

Rezoning Application Process Guide

This guide is intended to provide an overview of the rezoning application process and describe the steps involved. The rezoning process follows requirements of the *Yukon Municipal Act* and *City of Whitehorse Zoning Bylaw*. An applicant can expect a decision in approximately 3-5 months from the time a complete application is received.

The first step is to contact the Planning and Sustainability Services department at Planning@whitehorse.ca to set up a pre-application meeting. Be sure to include the address and information about the rezoning request.

Required Attachments of Rezoning Application:

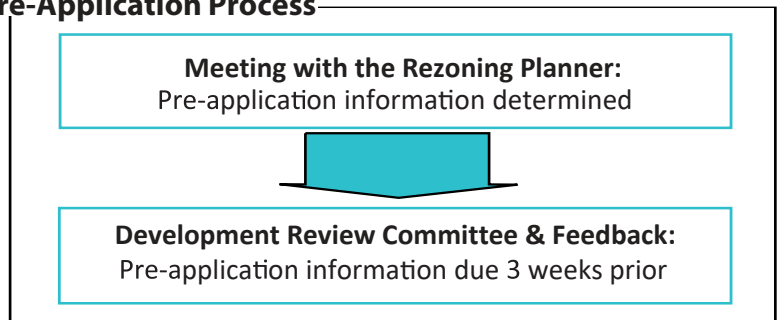
- Certificate of title
- Written statement that describes and justifies the proposal, including references to city plans and policies
- Map showing the proposed change in the context of adjacent land (if applicable)
- Application fee of \$2,000
- Additional information as required by the Rezoning Planner or from the Development Review Committee (this may include a landscaping plan, site plan, geo-technical information, or other relevant information)

All timelines are for information only and are subject to change without notice. Delays can occur due to receiving incomplete information applications, delays in receiving required information from applicants, complexity of rezoning, competing Council priorities, Council breaks, new issues raise at the public hearing, etc

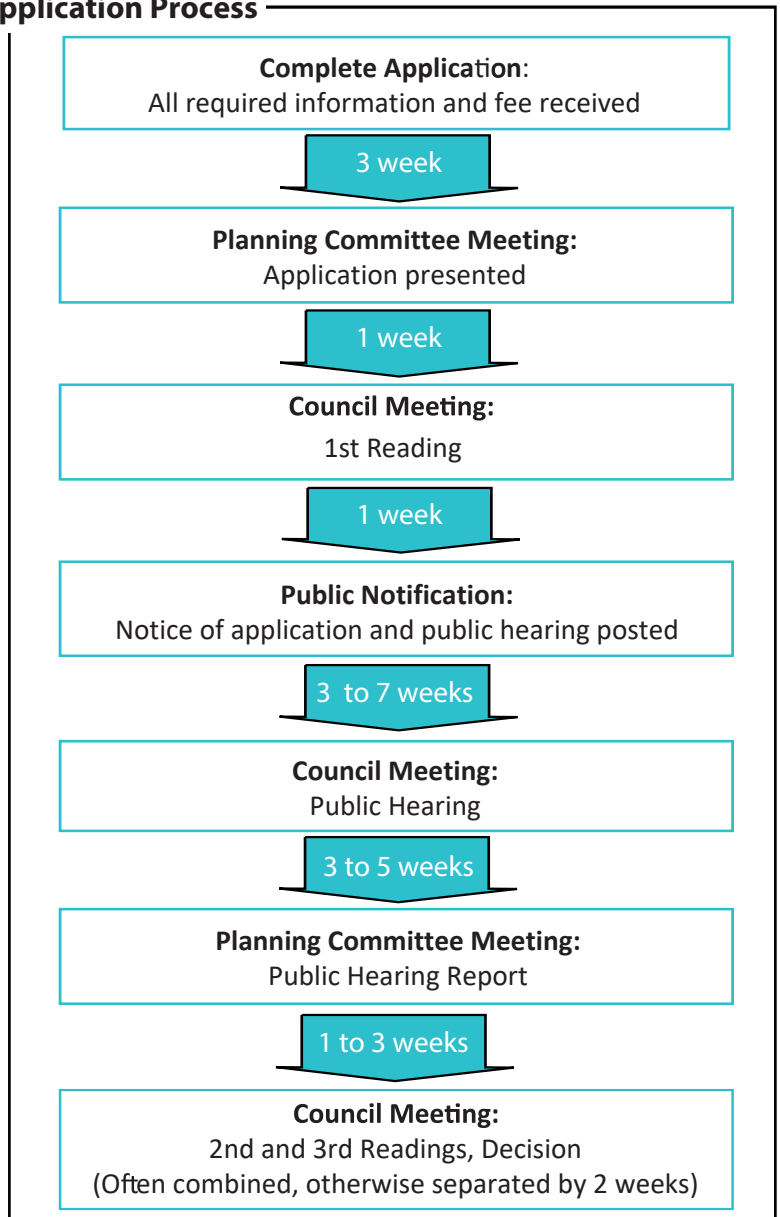


Rezoning Application Process

Pre-Application Process



Application Process



See next page for more detail on each stage

Rezoning Application Process Details

Pre-Application Process

Meeting with the Rezoning Planner: **Planning & Sustainability Services**

The intent of this meeting is to provide an opportunity for the applicant to present an overview of the inquiry. The Rezoning Planner will provide an overview of the rezoning process. Following this meeting the Development Officer will provide an overview of next steps, including pre-application requirements.

Development Review Committee & Feedback: **Internal**

Rezoning pre-applications are discussed at a Development Review Committee (DRC) meeting, held once every 3 weeks. DRC meetings are an occasion for City staff and other agencies to identify and discuss issues relating to each inquiry. Following the meeting, the Rezoning Planner will provide preliminary advice and any additional application requirements to the applicant prior to the submission of a formal rezoning application and applicable fees.

Application Process

Application Deemed Complete:

Applicant submits a formal rezoning application, informed by previous advice from the Rezoning Planner, Development Review Committee process, and City plans and policies. An application is deemed complete only once all requirements are met to the satisfaction of the Rezoning Planner and the application fee is received.

Planning Committee Meeting: **Council Chambers**

Planning Committee meetings, composed of members of City Council and City staff, are informal meetings where rezoning applications are presented by the Rezoning Planner. Council members have the opportunity to ask questions and request additional information for the application.

Council Meeting, 1st Reading: **Council Chambers**

During the 1st Reading of a rezoning application, Council votes on whether or not to accept the application and continue with the process. If accepted, a Public Hearing and 2nd Reading are scheduled.

Public Notification

Notice is provided to the public to communicate the facts of the requested amendment and provides an opportunity to provide comments on the application. This includes posting the application on the City's website, newspaper ads, placement of a sign on the subject property, and letters mailed to nearby landowners.

Council Meeting - Public Hearing: **Council Chambers**

At the Public Hearing, information and concerns relating to the rezoning application are heard by Council. Members of the public, including the applicant, can appear to address Council in person as Delegates. Written statements can be submitted prior to the Public Hearing and must be received by 12 pm (noon) on the day of the meeting. Delegates wishing to speak to an issue for which a Public Hearing has been declared closed shall be denied the opportunity to speak and written submissions received after the Public Hearing will not be considered.

Committee Meeting - Public Hearing Report: **Council Chambers**

A report on the Public Hearing is presented by Planning and Sustainability Services to the Planning Committee for discussion. The report addresses concerns and issues raised before and during the Public Hearing.

Council Meeting - 2nd and 3rd Readings: **Council Chambers**

The 2nd and 3rd Readings of an application by Council often occur during the same meeting. During 2nd Reading, Council discusses and debates the application. This is the most common time in the process for Council to make changes to the application based on input received during the Public Hearing. If new information is brought forward, or concerns are inadequately addressed, Council may require an additional public meeting to be scheduled. Further changes may be made at 3rd Reading during which Council will vote to pass or defeat the requested zoning amendment.