

Guide

Zoning District Change – Application Submission Requirements

Updated November 1, 2024

Intent

This guide outlines the application submission requirements for rezoning to an existing zoning district, or a 'zoning district change'. It is intended to provide clarity for applicants on the submission requirements and process for rezoning a site to:

- RR-1, RR-2A, RR-2B, RR-2C, RR-3A or RR-3B (Secured Rental Policy)
- RM-8A or RM-8AN (Cambie Corridor Plan - Townhouses)
- I-1C (Mount Pleasant Industrial)

Before Applying

Refer to the steps on the City's website under [apply for a zoning district change](#) for a detailed summary of the rezoning application process. An early review of the following items is recommended. Please review the Submission Guide (Appendix A) in advance, as some items require early preparation.

1 Finalize your intended site assembly and zone

Once an application is received and staff review has started, it will not be possible to amend the application. To alter your project, a formal letter of withdrawal and submission of a new application will be required. Ensure that there will be no plans to expand the project site with additional lots. Lots associated with the rezoning application must be consistent with lots at the time of development permit application.

For RR-1, RR-2A/2B/2C and RR-3A/3B applications where there may be more than one applicable zoning option, also ensure the appropriate zoning district has been selected when the rezoning application is submitted.

2 Engage with your tenants

Tenants should be notified as soon as you are considering a rezoning application. Housing Planners can help you with communications for tenants at early stages. The purpose of these communications is to inform tenants about the intent to redevelop and to provide information on the process and timelines. Note that Notices to End Tenancies are not to be issued at this stage.

- Contact trp@vancouver.ca for further advice on tenant relocation and protection.
- Refer to [Renter relocation resources for owners and developers](#) and [Tenant Relocation and Protection Policy – Process and Requirements](#).
- [Tenant Relocation and Protection Policy Best Practices Guide](#)

3 Estimate sewer upgrade costs

City staff will perform a detailed analysis of required sewer upgrades associated with the proposal. To estimate potential upgrades and costing prior to applying, hire a Civil Engineer to complete an analysis of the sewer system.

- Contact utilities.servicing@vancouver.ca for general advice on utilities
- Refer to [Development Rezoning Enquiry Guidance Document for Sewers](#)

4 Consider your parking requirements

Applicants may be required to submit a Transportation Demand Management (TDM) Plan, refer to the Parking By-law section [4.1.6](#). You are encouraged to start planning for TDM early. A TDM plan is not required as part of your rezoning application. However, applications on larger sites may be required to provide a Transportation Assessment and Management Study (TAMS). Refer to the Checklist section and the Development Permit Application Process section for more information.

5 Determine Development Cost Levy waiver eligibility

Developments where 100% of the residential floor area is secured rental housing and that meet the requirements of the Development Cost Levy by-laws are eligible for a waiver or reduction of the City-wide DCL and any applicable Area-specific DCLs for the rental portion of the development. Rental tenure must be secured through a Housing Agreement, and maximum unit sizes and starting rents requirements apply. DCL waiver requests for projects undergoing rezoning are made at the rezoning application stage.

Refer to the [Development Cost Levies Information Bulletin](#) and [Rental Incentive Programs Bulletin](#).

Submission Requirements

Contact rezoning@vancouver.ca for further clarification or questions about submission requirements. Note that staff may request additional information prior to or during the application review process.

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

Address - Rezoning Application - **Item Name**

● Required ○ If applicable -- Not required

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Rezoning Application Form	● ¹	● ²	● ³	<p>¹ See: Secured Rental Policy Rezoning Application Form (RR-1, RR-2A/2B/2C or RR-3A/3B)</p> <p>² See: Cambie Corridor Townhouse Rezoning Application Form (RM-8A/8AN)</p> <p>³ See: Mount Pleasant Industrial Rezoning Application Form (I-1C)</p>
Rezoning application Fee	●	●	●	<p>Fee is based on site area and geographic location. Payable at time of application. Refer to Section 1 (Change Zoning District (Except to CD-1))</p> <p>The Rezoning Planner will issue a payment notice <i>after</i> reviewing application submission package and confirming completeness.</p> <p>Refer to:</p> <ul style="list-style-type: none"> Schedule 2 of the Z&D Fee By-Law.
Sign By-law Amendment Application Fee	○	--	○	<p>Required for proposals that include commercial or industrial uses. Applies to sites that have no prior commercial or industrial uses.</p> <p>The Rezoning Planner will verify prior uses on the site. Payable at time of application. The Rezoning Planner will issue a payment notice along with rezoning application fee.</p> <p>Refer to:</p> <ul style="list-style-type: none"> Schedule 1 of the Sign Fee By-law, section 1.5.
Title search	●	●	●	Copy of current title search, from the Land Title Office, for each parcel in the proposal.
Charge summary	●	●	●	Written summary by a solicitor (on company letterhead) describing each charge on title (except financial charges) and advising whether they are affected by the proposal. Copies of each registered charge document must be included. Not be confused with a <i>Charge Search</i> .
BC company summary	○	○	○	Required for sites owned by a company or society. Corporate search for registered owner confirming legal name of owner. Refer to BC Registries website .
Rezoning consent by all owners	○	○	○	<p>Proof that all owners are aware and support the application to rezone their property. Resubmission of this form is required if ownership changes during the rezoning process.</p> <p>See Appendix A for a sample consent letter.</p>

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Community-serving Spaces Form	●	--	●	<p>Submit a completed Community-Serving Spaces Information Form. If provided at the rezoning enquiry stage, the same can be submitted for the rezoning application.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Community-Serving Spaces Bulletin
Site disclosure statement	●	●	●	<p>Even if disclosing no prior Schedule 2 uses on site, please include the completed form.</p> <p>Refer to external websites:</p> <ul style="list-style-type: none"> • BC Ministry of Environmental Protection & Sustainability website. • Environmental Management Act Schedule 2 activities
Phase 1 environmental site assessment	○	○	○	<p>Required for sites with prior Schedule 2 activities on site per the Site Disclosure Statement</p> <p>A report prepared by a certified consultant that reviews the site's risk of environmental contamination and recommends whether further investigation is recommended.</p>
Development water demands	●	●	●	<p>Average day domestic water demands, peak hour domestic water demands and fire flow calculations based on the Fire Underwriter's Survey document, Water Supply for Public Fire Protection (sealed by a qualified Engineer).</p> <p>Contact utilities.servicing@vancouver.ca for further information.</p> <p><i>Note:</i> Estimated number of units is necessary to calculate water demands.</p>
Renter Screening Form	●	●	--	<p>Required for sites containing existing residential uses (occupied or unoccupied units) Complete and submit the renter screening form for sites containing existing residential uses.</p> <p>Staff may request a Tenant Relocation Plan if any residential tenant is identified on site during the application process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Renter Screening Form • Tenant Relocation and Protection Policy
Tenant Relocation Plan	○	○	--	<p>Staff may request a Tenant Relocation Plan if any residential tenants are identified on site during the rezoning review process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Tenant Relocation and Protection Policy – Process and Requirements Bulletin • Renter relocation resources for owners and developers webpage

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Green Buildings Policy for Rezoning Commitment Letter	○ ¹	--	●	<p>As outlined in the Green Buildings Policy for Rezoning – Process and Requirements bulletin, a Letter of Commitment to:</p> <ul style="list-style-type: none"> Submit at the Building Permit Application stage: <ul style="list-style-type: none"> Energy & Emissions Design Report (also known as the ZEBP Rezoning Energy Checklist (Sec 1.1)) Embodied Carbon Design Report (Sec 1.2) Resilient Buildings Planning (Sec 1.3); And to: <ul style="list-style-type: none"> complete an Enhanced Commissioning process (Sec 2) throughout the design, construction and occupancy stages of the development; and incorporate Energy System Sub-metering (Sec 3). <p><i>Note:</i> This letter should be prepared on the owner/applicant letterhead with a signature and date included. The appropriate sections of the bulletin should be cited for each commitment.</p> <p><i>Note:</i> Near-zero emissions buildings may be eligible for a 5% increase in floor space. Refer to Zero Emissions Buildings or contact green.buildings@vancouver.ca for more information.</p> <p>¹ Not required for projects in RR-1.</p> <p>Refer to:</p> <ul style="list-style-type: none"> Green Buildings Policy for Rezoning – Process and Requirements Zero Emission Buildings webpage
Preliminary hydrogeological (groundwater) study	○ ¹	--	--	<p>¹ Required for developments with below-ground structure located partly or wholly within any areas of concern for groundwater (see map link below), and for all Sustainable Large Developments.</p> <p>Refer to:</p> <ul style="list-style-type: none"> Groundwater Management Bulletin. Groundwater Areas of Concern (Map)
Survey Plan	--	--	●	<p>Topographic survey plan signed and sealed by a BCLS, showing the location, dimensions and area of the site, including topography and location of existing buildings, plus public realm elements for adjacent frontages (trees, curb, street lighting, street furniture, etc.).</p> <p>Survey plan shown at a scale not less than 1/16"=1' 0" (1:200).</p>
Community Amenity Contribution (CAC) Offer Form	--	--	○	<p>See the form attached to the Secured Rental Policy (RR) application and the Mount Pleasant Industrial (I-1C) application form.</p> <p>Refer to:</p> <ul style="list-style-type: none"> Community Amenity Contributions Policy for Rezonings

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Real Estate Pro Forma Analysis	--	--	○	<p>Submit land residual development pro forma for the following scenarios:</p> <ol style="list-style-type: none"> 1. Residual land value under existing zoning, and 2. Residual land value under rezoning <p>Provide market evidence to support pro forma variables and valuation. Additional information may be requested during the review process.</p> <p>Required for stratified commercial development proposals or in cases where applicants are unwilling to sign a non-stratification covenant, as CAC will be based on a negotiated contribution (per sections 1.2(b) and 1.2(c)) of the CAC Policy for Rezoning.</p> <p><i>Note:</i> Proposals for 100% non-strata commercial developments are eligible for a CAC target rate, and do not require a pro forma and cost estimate review.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Community Amenity Contributions Policy for Rezoning • Community Amenity Contributions Implementation Procedures
Quantity Survey (QS) Elemental Cost Report	--	--	○	<p>Submit a full Quantity Survey (QS) Elemental Cost Report (Class C) including a cover letter, prepared and signed off by a certified cost professional. i.e. Professional Quantity Surveyor (PQS), Chartered Quantity Surveyor (MRICS) and or Gold Seal Certification (GSC) and backup cost details.</p> <p>Required for I-1C applications that require submission of a development pro forma to sustain the land lift.</p> <p>A full Class C cost report prepared by a certified cost professional in CIQS Elemental Cost Format shall include all direct construction costs stating above/below grade project budgets with backup cost details to substantiate the costing rationale.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Community Amenity Contributions Policy for Rezoning • Community Amenity Contributions Implementation Procedures
Development Cost Levy (DCL) Waiver Request Form	○	○	--	<p>A waiver or reduction of City-wide and Area-specific DCLs is available to applications that meet tenure, unit size and starting rent criteria and secure relevant terms as part of the rezoning application process. The requisite application form is not available online and must be requested from your Rezoning Planner.</p> <p><i>Note:</i> A waiver must be sought at the rezoning stage. In most circumstances it will not be possible to submit or withdraw a DCL waiver request at later stages of the development process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Development Cost Levy By-law • Rental Incentive Program Bulletin • Community Amenity Contributions Policy for Rezoning

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Transportation Assessment and Management Study (TAMS)	○ ¹	○ ¹	○ ¹	<p>A study prepared by a transportation consultant that assesses the impact of a proposed development on existing transportation infrastructure, recommends mitigation measures, and documents the results.</p> <p>Most applications that are not Large Sites will not require a TAMS.</p> <p>Large sites: Required for all projects.</p> <p>¹Notwithstanding the above, the City may require a TAMS for smaller proposals which include land uses with unique transportation needs, such as, but not limited to, schools and/or other institutional uses; and/or, based on site-specific transportation conditions</p> <p>Note that a TAMS or revisions to scope may be requested after application submission. For applications where a TAMS is required, applicants are encouraged to have their transportation consultant confirm the TAMS Terms of Reference with City staff in advance of undertaking the study</p> <p>Refer also to:</p> <ul style="list-style-type: none"> • TAMS Guidelines for Consultants • Section 4 of this Guide: Transportation Demand Management (TDM) Plan
Public Art Requirement	--	--	○	<p>Required for projects with a floor area of 9,290 sq. m (100,000 sq. ft.) or greater</p> <p>Applicants must discuss public art opportunities and local area plans prior to electing one of two options, artwork on-site or cash-in-lieu.</p> <p>After application submission, please contact public art staff within 90 days and prior to hiring a public art consultant.</p> <p>A legal agreement will be required to be registered on title to specify and define all obligations with respect to the elected option.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • publicart@vancouver.ca (Please add project address and “rezoning” to the subject line) <p>Public Art Policy for Rezoned Developments</p>

Item	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Description
Project Statistics/Data and Drawings	○ ¹	--	○	<p>Development statistics and drawings necessary to inform pro forma and cost estimates. Use both Metric and Imperial for all measurement.</p> <p>¹ In certain cases for RR-2C and RR-3B, some development statistics and drawings may be requested during the application process.</p> <p><u>Project Statistics/Data</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning analysis (comparison of existing and proposed zoning regulations and allowances) <input type="checkbox"/> Proposed uses and floor areas for all uses <input type="checkbox"/> Site area <input type="checkbox"/> Floor area: Gross and net floor area for all uses <input type="checkbox"/> Floor space ratio (FSR): Based on net floor area (gross floor area less exclusions) <input type="checkbox"/> Floor area included in FSR: Detail specific areas that are included in the FSR calculation but not saleable residential floor area, such as circulation and above-grade mechanical spaces <input type="checkbox"/> Floor area exclusions: Detail specific exclusions requested and associated floor areas, such as residential amenities, balconies and in-suite storage <input type="checkbox"/> Height: In metric and imperial, and number of storeys <input type="checkbox"/> Parking summary: Provide Parking By-law requirements and proposed parking for vehicle parking, loading, bicycle spaces, and passenger loading. Include total number of spaces and number of underground parking levels. <p><u>Drawings</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan: Show the siting of all buildings and the location of pedestrian and vehicular access and circulation; site plan extent to include adjacent roadways <input type="checkbox"/> Floor plans: Provide all levels including underground parking <p><i>Note:</i> Additional development information may be requested during application process.</p>
Property View Analysis	○	--	●	<p>Required for applications where site is within Council-approved protected public view (i.e., view cones).</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Protecting Vancouver's Views webpage to request a assessment for any sites located within a view cone • View Cone Map

Development Permit Application Process

All proposals will need to comply with the regulations of the applicable district schedule and respond to the associated guidelines. Council approval of the rezoning at a public hearing must occur prior to submitting an application for a development permit.

For submission requirements, visit [building and renovating forms, checklists and bulletins](#).

Advanced Preparation of Certain Requirements

Some submission requirements may require additional time to prepare.

- **Transportation Demand Management**

Parking, loading, bicycle spaces and passenger spaces must be provided and maintained according to the provisions of the Vancouver Parking By-law and will be reviewed at time of the development permit application when proposal drawings are submitted.

A Transportation Demand Management (TDM) Plan is required on sites located in the Downtown, Broadway Plan Area, Transit-Oriented Area or on large sites. Refer to Parking By-law section [4.1.6](#).

Refer to [Transportation Demand Management for Developments in Vancouver](#).

For applications to RR-1, RR-2A/2B/2C and RR-3A/3B, also refer to the [Residential Rental District Schedules Design Guidelines](#)

- **Building grades**

Applicants are advised to request Building Grades from the City’s Engineering Department prior to submission of any development permit application.

Refer to [Building Grades webpage](#)

- **Acoustics**

Noise levels in dwelling units in will be subject to maximum limits. Evidence will be required with a development permit application in the form of a report and recommendations prepared by persons trained in acoustics and current techniques of noise measurement, demonstrating that the noise levels in those portions of the dwelling units listed below shall not exceed the noise levels expressed in decibels set opposite such portions of the dwelling units. For this purpose, the noise level is the A-weighted 24-hour equivalent (Leq) sound level and will be defined simply as the noise level in decibels.

Portions of dwelling units	Noise levels (Decibels)
bedrooms	35
living, dining, recreation rooms	40
kitchen, bathrooms, hallways	45

- **Hydrogeological (groundwater) study**

A complete Hydrogeological Study will be required, signed and sealed by a Registered Professional. Applicants are advised to begin their study as early as possible to ensure adequate time for data collection and groundwater management planning.

Refer to [Groundwater Management Bulletin](#)

Appendix A: Sample Rezoning Consent Letter

[DATE]

City of Vancouver
510 W Broadway
Vancouver, BC V5Z 1E9

Attention: Rezoning Centre

RE: Consent to rezoning at [ADDRESS]

I hereby give authorization to [COMPANY] (or any permitted assignees, development consultants or direct representatives of) to complete and submit a Rezoning Application for [ADDRESS, PID].

Sincerely,

Property Owner's Name: _____

Signature: _____

Date: _____

...

Note: This letter does not need to be prepared by a lawyer or notary.