

# ENQUIRY MEETING APPOINTMENT FORM

This is an appointment request form for a **rezoning enquiry meeting**. This service enables applicants to share a preliminary proposal with planning management and staff through a structured meeting. The 50-minute meeting will be scheduled after fee payment and held approximately **two to four weeks** later.

Submission of a proposal package or presentation ahead of time is encouraged but not required. Applicants are encouraged to prepare clear questions and discussion items. Staff will provide preliminary comments and recommendations on rezoning policy and form of development as well as advice on next steps. However, detailed analysis and comments on servicing and infrastructure are outside the scope of this meeting. Please note that this meeting is intended to be a high-level introduction to a proposal and is not a forum where all questions or issues will be resolved. Meeting notes will be shared following the meeting.

For additional information about City procedures for rezoning enquires, refer to the Development Approval Procedure By-law ([section 2.3](#)).

Please submit this form and other materials via secured file transfer to [rezoningapplications@vancouver.ca](mailto:rezoningapplications@vancouver.ca).

## 1. PROPOSAL INFORMATION

Project Name (if applicable)	
Property Address(es)	
Existing Zone(s)	
Applicable Rezoning Policy	
Requires an amendment to the (draft) <a href="#">Vancouver ODP</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Proposal (include height, FSR, use(s), etc.)	
Rationale for proposed deviations from policy or where areas of discretion and relaxations are sought	
<b>Existing Site</b>	
Existing <a href="#">Heritage</a> Building(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Tenants (See <a href="#">TRPP</a> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 2. APPLICANT INFORMATION

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

Staff Name(s)

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

### Payment Information

Payment is to be provided by cheque. Do not drop off or mail cheques prior to receiving the payment notice. Refer to [Zoning and Development Fee By-law Schedule 2 Part 11](#) (Pre-Application Meeting)

Notes for payment (if applicable)

### Acknowledgements

- ☐ Prior to fee payment, staff may recommend an alternative service that may better match the project's needs (e.g., Workshop Enquiry, LOR Enquiry, Application, etc.).
- ☐ Staff may request additional materials or information in order to better understand the proposal. This will help ensure the meeting has a clear purpose and is productive.
- ☐ Responses provided through this meeting represent preliminary advice and feedback on proposal. City policies are subject to change over time and staff advice may differ after submission of a detailed proposal.