

Rezoning application guide

Application procedure and 2024 schedule

Rezoning process overview

Burnaby organizes the evaluation and processing of rezoning applications into six rezoning series throughout the year. Applicants must submit their applications to the Planning and Development Department before the deadline to be included in the next rezoning series. The 2024 dates are listed to the right.

Rezoning applications include two stages: the initial application and the full application.

2024 Rezoning schedule

	Application received by:	Initial report to Council:
1	Dec 13, 2023	Feb 12, 2024
2	Feb 14, 2024	Apr 15, 2024
3	Apr 17, 2024	Jun 10, 2024
4	Jun 19, 2024	Aug 26, 2024
5	Aug 21, 2024	Oct 7, 2024
6	Oct 16, 2024	Dec 2, 2024

Dates are subject to change.

Initial application stage

During the initial application stage, applications are reviewed by City staff, referred to external agencies, and reported on to Council in an **Initial Report**. At this time, Council may decide to:

1. Authorize the Planning and Development Department to continue to work with the applicant towards a suitable plan of development which will be the subject of a further **Rezoning Report** to Council.
2. Pause the application until further information is provided.
3. Reject the rezoning application.
4. In some cases, where the Initial Report and Rezoning Report are combined, forward the application to a future First and Second Reading.

During this stage, a City Planner is assigned to the application. The Planner provides the applicant with a comprehensive list of rezoning submission requirements during the initial application stage. When these requirements are complete and submitted, the application advances to the full application stage.

Full application stage

First and Second Reading

The Planner prepares a Rezoning Report to Council recommending future consideration of the rezoning bylaw for First and Second Reading. A public hearing is only necessary if the rezoning application includes an Official Community Plan amendment.

The time it takes to advance to this step varies with each application, as determined by the complexity of the rezoning and the progress of the applicant in completing a full application.

When First and Second Reading is granted, the applicant can then proceed with completing the prerequisite rezoning conditions as approved by Council.

Third Reading

Upon substantial completion of the prerequisites, staff will arrange for the bylaw to be presented to Council for consideration of Third Reading.

Fourth Reading

Upon completion of all the prerequisites, the bylaw will be returned to Council to consider Fourth Reading, or final adoption.

Application submission requirements

The initial application package must include all the items below. In order to ensure completeness, applicants are encouraged to meet with staff 4 to 8 weeks before the rezoning application deadline, and to do a thorough check of their application materials at least a few days before the deadline. Incomplete applications will not be accepted.

- A. Rezoning application form** – Available in the Planning and Development Department or at: [Burnaby.ca/services-and-payments/development-permits-construction/zoning-and-rezoning](https://burnaby.ca/services-and-payments/development-permits-construction/zoning-and-rezoning). This form is completed by the applicant. If the owner is the applicant and if the site has more than one owner, all other owners must sign an authorization form. If the property is strata titled, the applicant is required to submit Strata Council meeting minutes showing that the Strata Corporation has agreed to the application for rezoning.
- B. *(If applicant is not the owner)* Agent authorization form** – Available in the Planning and Development Department or at: [Burnaby.ca/services-and-payments/construction-and-renovation/zoning-and-rezoning](https://burnaby.ca/services-and-payments/construction-and-renovation/zoning-and-rezoning). This form is only required when the owner wishes to have another person act on their behalf during the rezoning process. The form must be completed by the applicant and signed by the owner(s) of the property.
- C. Title search** – A copy of the title search and copies of all documents and/or legal plans related to easements, covenants and statutory rights-of-way for the City of Burnaby and all other governmental agencies.
- D. Letter of intent** – This letter is prepared by the applicant and outlines existing land uses and improvements to be retained or demolished on the site, the existing and proposed zoning districts, and the proposed density and land uses associated with the redevelopment. The letter of intent will be attached to the initial report to Council.

continued on next page >

E. Initial proposal for new development

1. Title sheet with:
 - project title
 - property address(es) of the site
 - names and contact information for the applicant, architect, landscape architect, land surveyor, and any other consultants
2. Statistical summary of the proposed development, including but not limited to:
 - the site's Official Community Plan and Neighbourhood Plan land use designation
 - existing and proposed zoning
 - site area and coverage
 - permitted and proposed floor area ratio (FAR) and gross floor area (GFA) and estimated maximum unit count
 - the residential unit mix and tenure
 - parking and loading
 - amenity areas (including community-serving uses such as child care)
3. Concept site and landscaping plan to a standard metric scale (1:100 or 1:200) with:
 - existing and proposed property lines
 - topographic elevations
 - building footprint(s)
 - proposed setbacks
 - proposed building height(s)
 - outdoor landscaping and hardscaping areas
 - location of any streams, setbacks, or other environmental constraints
 - existing trees or significant vegetation, including those in adjacent roads
 - vehicle access(es), pedestrian routes and building entrances
 - surface parking, loading, and waste and recycling areas (if applicable)
 - identification of any City-owned land or right-of-way proposed to be part of the site
 - phasing of development (if applicable)
4. Site survey (if available) with:
 - topographic survey
 - preliminary subdivision plan, with proposed road dedications and road closure areas, statutory rights-of-way, easements and covenants indicated

- existing building area survey – by area and residential strata/rental units

5. Site context plan that shows the distance and relationship of the proposed buildings on the subject site to adjacent properties and their existing or proposed/potential land uses and building forms (applicable for new development)

A heritage assessment completed by a qualified heritage professional should be included for any heritage resources included on the site that are listed on the Burnaby Community Heritage Register or Heritage Inventory.

6. Concept building elevations or renderings (generally applicable for new development or major exterior renovations), which include:
 - proposed building height(s) in metres and storeys, drawn from a standard metric scale
 - proposed underground parkade depth in metres and levels (if applicable)
 - proposed land uses and amenity areas
 - building materials and the location of windows, entrances, balconies
 - brief written design rationale on the key architectural and landscape design principles, design considerations, and context-sensitive design solutions proposed, which may be further supported by precedent images
7. A copy of a Local Government Notification Letter completed by the Planning and Development Department
8. Others items, if applicable, which may include:
 - Site Disclosure Statement and release request
 - list of areas on or adjacent to the site that are City-designated Environmentally Sensitive Areas, part of Metro Vancouver's Sensitive Ecosystem Inventory (SEI) or that contain streams
 - list of any resources on the City of Burnaby's Heritage Inventory or Community Heritage Register about the site
 - any additional information that may better assist staff in reviewing the proposed project

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F. Rezoning application fee – Applicants should confirm the applicable fee with the Planning and Development Department *prior* to submitting the rezoning application.

Standard Rezoning application fee

Standard Rezoning or CD rezoning with FAR less than 3.6	First 1,700 m ² (18,299 sq. ft.) of site area or part thereof	\$2,764.50
	Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$74.50

Complex Rezoning application fee

Master plan rezonings	First 40,000 m ² (430,556 sq. ft.) of site area or part thereof	\$244,896.50
	Each additional 100 m ² (1,076 sq. ft.) of site area or part thereof	\$458.50
Master plan amendments and CD rezonings with FAR greater than or equal to 3.6	First 8,000 m ² (86,111 sq. ft.) of site area and 3.6 FAR or part thereof	\$34,284.50
	Each additional 100 m ² (1,076 sq. ft.) of site area or part thereof	\$440
	Each additional 0.1 FAR or part thereof	\$440

Other fees

Public hearing fee (if required)	\$1,062
Area notification sign fee	\$265.50

No refunds are provided for the rezoning application fees after the Initial Report is submitted to Council. No refunds are provided for the public hearing fee (if required) after Council receives the Rezoning Report requesting First and Second Reading.

For any further information on the rezoning process, please contact the Planning and Development Department at 604-294-7400 or planning@burnaby.ca