



TOWN OF DRAYTON VALLEY

Department:	Planning & Development	Policy #:	PD-02-12
Subject:	Rezoning Applications		
Approval Date:	June 1, 2012	Review Date:	

POLICY

The Town of Drayton Valley (hereinafter referred to as the “Town”) requires that appropriate land use zonings, as defined within the Land Use Bylaw, are in place for parcels of land to be developed or redeveloped within the Town. The rezoning process allows affected residents and stakeholders to have input into the potential rezoning of lands and the resulting development on those lands in the future.

REZONING PROCESS

In order to ensure that the requirements of the *Municipal Government Act* are met and to guarantee transparency, the following is an outline of the steps that must be taken for the preparation and adoption of a Rezoning Bylaw, in the Town of Drayton Valley.

1. **Prepare Plan**

The applicant or developer (hereinafter referred to as the “developer”) is responsible for:

- preparing the Application for Land Use Bylaw Amendment;
- preparing a site plan (including setbacks and parking), building elevations, streetscape and landscaping proposal for the intended development of the parcel;
- comparing the proposed rezoning with the existing Area Structure Plan and surrounding land uses (this may require amendment of the Area Structure Plan).

2. **Submit Plan**

The developer is responsible for submitting the rezoning application (which shall include the contents noted above) with the fee as specified with the Town’s Fee Schedule. An internal review of the proposed rezoning will take place and comments will be provided to the developer regarding changes required by the Town.

3. **Advertise**

The developer must host an open house. Notice of the date, time and location of the open house must be advertised in the local newspaper for two (2) consecutive weeks and allow five (5) clear days’ notice of the open house; this is the developer’s responsibility. Notice must also be sent directly to adjacent landowners. Due to FOIPP restrictions, the Town

cannot participate in mail-out of the notice. The developer may have to deliver notices if Canada Post is unable to coordinate a mail-out for the subject and adjacent area.

In addition to the open house, the developer shall place on the site a sign indicating the proposed change in the use of the land, the date of the open house and the developer's contact information.

4. **Open House**

The developer is responsible for scheduling, attending at and leading the open house process. Planning and Development administration may be in attendance to address any concerns raised which are procedural in nature and not associated with the rezoning; the developer and his planner(s) (those individuals or company responsible for preparing the development plans) must be prepared to answer questions which relate specifically to the proposed rezoning

5. **Revise Plan**

The developer must review public comments and provide notes to the Town describing how legitimate concerns from the public and the Town will be mitigated or addressed. The developer must make the necessary revisions and resubmit the development plans.

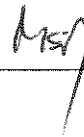
6. **First Reading**

The Planning and Development Department will then present the Rezoning Bylaw to Council for consideration for first reading. If first reading is given, the Rezoning Bylaw will be circulated for four (4) weeks to adjacent landowners and external agencies.

Following first reading, the developer shall place on the site a sign indicating the proposed change in the use of the land, the date of the Public Hearing (as set by Town administration) and the Town's contact information.

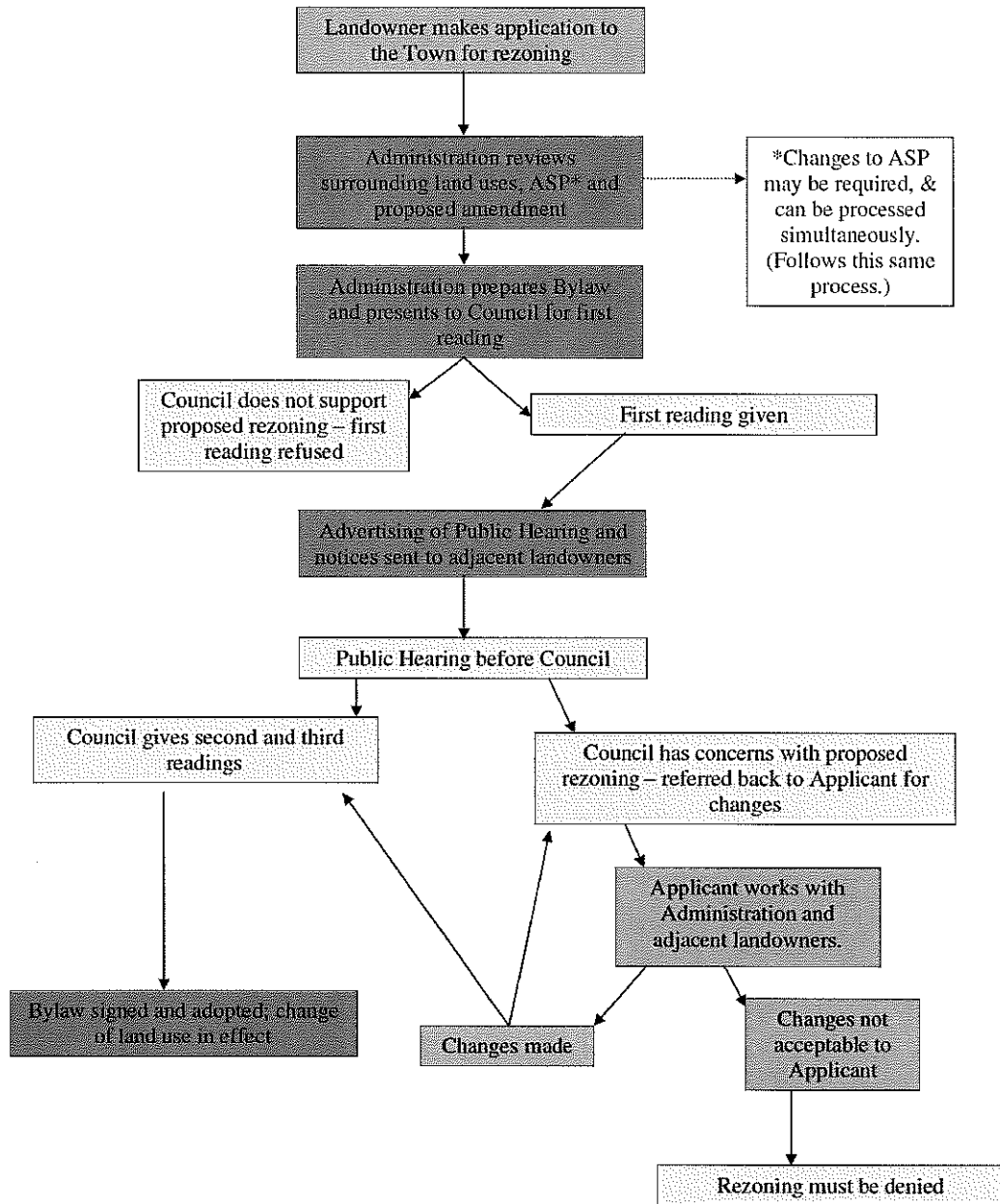
7. **Public Hearing
& Approval**

A public hearing will be scheduled and advertised. The public hearing will take place at a Council meeting, with comments being accepted for consideration. Depending upon the comments received, Council may direct that the proposed rezoning be reviewed and/or amended, or may give second and third reading.



Manager

TOWN OF DRAYTON VALLEY Rezoning Approval Process



- = Action by Administration
- = Action by Applicant
- = Action by Council