

-
- What does zoning refer to?** Zoning regulates the density and land uses in the Town of Smithers. Each property in Smithers has a zoning classification that specifies the use of land pertaining to types of structures and activities allowed. For example, the Zoning Bylaw regulates:
- Permitted uses and density
 - Lot coverage and size
 - Setbacks and building height
 - Off-street parking and landscaping
- What is a rezoning application?** Rezoning is changing from one zone to another. The process of rezoning allows Council to consider the potential impacts and any changes to land use of subsequent development that may influence the present and the long term goals of the community.
- When is a rezoning application required?** A rezoning application is required when a development proposal seeks to change a zoning designation, land use or density of a site.
- What is the Official Community Plan?** The Official Community Plan (OCP) is the principle planning document used to guide decisions on future growth and development in Smithers. Each property in Town has an OCP designation that defines the desired location of land uses such as residential, commercial, industrial, parks, and open space.
- When is an OCP amendment required?** An OCP amendment is required when a rezoning application is not consistent with the OCP designation. The rezoning and OCP amendment can occur together as one process.
- What do I need to consider before applying?** There are a few things to consider before submitting an application. The Development Services Department can help verify the following:
- Check the **Official Community Plan** to see whether the proposed rezoning is consistent with the OCP designation.
 - Check the **zoning** to confirm that a rezoning application is required.
- What must I include with my application?** The following information is required to begin the application process:
- OCP & Zoning Amendment Application & fee
 - Letter of authorization from the registered property owner if the applicant is other than the property owner.
 - Site profile as per the *Contaminated Sites Regulation*.
 - Site plan illustrating existing and proposed buildings, setbacks, parking, loading, access and landscaping.
 - Reasons, comments or plans in support of the application (supplemental letter of intent/rationale is strongly encouraged).
-

What is the approval process?

- 1 **Application** – Begin the approval process by submitting a complete application, supporting documents, and fee.
- 2 **Review** – Once submitted, Town staff review the application and may refer it to external agencies for input (i.e. Regional District or Ministry of Transportation & Infrastructure). At this time additional information may be requested.
- 3 **Advisory Planning Commission** – A staff report is prepared for the consideration of the Advisory Planning Commission (APC). The APC makes a recommendation to Council. The applicant is invited to attend this meeting and present their application.
- 4 **1st and 2nd Readings** – Council receives the application, staff report, and recommendations from the APC at the next available meeting. If accepted, the bylaw is given 1st and 2nd reading.
- 5 **Public Hearing Notice** – Prior to the proposed public hearing date, two newspaper advertisements are published in the Interior News and letters sent to adjacent property owners advising of the application and public hearing date.
- 6 **Signage** - For joint OCP and rezoning applications, the applicant is required to prepare and post signage at least 10 days prior to the public hearing. Signage must be in accordance with the sign specifications prescribed by the Town of Smithers.
- 7 **Public Hearing** – A public hearing is held in the Council Chambers.
- 8 **3rd Reading & Adoption** – Council considers the bylaw for third and final reading at the next available Council meeting. With Council’s support, the bylaw is finalized provided all requirements for final approval have been met, including comments from external agencies.

How much does it cost?

A joint OCP & rezoning amendment application fee is **\$1,500**; OCP only is **\$1,200** and rezoning only is **\$1,500**. Additional fees may include legal costs (i.e. covenants, statutory rights-of-ways, etc).

How long will it take?

The average processing time is **3 months** provided that all necessary information is submitted and there are no complications.

For Further Information Contact:

Town of Smithers Development Services Department

1027 Aldous Street
PO Box 879
Smithers, BC V0J 2N0
Telephone: (250) 847-1600 Fax: (250) 847-1601

Office Hours

Monday to Friday (except Holidays)
8:30 am to 4:30 pm

This brochure is meant for informational purposes only. Please consult the Local Government Act and its regulations, the Town of Smithers Official Community Plan, Zoning Bylaw and other bylaws for definitive requirements and procedures. Visit www.smithers.ca for online bylaw copies.
