Heritage Register (VHR), and those identified to have potential heritage value for potential addition to the VHR</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Heritage Review Process • Vancouver Heritage Register • Heritage Policies
Existing Rental Housing and Tenants on Site	<p>If applicable:</p> <ul style="list-style-type: none"> • 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.

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](#).