



A GUIDE TO DEVELOPING IN
THE DISTRICT OF
Summerland
BRITISH COLUMBIA, CANADA

Application Processing Time

Application submitted to Development Services Department.

Technical review by Municipal staff.
Comments given to applicant's designer.

Application reviewed by the Advisory Planning Commission.

Planning report prepared for Municipal Council by Development Services.

Application considered by Municipal Council and bylaw denied or staff authorized to create a bylaw

Public Hearing is held after a notice period and bylaw is either abandoned or receives 2nd and 3rd readings .

Bylaw is forwarded to provincial Ministry of Transportation if within 800m of Highway 97 or if a text amendment.

Bylaw is adopted by Council following approval by Ministry of Transportation and completion of any conditions.

Total Estimated Time following submission of complete application

week 1 - 8

week 8 - 12

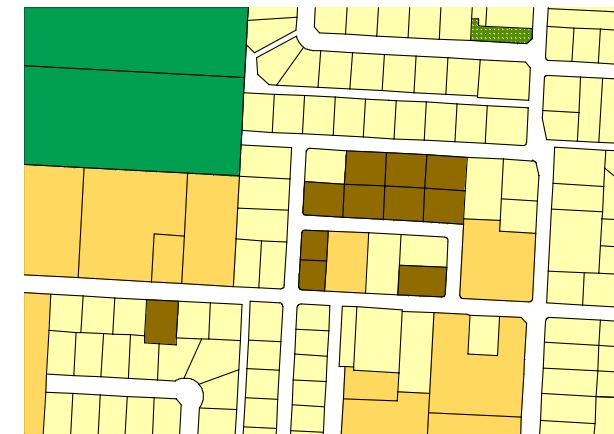
week 12-16

Development proposal can now proceed to the next step.



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Any person being the owner of land or having the written permission of the owner, may apply to amend the Zoning Bylaw (rezone a property or change a zoning regulation) or apply to amend the Official Community Plan.



The Zoning Bylaw governs the use of land within the District of Summerland.

The Official Community Plan (OCP) guides the community's development by providing vision and direction. The OCP guides the drafting of other implementing bylaws including the Zoning Bylaw and Subdivision and Development Servicing Bylaw.

Zoning and OCP Bylaw amendments are approved by Municipal Council and require a Public Hearing. The approval of the Ministry of Transportation and Highways also may be required. Applications are processed by the Development Services Department, Municipal Hall, with the involvement of other Departments, Provincial ministries and outside agencies , as necessary. Zoning bylaw amendments must comply with the Official Community Plan.

Copies of the Zoning Bylaw and OCP are available online at www.summerland.ca or from the District Office at 13211 Henry Avenue.

Zoning Bylaws regulate such things as:

Use of land

Agricultural
Residential
Commercial
Industrial
Institutional

Building setbacks

Maximum size and height of buildings
Density
Parking requirements
Landscaping/Screening requirements
Signage

Application Fee \$500.⁰⁰
(\$1000.00 for joint OCP and zoning applications)

Zoning / Official Community Plan Amendments

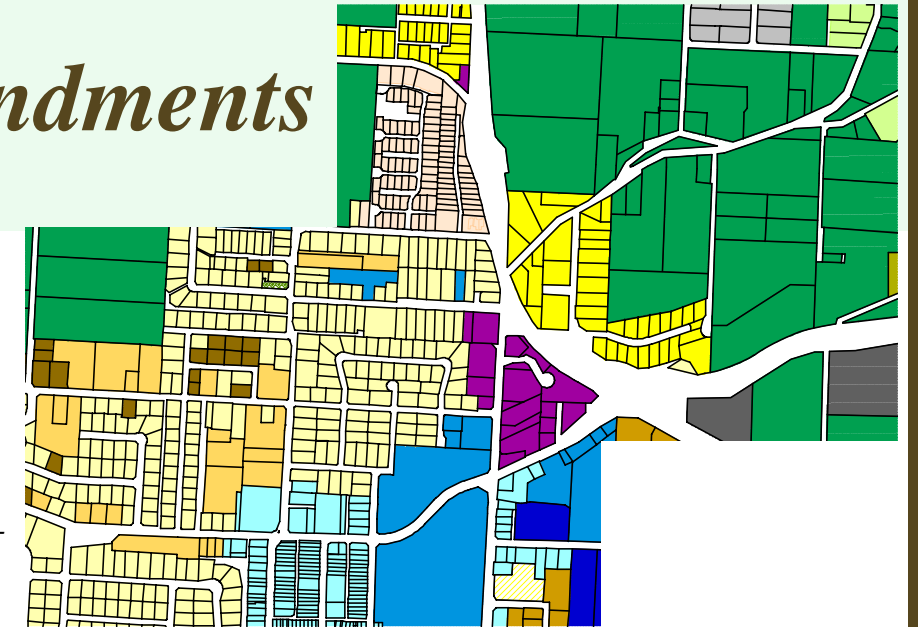
Zoning / Official Community Plan Amendments



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Procedure for **Zoning/OCP Amendments**

Application forms are available at the Development Services Department, Municipal Office



The Municipal Council use zoning as a method of directing growth and development within their community. The Zoning Bylaw designates properties for a specific range of permitted uses, densities, siting and building form.

The purpose of Zoning is:

- ☞ To maintain order, efficiency and harmony in the use of land in the community;
- ☞ To establish and promote minimum standards for convenience, and welfare of the public;
- ☞ To prevent overcrowding of land;
- ☞ To secure adequate light, air and access;
- ☞ To protect property values.

A rezoning application is an attempt by a land-owner/developer to change the permitted uses or densities which apply to his property to suit his intended development.

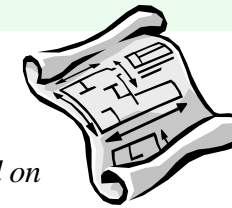
The basis for rezoning decisions in the Official Community Plan (OCP).

The OCP is a document which outlines the Community's projected land use goals and objectives.

Municipal Council can approve a rezoning application only if it conforms with the OCP. Therefore it is sometimes necessary to also amend the OCP.

A rezoning application is a request to amend the Zoning Bylaw. Both Zoning Bylaw and OCP Bylaw amendments require a bylaw to be passed by Municipal Council.

- 1** Submit application to the Development Services Department, including all information described on the application form and the applicable fee.



- 2** The application receives a Technical Review by District staff who consider:
- *Bylaw compliance
 - *road widening
 - *utility servicing
 - *access

- 3** A Planning Review is undertaken by the Advisory Planning Commission and a report is prepared by staff for submission to Municipal Council.



- 4** The application report is received by Council at a public meeting and is either denied, or a bylaw is prepared and is given first reading.
If the bylaw is denied, the applicant is refunded one half of the application



- 5** A public hearing is held. Notices are sent to owners and occupants within 30m of the property under application. Notices are published in the local newspaper and a sign is posted on the property. Any interested parties can speak to Council at the public hearing or forward written comments.



- 6** If the property is within 800m of Highway 97, or an amendment to the text of the zoning bylaw is proposed, the rezoning application must be sent to the provincial Ministry of Transportation for approval.

- 7** Municipal Council now either abandons the bylaw; or proceeds to second, third and final adoption of the bylaw and approves the rezoning.

