

## Process for Rezoning and OCP Amendment Applications

### Submission of Application

1. The applicant holds a preliminary discussion with the Planning Department to find out if they can develop a particular use on their property. If the proposed use or density is not permitted under the existing zoning, then the applicant may fill in an application for a "Zoning Amendment."
2. Along with an application form, the applicant should provide a written description of the present and intended use of the site, reasons for the proposal, and, if appropriate, preliminary architectural plans for any proposed buildings, including site plan and elevations. Application forms and fee schedules are available on our [website](#).
3. Once submitted, an application will be referred to the following staff and agencies for review:
  - a. City of Langford Engineering Department
  - b. City of Langford Building Department
  - c. City of Langford Fire Department
  - d. City of Langford Land Development Department
  - e. City of Langford Parks Department
  - f. CRD Water
  - g. Vancouver Island Health Authority (as necessary)
  - h. Ministry of Environment and Climate Change (as necessary)
  - i. Ministry of Transportation and Infrastructure (as necessary)
  - j. School District No. 62 (as necessary)
  - k. West Shore Environmental Services
  - l. Other agencies as necessary
  - m. BC Hydro, Fortis and Telus (as necessary). Please note that underground hydro and telephone services are required in Langford. It is the responsibility of the applicant to contact these agencies to determine servicing requirements for hydro and telephone service.
4. The Planning Department or other agencies may request additional information on specific details of a proposal during the processing of the application.

### Planning, Zoning and Affordable Housing Committee

5. A report is written for the Planning, Zoning and Affordable Housing Committee (PZAH), which is a body appointed by Council and consisting of two Council members and seven local residents. The report describes the requested variance(s) and includes comments and recommendations from staff and agencies as well as the following details:
  - a. Existing use
  - b. Surrounding uses
  - c. Proposed development
  - d. Existing policy for the site and area
6. Notices are sent to property owners and occupants within 100 m of the development to advise them of the application and the date and time of the PZAH meeting. Information on how to attend the meeting, how to provide written comments in advance of the meeting, and how to access the staff report are also included on the Notice.
7. The applicant may wish to attend the PZAH meeting to answer any questions on the proposed development.

8. The PZAH Committee reviews the application and staff report, considers comments from members of the public, and makes a non-binding recommendation for Council's consideration.

## Council

9. Council considers the recommendation of the PZAH Committee and either rejects the application, requests more information or changes to the proposal, or authorizes the application to proceed with further consideration.
10. Council may consider first reading of the zoning amendment bylaw at the same meeting that they consider the PZAH Committee's recommendation if it has been prepared and forms part of the Committee's recommendation.
11. Alternatively, first reading of the zoning amendment bylaw may occur at a subsequent Council meeting if Council direction on the proposed bylaw is required prior to drafting the bylaw.
12. The public may express their views on the application and proposed bylaw to Council during the Public Participation portion of the meeting. Public Participation is on the Meeting Agenda prior to Council's consideration of the PZAH Committee's recommendation and prior to consideration of any bylaws, so such comments may be taken into account.

## Public Hearing requirements

13. Following first reading of a zoning amendment bylaw and the completion of any conditions required prior to a Public Hearing, a Public Hearing may be scheduled.
14. The following notifications are provided in advance of the scheduled Public Hearing:
  - a. A sign providing details of the zoning amendment and the date of the Public Hearing is installed on the subject property at least 10 days before the Public Hearing.
  - b. A notice of Public Hearing is mailed to owners and occupiers of land within 100 m of the development at least 10 days in advance of the Public Hearing to advise them of the details of the application, and the date and time of the Public Hearing. Information on how to attend the meeting, how to provide written comments in advance of the meeting, and how to access the staff report and proposed bylaw are also included on the Notice.
  - c. A notice of Public Hearing containing the same information outlined above is published in the local newspaper for two consecutive weeks before the Public Hearing.
  - d. The notice of Public Hearing, the staff report, and the proposed bylaw can be viewed in the Public Notices section of the City's [website](#).
15. During the Public Hearing, the public has an opportunity to express their views about the proposed zoning amendment. If you have any questions about a zoning amendment, please contact the Planning Department in advance of the Public Hearing, as the public hearing is not a question and answer period, but rather an opportunity to advise Council of your opinion before they make a decision with regards to the application.
16. After the Public Hearing is closed, Council may not receive any further comments with regards to the application. At the Council meeting following the Public Hearing, Council may either give the bylaw second and third readings, table, or reject the bylaw.

## Final Approval

17. If the subject property is within 800 m of a Controlled Access Highway, the Ministry of Transportation and Infrastructure is notified of the zoning amendment and must approve the zoning amendment bylaw, in writing, before adoption of the bylaw.
18. Prior to Council's consideration of bylaw adoption, the applicant must complete any specified conditions, which may include road dedication, registration of a Section 219 Covenant securing conditions of approval to be completed as part of the development, amenity contributions, a cash bond or an irrevocable letter of credit, or other conditions set out by Council.
19. The applicant is notified of Council's decision.
20. The owner may then apply for any required development permits, and following development permit issuance they may subsequently proceed with applications for building permit or subdivision approval to undertake the construction of the project in accordance with all specified conditions.

This document is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the *Local Government Act*, the *Land Title Act*, the Zoning Bylaw, the Subdivision and Development Servicing Bylaw, and other city bylaws for definite requirements and procedures.

If you have any questions on the Zoning application procedure as outlined above, please contact the Langford Planning Department.

t 250.478.7882  
e [planning@langford.ca](mailto:planning@langford.ca)

2nd Floor, 877 Goldstream Avenue  
Langford, BC V9B 2X8

## Estimated Time Frame

The zoning amendment process requires approximately four to six months to complete. Staff analysis of each application takes about four weeks. PZAH and Council consideration normally takes a further eight weeks. However, these timelines are dependent upon the complexity of the issue, the current workload of both staff and Council, the timing of Council meetings, the timing of Ministry of Transportation and Infrastructure approvals, the relation of the application to broader issues that may first require resolution, and the need for additional information from the applicant during the process.

Preliminary discussions with Planning staff	
4 to 6 weeks	Application is made and checked for completion
	Planning staff reviews and circulates plans to other departments and agencies
	Planning staff writes report for the Planning, Zoning and Affordable Housing Committee (PZAH)
4 to 6 weeks	Surrounding property owners and residents may be notified of Planning and Zoning Meeting by mail
	PZAH reviews the application and makes a recommendation to Council
	Council either rejects the application, requests more information, authorizes staff to prepare a bylaw, or proceeds with first reading of a bylaw
	Bylaw is drafted for a subsequent Council meeting, if not provided as part of the first review
	After Council gives the Bylaw first reading, and any conditions are completed by the applicant, the Public Hearing is scheduled
4 weeks	Surrounding property owners and residents are notified of the public hearing by mail
	Notices are put in a local newspaper (e.g., Goldstream Gazette) for two consecutive weeks before the public hearing date
	A sign is posted on the subject property describing the proposal
	A Notice is posted on the City's website, along with the staff report and bylaw
	A Public Hearing is held
	Council gives the Bylaw second and third reading or rejects the application
2+ weeks	The bylaw is forwarded to MOTI for approval if required, and the applicant is directed to provide any specified requirements
	Council considers adoption (approval) of the bylaw