

2. Bylaw Amendments

2.1 City Amendments

2.1.1 The **City** may initiate amendments to this bylaw, including the zoning maps.

2.2 Owner/Agent Amendments

2.2.1 An **owner** may apply, or authorize another person to apply on the **owner's** behalf, to amend this bylaw, subject to limitations in Sections 2.3 and 2.7.

2.2.2 An application to amend this bylaw must be made in sufficient quantity as determined by the **City** for circulation and review.

2.2.3 A completed application must include the following:

- a) a completed application form;
- b) a current certificate of title;
- c) written authorization to act on behalf of the **owner** if submitted by an agent for the **site**;
- d) a map showing the proposed change within the context of **adjacent** land;
- e) a written statement to describe and justify the proposal;
- f) the application fee required by the Development Application Fees Bylaw; and
- g) permission for reasonable right-of-entry onto the **site** by a designated **City** officer for inspection.

2.2.4 The City may require additional information to prepare, evaluate, and make a recommendation concerning the proposed rezoning, particularly where the rezoning affects land use and density.

2.2.5 The additional information required by the **City** may include but is not limited to the following:

- a) analyses by qualified professionals of the potential changes of the proposal on land **use**, trees, heritage, sustainability, traffic, environment, utilities and municipal services and facilities; or
- b) impact reports.

2.2.6 The **City** may require that the impact report address the following issues:

- i) consistency with the **Official Community Plan** and other **City** policies;
- ii) public transit and traffic impact for all modes in terms of daily and peak hour trip generation and assignments;
- iii) requirements for flood protection, drainage, water, sewage, utilities and infrastructure relative to available or future capacities;
- iv) an acoustical report and recommendations dealing with aircraft, vehicle and railroad noise;
- v) compatibility with surrounding areas in terms of land **use** (including the **use**, enjoyment and value of **adjacent lots**), the function, scale and design of the **development** and its potential effects on stability and rehabilitation of the area;

- vi) geotechnical evaluation of the **site** and suitability for on-site septic sewage disposal;
- vii) assessment of effect on community services and facilities such as schools, **parks**, recreation, fire protection, policing and health;
- viii) assessment of effects on the natural environment including potential mitigation measures, considering environmentally sensitive areas and sustainability measures;
- ix) staging, implementation schedule and duration of construction for any proposed **development**;
- x) a construction parking and traffic management plan that includes parking locations for services, deliveries, employees and loading;
- xi) applications for any lane closures (including dates, times and duration) and proper traffic controls in accordance with the Ministry of Transportation *Traffic Control Manual* and *Master Municipal Construction Documents Traffic Regulation Section 01570*;
- xii) requirements for municipal land, **right of way**, easement and land dedication;
- xiii) any known concerns and opinions of area residents, landowners, **adjacent** municipalities and affected stakeholders regarding the application; and
- xiv) any external agency designations or policies that may have a bearing on the applications.

2.2.7 The cost of any additional information required by the **City** shall be borne by the **owner** or the person authorized to act on the **owner's** behalf.

2.2.8 The **City** may waive any provision of Sections 2.2.4, 2.2.5 and 2.2.6 if the **City** determines the information is not required for a particular application.

2.2.9 The **owner**, or person authorized to act on their behalf, may be required to reimburse the **City** any costs it incurs in the process of reviewing and adopting an application to amend this bylaw.

2.3 Applications for RS Zones *[Bylaw 9490, Mar 21/16]*

2.3.1 Where an **owner** of land which is zoned RS submits a rezoning application to transfer the land from one **subdivision** area to another **subdivision** area within the **zone** (i.e., RS1/E to RS1/A), staff shall report to the appropriate standing committee, or where necessary, directly to **Council**, and recommend whether such an amendment should be more appropriately considered in the context of setting a policy respecting **lot** sizes for a larger area and, if so, staff shall recommend the boundaries of such larger area. *[Bylaw 9490, Mar 21/16]*

2.3.2 Subject to the provisions of the Council Procedure Bylaw, the Committee, having considered the staff report, shall make a recommendation to **Council** as appropriate.

2.3.3 Where **Council** determines that consideration of a larger area is appropriate, **Council** shall first consider and determine a **lot** size policy for the larger area for a period of not less than five years, prior to approval of the rezoning. All subsequent rezoning applications within that same area shall be considered in conjunction with or in the context of the policy.

2.3.4 Notwithstanding Section 2.3.3, where a rezoning application is contrary to a lot size policy for a larger area which has been adopted by **Council** within the preceding five years, the current rezoning application shall be submitted to **Council**, and **Council** shall either direct staff to

- 2.3.4 Notwithstanding Section 2.3.3, where a rezoning application is contrary to a lot size policy for a larger area which has been adopted by **Council** within the preceding five years, the current rezoning application shall be submitted to **Council**, and **Council** shall either direct staff to process the application in conjunction with a reconsideration of the policy or deny the application.
- 2.3.5 Where a **lot** size policy is proposed or is being amended, the policy and proposed amending bylaw shall be submitted to a public hearing. Notice shall be given to all affected property **owners** and tenants within the **lot** size policy area.
- 2.3.6 After a **lot** size policy has been considered at a public hearing, **Council** may, without further notice, adopt, amend, rescind, reaffirm or amend and then adopt the subject policy, or deal with a policy recommendation in any other manner provided for in the Council Procedure Bylaw.
- 2.3.7 Section 2.3 does not apply to land which is the subject of the application if:
- a) the land is the **site** of a legal **two-unit housing unit** and is intended to be subdivided into no more than two **single detached housing lots**;
 - b) the land is located along an **arterial road** and not within a **lot** size policy area that has been adopted within the previous five years; or
 - c) the land is located within an Area Plan or Sub-Area Plan of the **Official Community Plan**.
- 2.3.8 For the purposes of Section 2.3, the RS1 and RS2 **zones** are deemed to be interpreted as complying with the R1/A-H or R1/J-K zones with regard to any existing or proposed **lot** size policy. *[Bylaw 9490, Mar 21/16]*
- 2.3.9 Where there is a rezoning application along an **arterial road** in an existing **lot** size policy area that has been in place over five years, **Council** will determine whether to remove all the properties in the block which front the subject **arterial road** from the applicable **lot** size policy when considering the rezoning application.

2.4 Notification Signs *[Bylaw 10004, Mar 16/20]*

- 2.4.1 The applicant for rezoning amendment shall post a notification sign(s) on the **site** which must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application. *[Bylaw 10004, Mar 16/20]*
- 2.4.2 All required notification signs for rezoning applications must comply with the specifications shown in Section 2.4.8. *[Bylaw 10004, Mar 16/20]*
- 2.4.3 The sign must indicate the project address, the **City's** project file number, a general description of the **uses** which could be developed under the proposed **zone**, the applicant's name and contact number, the **City's** website address, the **City's** logo, a location map, information on public input opportunities, and a **City** contact for further information. *[Bylaw 10004, Mar 16/20]*
- 2.4.4 When the **City** advises the applicant that the sign required is deficient, including new information on meeting dates that involve public input, all corrections and modifications to such signage must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the Public Hearing. *[Bylaw 10004, Mar 16/20]*

- 2.4.5 In every case, a sign shall be located on the **site** near the **front lot line**. A sign must be placed so as to be clearly visible from the fronting **road** but must not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from **roads, lanes** or driveways. *[Bylaw 10004, Mar 16/20]*
- 2.4.6 Where the **site** also **abuts** a separate unconnected improved public **road**, a second sign shall be located **adjacent** to the second **road** as determined by the Director of Development or the Director's designate. *[Bylaw 10004, Mar 16/20]*
- 2.4.7 A notification sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner. A notification sign shall remain in place until **Council's** final decision or the rezoning is abandoned. All signs shall be removed within 21 days of the completion of **Council's** final decision or if the rezoning amendment application is abandoned. *[Bylaw 10004, Mar 16/20]*
- 2.4.8 **Rezoning Sign** *[Bylaw 10004, Mar 16/20]*

Colours:
Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

The diagram shows a rectangular sign with a red background and white text. The sign is divided into several sections. On the left, there is a large red area with white text. On the right, there is a white area with red and black text. The sign is surrounded by dimension lines indicating its size and the placement of various elements.

Rezoning Application
Application No. <number>

Address
The City of Richmond has received and application to
<outline description of project>

Subject Property Map

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca

Public input:
Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received:
Date

Staff Review

Public Information Meeting*
TBD or Date, Time
Location

Public Hearing
TBD or Date, Time
Location

For more information please contact:
Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

Dimensions: 2450mm (width), 1200mm (height). Margins: 100mm, 1125mm, 50mm, 500mm, 50mm, 100mm, 525mm, 100mm. Vertical dimensions: 100mm, 200mm, 50mm, 750mm, 50mm.

*Public Information Meeting details to be included only as applicable.

Specification:

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

- 2.4.9 Notwithstanding Section 2.4.1, a notification sign is not required for **City**-initiated rezoning or text amendments. *[Bylaw 10004, Mar 16/20]*

2.5 Review Process

- 2.5.1 Upon receipt of a completed rezoning application, the **City** shall undertake an investigation and analysis of the potential effects of the proposed change.

- 2.5.2 The analysis should be based upon the full **development** potential of the **uses** and **development** regulations specified in the proposed **zone** and not only on the merits of any particular **development** proposal. The analysis may, among other things, consider the issues listed in Section 2.2.4.
- 2.5.3 The **City** may refer an application for a proposed amendment to any municipal, provincial or federal department or any other agency or body.
- 2.5.4 Once completed, the analysis shall be forwarded to a Committee of **Council** (e.g., Planning Committee) or to **Council**, as applicable. The report shall include information and recommendations to enable **Council** to make an informed decision.
- 2.5.5 Incomplete applications (where applicants do not provide all requested or required information) may not be forwarded to **Council** for a decision.

2.6 Public Hearing and Notification *[Bylaw 10360, Apr 19/22]*

- 2.6.1 Subject to Section 2.6.2, the **City** will, prior to the granting of third reading by **Council**, hold a public hearing on any amendment to this bylaw in accordance with the *Local Government Act*.
[Bylaw 10360, Apr 19/22]
- 2.6.2 Council may, by resolution, prior to first reading waive a public hearing on a proposed amendment to this bylaw if: *[Bylaw 10360, Apr 19/22]*
- a) the **official community plan** applies to the area that is the subject of the proposed amendment to this bylaw; and *[Bylaw 10360, Apr 19/22]*
 - b) the proposed amendment to this bylaw is consistent with the **official community plan**.
[Bylaw 10360, Apr 19/22]
- 2.6.3 Where a public hearing is required on a proposed amendment to this bylaw, and **Council** has not waived the requirement for a public hearing pursuant to Section 2.6.2 above, notice of the public hearing shall be mailed or otherwise delivered by the **City** to the **owners** of all parcels that are located within 100.0 m from the area of the proposed amendment. *[Bylaw 9842, Nov 14/22]*
- 2.6.4 Where **Council** has waived the requirement for a public hearing on a proposed amendment to this bylaw pursuant to Section 2.6.2 above, notice of the first reading by **Council** of the amendment shall be mailed or otherwise delivered by the **City** to the **owners** of all parcels that are located within 100.0 m from the area of the proposed amendment. *[Bylaw 9842, Nov 14/22]*
- 2.6.5 Where additional parcels may be affected by a text or map amendment to this bylaw, the **City** may require that the public hearing notice or bylaw notice, as applicable, be mailed or otherwise delivered to the **owners** of such parcels. *[Bylaw 10360, Apr 19/22]*

2.7 Resubmission Interval

- 2.7.1 Where an application for an amendment to this bylaw has been refused by **Council**, another application for the same or substantially the same amendment shall not be considered within one year of the date of the refusal unless **Council**, by an affirmative vote of at least two thirds of the **Council** members eligible to vote on the application, otherwise directs.

