



City of Richmond

Rezoning Application
Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4017

Please submit this completed form to the Zoning Counter located at City Hall. **All materials submitted to the City for a Rezoning Application become public property, and therefore, available for public inquiry.**

Please see the attached details on application attachments and non-refundable fees.

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No.: _____
Business

Residence

E-mail

Fax

Property Owner(s) Signature(s): _____

If owner is a company, attach Corporate Certificate and Notice of Articles

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

Form continues on other side →

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete

Project Information

Applicant to complete the table below.

RESIDENTIAL USES					
Dwelling Type	Ownership/ Strata	Rental Units			Total Units
		Low End Market Rental (LEMR)*	Moderate** Market Rental	Market Rental	
Single-family (e.g., RS)					
Two-unit housing (duplex) (e.g., RD)					
Three-unit housing (triplex) (e.g., RTA)					
Small-scale multi-unit housing (e.g., RSM)					
Townhouse (e.g., RTL)					
Apt – Studio					
Apt – 1 Bedroom					
Apt – 2 Bedroom					
Apt – 3 or more Bedroom					
Secondary Suite					
Rear yard infill (e.g. coach house/granny flat)					
Total					
OTHER USES					
Hotel – Total Number of Rooms					
Non-Residential Uses – Total Area (m ²)					

*Low End Market Rental (LEMR) unit means a non-market rental unit that is to be rented at LEMR rates as prescribed by the City’s Affordable Housing Strategy.

**Moderate Market Rental unit means a non-market rental unit that is to be rented at a rate which is above the rates prescribed by the City’s Affordable Housing Strategy but less than prevailing market rates.



The following items must be completed and submitted with your *Rezoning Application*:

1. Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.
2. 8 copies of a site plan showing a generalized layout of the proposed use; note those buildings on the site proposed to remain in place, be demolished or relocated on or off the site. Depending on the nature of the application, elevations of all proposed new buildings and structures as well as the location of any other improvements on the land (parking lots, driveways) and surrounding roads and lanes may be required. Where a portion of a parcel is the subject of an application, a plan showing the precise dimensions of the proposed rezoning with distances and bearings is also required.
3. Completed BC Ministry of Environment and Climate Change Strategy Site Disclosure Statement for each property covered in this application (gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms).
4. The applicant will be required to undertake a servicing capacity analysis as part of their rezoning application unless otherwise specified by the City. This capacity analysis will assess the infrastructure needs to adequately service the proposed and future developments within the designated drainage, sanitary, and water catchment areas and recommend upgrades as required. This analysis must be completed and approved by City Engineering staff prior to the staff report on the rezoning application being prepared. Any servicing capacity upgrades identified through the servicing analysis are to be provided at the applicant's cost and are currently not eligible for development cost charge credits.
5. City Council, through the enactment of Tree Protection Bylaw 8057, has deemed that trees are an important element of the urban environment. The Tree Protection Bylaw is intended to reduce the unnecessary damage or removal of trees and requires that all trees on sites subject to a rezoning application be addressed during the review process. Also, through the enactment of Floodplain Designation and Protection Bylaw 8205 and associated changes to Richmond Zoning Bylaw 8500, an understanding of existing and proposed grading work is required as part of your rezoning application. To enable staff to assess tree protection and potential issues affected by proposed grading work, a **legal survey**, prepared by a registered BC Land Surveyor, and a preliminary **site plan**, must be submitted with your rezoning application. The legal survey and site plan must include all items indicated in bulletin [DEVAPPS-01 Survey and Site Plan Guidelines](#). A **Certified Arborist's Report** is required as part of your rezoning application submission if there are bylaw-sized trees located on site.

Fees

The following application fees are required and are **non-refundable**:

Zoning Text Amendment Only	\$2,034.00
Single-Family Housing District (RS) Rezoning:	
• In Compliance With Lot Size Policy	\$2,585.00
• Where No Lot Size Policy Exists	\$2,585.00
• Where a New or Amended Lot Size Policy is Required	\$3,871.00
Site Disclosure Statement Submission Fee	\$ 69.75

Site Specific Zoning District Rezoning:

• Base Fee	\$3,871.00 plus
• Site Disclosure Statement Submission Fee	\$ 69.75
• Residential Development:	
- \$49.75 per dwelling unit for the first 20 dwelling units; and	_____ DU x \$49.75 = \$ _____
- \$25.25 per dwelling unit for each subsequent dwelling unit	_____ DU x \$25.25 = \$ _____
• Non-Residential Building Area:	
- \$32.00 per 100 m ² (1,076.43 ft ²) for the first 1,000 m ² (10,764.26 ft ²)	_____ m ² x \$32.00 = \$ _____
- \$20.00 per 100 m ² (1,076.43 ft ²) thereafter	_____ m ² x \$20.00 = \$ _____
• TOTAL	= \$ _____

Standard Rezoning (not RS or Site Specific):

• Base Fee	\$2,585.00 plus
• Site Disclosure Statement Submission Fee	\$ 69.75
• Residential Development:	
- \$25.75 per dwelling unit for the first 20 dwelling units; and	_____ DU x \$25.75 = \$ _____
- \$13.75 per dwelling unit for each subsequent dwelling unit	_____ DU x \$13.75 = \$ _____
• Non-Residential Building Area:	
- \$20.00 per 100 m ² (1,076.43 ft ²) for the first 1,000 m ² (10,764.26 ft ²)	_____ m ² x \$20.00 = \$ _____
- \$8.00 per 100 m ² (1,076.43 ft ²) thereafter	_____ m ² x \$8.00 = \$ _____
• TOTAL	= \$ _____

Note: Where a Rezoning Application must be submitted to a second or subsequent Public Hearing because of a failure by the applicant to comply with a requirement of the City or because of other actions on the part of the applicant, an additional fee of \$975.00 is required to be paid by the applicant for the second and each subsequent Public Hearing.

Additional Information

Each applicant should review the following information brochures to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire rezoning process.

- *Rezoning*
- *Rezoning Sign Information*
- *Tree Protection Bylaw*



Richmond Zoning Bylaw 8500 requires a *Rezoning Application* to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. Additional material is available from the Development Applications Department with respect to *Rezoning*. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.



Please submit this completed form regarding the existing housing profile as part of the application submission.

Purpose

The purpose of this form is to obtain information regarding the current status of existing housing on the development site, to assist in determining the impact of the proposed development on existing residents, and to assist in determining the eligibility of the existing dwelling to be considered for Richmond’s House Moving and Salvage program.

Property Address(es): _____

Current Use(s): Single-family Duplex Townhouse
 Other, please specify: _____

Current Status of Existing Housing Units

Owner Occupied: Yes No
If yes, please indicate the number of units currently owner occupied: _____

Property Address(es): _____

Rented: Yes No
If yes, please indicate the number of units currently rented: _____

Property Address(es): _____

Existing

Secondary Suites: Yes No
If yes, please provide the following information:

Number of Suites: _____

Rented: Yes No
If yes, please indicate the number of suite(s) currently rented: _____

Number of Bedrooms per Suite: _____

Size of Suite(s): _____

Eligibility for House Moving and Salvage

Existing House

Type:

Crawl Space: Yes No

If yes, are you agreeable to having the City's House Moving and Salvage Program Coordinator contact you about potential participation in the City's House Moving and Salvage Program as an alternative to house demolition?

Yes No

If yes:

Contact Person: _____

Tel. No.: _____

E-mail: _____

Signature: _____

Date: _____

Please print name