

# 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 enquires, refer to the Development Approval Procedure By-law ([section 2.3](#)).

Please submit your enquiry package 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.

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