

ENQUIRY WORKSHOP APPOINTMENT FORM

This is an appointment request form for a **rezoning enquiry workshop**. This service enables staff and applicants to discuss complex project issues and priorities through collaboration and iteration early in the development process. The 80-minute workshop will be scheduled after fee payment and will take place approximately **six weeks** later to allow completion of staff reviews.

The proposal will receive limited staff reviews on rezoning and housing policies, the form of development, and information about dedications and statutory right-of-way(s), off-site servicing, and site access. As an outcome, recommendations and advice on next steps will be documented in a Workshop Outcomes letter.

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

Please submit your enquiry package via secured file transfer to 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) Vancouver ODP	<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.	
Existing Site	
Existing Heritage Building(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Tenants (See TRPP)	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. APPLICANT INFORMATION

<input type="checkbox"/> 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.	
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 if the level of detail is not sufficient for preliminary staff review. This will help ensure the Workshop 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.

3. CHECKLIST

Item	Description
Application form	Completed application form (this document).
Enquiry fee	<ul style="list-style-type: none">• Payment is to be provided by cheque.• See the Fee Schedule (Rezoning Workshop)• Fee payment notice will be provided after reviewing enquiry booklet.
Enquiry booklet	<p>One 11"x17" sized PDF booklet that contain the following:</p> <ul style="list-style-type: none">• Brief description of rezoning purpose and proposed development (rezoning intent)• Identification of the rezoning policy, associated policies and guidelines, with a brief description of how the proposal meets them.• Rationale for all proposed deviations from policy and where areas of discretion and relaxations are sought.• Preliminary development statistics and architectural drawings/massing studies in sufficient detail to communicate the proposal. <p><u>Optional</u></p> <ul style="list-style-type: none">• Detailed development statistics and drawings such as site plans, floor plans, sections, elevations, current/proposed setbacks, etc.• Shadows studies are not required but strongly recommended (for specific details refer to the Enquiry LOR application form)• It is recommended that projects are assessed against the View Protection Guidelines, and if applicable, complete a public view assessment.• If exploring development schemes or alternate options for siting and massing, include a brief analysis of the costs/benefits/trade-offs of each option.