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Bylaw Amendments / Rezoning

Bylaw Amendment Process

A request to the Local Trust Committee (LTC) may be required when a development proposal does not comply with LTC bylaws. Official Community Plan (OCP) Bylaws and Land Use Bylaws can be viewed at www.islandstrust.bc.ca.

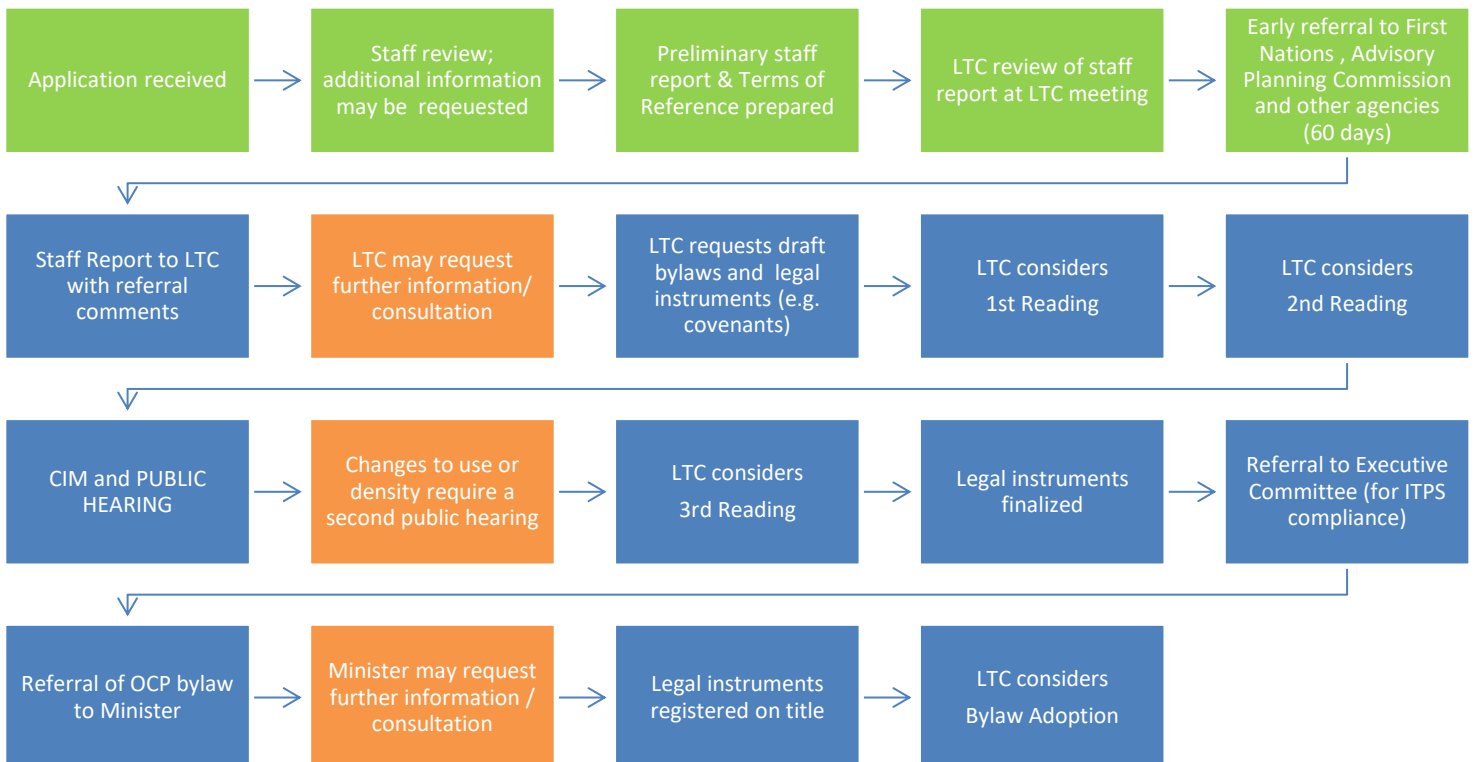
If a proposal is consistent with the Official Community Plan (OCP) but doesn't meet the density or use provisions within the land use bylaw, a land use bylaw amendment (rezoning) is required. If the proposal is not consistent with the OCP, an OCP amendment may also be required. Applications for OCP and LUB amendments may be submitted at the same time.

Pre-Application

- Review the Islands Trust Policy Statement, Official Community Plan and Land Use Bylaw
- Discuss the proposal with an Islands Trust planner to confirm the process, application requirements, and potential interests and requirements of other agencies or First Nations
- Examine your Title Certificate to see if any title charges (e.g. easements, covenants) affect the proposal
- Confirm requirements of other government agencies
- *(Optional):* Consult with property owners who may be affected by the proposal, individually, or in an "open house" or "public meeting" sponsored by the proponent to gather feedback on your proposal

Application Process

Typical steps in the rezoning application process include the following:



Application Requirements

Submit the following materials online via the [Islands Trust Portal](#):

- A completed [Planning Application Authorization Form](#)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- An **11”x17” Site Plan**, drawn to scale, showing the following:
 - a. All of the natural and developed features of the property, and the distances between these features and lot lines
 - b. The location of any proposed buildings, structures and land clearing showing accurate dimensions of their size and the distances between the proposed developments and existing features, including lot lines
 - c. You may wish to include an elevation showing the side views of the proposed development
- A **Project Narrative** including the following descriptions of the:
 - a. Existing uses of the land and buildings on the subject property
 - b. Proposed uses of the land and buildings on the subject property
 - c. Proposed timing of the development or commencement of use
 - d. Existing uses of the land and buildings on adjacent properties. You may be required to submit a site plan showing existing features of adjacent properties
- Describe the **reasons in support of the bylaw amendment(s)**. Attach additional comments on a separate page.
- Submit any **technical reports**, studies or appraisals of the property and report on any community consultation you have undertaken
- [A BC Contaminated Sites Regulation Site Disclosure Statement](#) (Schedule 1)
- Supplemental information/professional reports**, as required by a development approval information bylaw. Contact planning staff for further information.
- An application fee** (you will be provided with an invoice after staff have reviewed and determined that your submission is complete)

Additional Requirements

- Applicants are also responsible for meeting all other regulatory requirements applicable to land use and development in BC, such as: [BC Building Code](#), [Transportation Act](#), [Water Sustainability Act](#), [Environmental Management Act](#), [Public Health Act](#), and [Agricultural Land Commission Act](#)
- Upon submission of an amendment application planning staff will review the application to confirm all required information and the application fee; It is strongly recommended that you contact Planning Staff to discuss your proposal prior to submitting an application
- Supplemental information and/or professional reports may be required in compliance with a development approval information bylaw; a Terms of Reference will be drafted by staff during the preliminary staff report stage and will list supplemental information and/or professional reports the applicant must provide; contact planning staff for further information
- Where a parcel is designated within a development permit area (DPA) by an OCP and the proposed development is not exempt from the DPA guidelines, the property owner or agent is also required to apply for a development permit; upon submission of the required fee and applicable additional information as listed in the development permit application form, the DP application may be reviewed concurrently with a bylaw amendment application

For further information and local bylaws, please visit www.islandstrust.bc.ca.

NOTE: This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.