

Checklist

Zoning District Change:

Rezoning to an Existing Zoning District

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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

1 Verify that policy supports your proposal

Review the relevant links and documents provided on the [zoning district change webpage](#).

Contact Rezoning Centre staff if needed: rezoning@vancouver.ca

2 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.

3 Meet with your tenants

For proposals where there are ten or more existing rental units on site, a tenant meeting with City staff in attendance will be required before a rezoning application is submitted. For projects with less than ten existing rental units, applicants should meet with tenants individually. The intent of these initial meetings 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](#).

4 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](#)

5 Consider your parking requirements

Applicants have the option of using [Transportation Demand Management](#) (TDM) to lower the minimum requirements for motor vehicle parking. 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 of the City-wide DCL 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. Refer to the [Development Cost Levies Information Bulletin](#).

The timing for when an applicant needs to request a DCL waiver varies. For applications to rezone to the RR-2C and RR-3B districts, the DCL waiver request is made at the rezoning application stage. For developments in the RR-1, RR-2A, RR-2B and RR-3A districts, the DCL waiver request is made at the development permit application stage.

Refer to the [Rental Incentive Programs Bulletin](#).

6 Review rezoning conditions that may be applicable to your site

All rezonings are subject to legal conditions which are outlined in Appendix B of the rezoning referral report. These conditions are required to be met in order to complete the change to the new zone. Compared to a site-specific CD-1 rezoning, rezoning to an existing district schedule will have fewer rezoning conditions. Refer to the Rezoning Conditions section for more information.

Checklist – Application Materials

This table identifies the materials required for a zoning district change application. Note that additional information may be requested during the rezoning process.

● Required ○ If applicable -- Not required

Requirement	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM- 8AN District	I-1C District	Notes
Rezoning application form & checklist	● ¹	● ²	● ³	¹ See: Secured Rental Policy Rezoning Application Form (RR-1, RR-2A/2B/2C or RR-3A/3B) ² See: Cambie Corridor Townhouse Rezoning Application Form (RM-8A/8AN) ³ See: Mount Pleasant Industrial Rezoning Application Form (I-1C)
Rezoning application fee	●	●	●	The application is based on site area and is payable at time of application. Refer to Section 1 (Change Zoning District (Except to CD-1)) under Schedule 2 of the Zoning and Development Fee By-Law .
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.
Title search	●	●	●	Copy of current title search, from the Land Title Office, for each parcel in the proposal.
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	○	○	○	Required for sites owned by multiple owners. Proof that all owners are aware and support the application to rezone their property.
Community-serving Spaces Form	●	--	●	Required for sites where community-serving spaces or facilities currently exist or where these uses were present at any time during the previous three years.
Site disclosure statement	●	●	●	Refer to Ministry of Environment and Climate Change Strategy website . Residential sites without any previous Schedule 2 uses are also required to complete this form.
Phase 1 environmental site assessment	○	○	○	Required for sites with a history of Schedule 2 activities .
Development water demands	●	●	●	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). Contact utilities.servicing@vancouver.ca for further information. <i>Note:</i> Estimated number of units is necessary to calculate water demands.

Requirement	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Notes
Green and Resilient Building Measures Package	○ ¹	--	○ ¹	<p>A single PDF document containing:</p> <ul style="list-style-type: none"> • ZEBP Rezoning Energy Checklist – version appropriate to the project (Bulletin Section 2.1) • Embodied Carbon Design Report (Bulletin Section 2.2) • 1-2 page summary of resilience strategies (Bulletin Section 2.3) • Letter of commitment that confirms the owner's commitment to the requirements of Enhanced Commissioning and Energy System Sub-metering (Bulletin Sections 3 and 4) <p>Refer to:</p> <ul style="list-style-type: none"> • Bulletin: Green Buildings Policy for Rezoning – Process and Requirements • Zero Emission Buildings webpage <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 Only required for developments containing Part 3 buildings as defined by the Vancouver Building By-law; not required when rezoning to RR-1.</p>
Preliminary rainwater management plan & geotechnical study	●	●	●	<p>Refer to Rainwater Management Bulletin. Developments subject to Citywide Integrated Rainwater Management Plan requirements for retention, rate control, cleaning and safe conveyance, must include:</p> <ul style="list-style-type: none"> • Preliminary Rainwater Management Plan (RWMP) describing proposed approach to rainwater management; and • Preliminary geotechnical study supporting assumptions made in the preliminary Rainwater Management Plan. <p><i>Note:</i> Preliminary building footprint is necessary to obtain site coverage input into the RWMP.</p>
Preliminary hydrogeological (groundwater) study	○ ¹	--	--	<p>¹ Required for development with below-ground structure located partly or wholly within areas of concern.</p> <p>Refer to Groundwater Management Bulletin.</p>
Site Survey	--	--	●	<p>For the purpose of calculating applicable CACs.</p> <p>Survey plan at a scale not less than 1/16"=1'-0" (1:200).</p>
Renter Screening Form	●	●	--	<p>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. Refer to Tenant Relocation and Protection Policy – Process and Requirements.</p>

Requirement	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM-8AN District	I-1C District	Notes
Pro forma	○ ¹	--	○ ²	<p>¹ Only applicable to RR-2C and RR-3B</p> <p>² 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 Community Amenity Contributions Policy for Rezoning.</p> <ul style="list-style-type: none"> Refer to Community Amenity Contributions Implementation Procedures <p>Note: 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>
QS elemental cost report	--	--	○	All cost estimates to follow standard Canadian Institute of Quantity Surveyors (CIQS) elemental cost format. Cover letter with name of person who prepared report is required.
CAC offer form	○ ¹	--	○	<p>¹ Only applicable to RR-2C and RR-3B.</p> <p>Attached to Mount Pleasant Industrial Rezoning Application Form (I-1C) and Secured Rental Policy (RR) Application Form.</p> <p>Applicants are to confirm the CAC offer that accompanies a rezoning application if subject to a negotiated CAC process.</p>
DCL waiver request form	○ ¹	○	--	<p>¹ Required for RR-2C and RR-3B applications seeking a DCL waiver.</p> <p>Rezoning Planner to provide Excel spreadsheet.</p>
Development statistics & drawings	○ ¹	--	○	<p>Development statistics and drawings necessary to inform pro forma and cost estimates, such as:</p> <ul style="list-style-type: none"> Zoning analysis (comparison of existing and proposed zoning regulations and allowances) Proposed uses Floor area: Gross and net floor area for all uses Floor space ratio (FSR): Based on net floor area (gross floor area less exclusions) Floor area included in FSR: Detail specific areas that are included in the FSR calculation but not saleable floor area, such as circulation and above-grade mechanical spaces Floor area exclusions: Detail specific exclusions requested and associated floor areas, such as amenity space Height: In metric and imperial, and number of storeys Parking summary: Provide Parking By-law requirements and proposed parking for vehicle parking, loading and bicycle spaces 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 Floor plans: Provide all levels including underground parking <p>Note: Additional development information may be requested during application process.</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>

Requirement	RR-1, RR-2A/2B/2C or RR-3A/3B District	RM-8A/ RM- 8AN District	I-1C District	Notes
Transportation Assessment and Management Study (TAMS)	○ ¹	--	○	<p>Required for applications where existing transportation infrastructure may be impacted; typically based on project scale.</p> <p>Refer to Transportation Assessment and Management Study Guidelines for Consultants.</p> <p>¹ Applications on larger sites (e.g. a full block face) and where non-residential uses would be included (RR-3A/3B) are more likely to require a TAMS.</p>

Rezoning Conditions

Your rezoning planner will provide you with draft rezoning conditions during the review process. At that time, applicants must review the legal conditions carefully and agree to them in principle before the rezoning report is finalized.

Approval of a rezoning at public hearing legally obligates the developer to meet the rezoning conditions if they wish to develop under the new zone. The most significant sections of the rezoning conditions may include:

1 Infrastructure Upgrades

The conditions will include the scope of infrastructure upgrades associated with the rezoning. A cost estimate of the sewer servicing upgrades will be attached to the rezoning conditions. Additional costs associated with standard Development Permit conditions will be provided at the development permit stage.

2 Public Realm

Rezoning conditions will include the scope of any public realm improvements in the area associated with the rezoning. This may include (but not be limited to) dedications of land for road or lane widening, including for any established building lines; or provision of a statutory right of way (SRW) for sidewalk and boulevard improvements, particularly on properties located along arterial streets.

3 Community Amenity Contribution

Community Amenity Contributions (CACs) are voluntary contributions toward public benefits that are offered by applicants as in-kind or cash contributions when Council grants additional development rights through the enactment of rezonings. All CACs are negotiated between the applicant and the City (on behalf of Council) with Council as the approving authority, and are secured as conditions of by-law enactment.

3.1 Rezoning to RR-1, RR-2A/2B/2C or RR-3A/B Districts

Applications for rezoning to RR-1, RR-2A, RR-2B or RR-3A are exempt from CACs as per 8.2(e) of the Community Amenity Contributions Policy for Rezonings.

Applications to the RR-2C and RR-3B districts are not exempt from CACs and will be subject to pro forma review. These districts include a requirement for a minimum of 20% of the residential floor area to be permanently secured as below-market rental housing, and in most cases that will mean no additional CAC will be expected. If a CAC is negotiated, in most cases securing an increased below-market rental component will be preferred to a cash payment.

3.2 Rezoning to RM-8A and RM-8AN Districts

Applications for rezoning to the RM-8A and RM-8AN districts are exempt from CACs as per 8.2(c) of the Community Amenity Contributions Policy for Rezonings. The districts schedule includes provisions for “affordable housing shares” and/or “amenity shares” referred to as [Density Bonus Zones](#). Payment of the density bonus zoning contribution is a condition of Building Permit issuance.

3.3 Rezoning to I-1C District

CACs for applications for rezoning to the I-1C district will be determined by a target contribution (i.e. Rest of Metro Core Commercial Linkage Target) if the proposal is for a 100% non-strata commercial development. For proposals that are not 100% non-strata commercial, the CAC will be negotiated. CACs will be secured as a condition of by-law enactment and a non-stratification covenant (to prohibit the separate sale and strata subdivision of the property) would apply if a target contribution is used to determine the CAC. Cash CACs must be paid prior to by-law enactment.

4 Housing

4.1 Tenant Relocation

If there are eligible tenants that reside on the site, the [Tenant Relocation and Protection Policy](#) will apply and rezoning conditions will be included requiring the applicant to prepare a Tenant Relocation Plan and other agreements upon later Development Permit, Demolition Permit, and Occupancy Permit stages.

- Refer to [Tenant Relocation and Protection Policy – Process and Requirements](#)

4.2 Housing Agreement

If rental tenure is proposed, a Housing Agreement (pursuant to section 565.2 of the Vancouver Charter) will form a part of the rezoning conditions. A Housing Agreement, and any other legal mechanism deemed necessary by the Director of Legal Services and the Director of Planning, will secure the rental units for a term of 60 years or the life of the building, whichever is greater. Where applicable (including for RR-2C and RR-3B applications and projects seeking a DCL waiver), requirements regarding starting rents, rent increases, and operation of any below-market rental units will also be secured through a Housing Agreement.

- Refer to [Rental Incentive Programs Bulletin](#)

5 Green Buildings Policy for Rezoning

All rezoning applications are subject to the Green Buildings Policy for Rezoning. The rezoning conditions will include a condition of approval that will commit the applicant to meet the requirements of the Green Buildings Policy for Rezoning.

All rezoning applications considered under the Secured Rental Policy are required to employ zero emissions heating and hot water systems, achieving a greenhouse gas intensity (GHGI) of 3 kg/m² or less.

Refer to [Green Buildings Policy for Rezoning – Process and Requirements](#)

6 Public Art Provisions

The [Public Art Policy for Rezoned Developments](#) requires that rezoning applications with a floor area of 9,290 sq. m (100,000 sq. ft.) or greater make a public art contribution by electing to provide on-site artwork or cash-in-lieu (at 80% of the public art budget). If applicable, a legal agreement will be required to be registered on title to specify and define all obligations with respect to the elected option.

Development Permit Application Process

1 Development Permit Pre-application Advice

All proposals will need to comply with the regulations of the applicable district schedule and respond to the associated guidelines.

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

2 Development Permit Application Submission

Council approval of the rezoning at a public hearing must occur prior to submitting an application for a development permit. Some submission requirements may require additional time to prepare.

2.1 Submission Requirements

To begin preparing for a development permit application, review the [development permit checklists](#).

2.2 Advance Preparation of Certain Requirements

- Transportation Demand Management**

Parking, loading and bicycle 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 may be utilized to achieve parking reductions by managing traffic and parking demands and enhancing the effectiveness of non-personal vehicle transportation.

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

- **Rainwater management plan & geotechnical study**

A final signed and sealed RWMP completed by a Professional Engineer, with an accompanying final geotechnical study will be required.

Refer to the [Rainwater Management Bulletin](#)

- **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](#)

3 Development Cost Levies

Developments in RR-1, RR-2A/2B/2C and RR-3A/3B will be subject to the City-wide DCL, the City-wide Utilities DCL and may be subject to an Area Specific DCL.

Developments in the RM-8A, RM-8AN or I-1C districts will be subject to both the City-wide DCL and the City-wide Utilities DCL.

See the 'Before Applying' section of this guide for information on DCL waivers for eligible secured rental projects. Also refer to the [Development Cost Levies Information Bulletin](#).

Payment of the levy is a condition of Building Permit issuance and the levy is calculated at the rate in effect on the date of issuance.