



City of Meadow Lake
Application to Amend the Zoning Bylaw or Official Community Plan
 As per Bylaws 1/2014 and 2/2014

Overview of the Amendment Process

Amending a planning bylaw is a lengthy process which may be impacted by the complexity of a proposal and staff and Council availability. Please consider the following timelines when planning your application:

1. **Pre-application Contact.** Applicants may wish to contact the City to discuss the feasibility of a proposed amendment before making a formal application.
2. **Submit Application,** including supporting documentation and applicable fees.
3. **Internal Application Review.** The proposed amendment(s) will be circulated to internal City Departments for comments and to determine if there are any additional requirements that need to be addressed. The length of this process will vary depending on the complexity of the application.
4. **Initial Presentation to Council.** The application will initially proceed to Council for first reading of the proposed amendment, and to provide Council an opportunity to ask questions and provide additional comments. Additional changes to the proposed bylaw may be made based on this meeting.
5. **Public Notice.** As per provincial legislation, notice must be given regarding the proposed change. This will be published in the local newspaper and on the City's website. Advertising must be published a minimum of two clear weeks prior to the public hearing, which means there will be a minimum of four weeks between first reading and the hearing, based on the normal schedule of Council meetings.
6. **Public Hearing.** All planning bylaw amendments are subject to a public hearing where members of the public are given the opportunity to provide written or verbal comments. The Applicant is advised to attend the hearing to answer questions from Council and to respond to any comments or questions raised during the hearing.
7. **Final Approval.** Final decision on whether to adopt the proposed Amendment Bylaw is made by City Council following the public hearing. The Applicant will be informed of Council's decision in writing.

A. Application Type and Fees

This application is to (select all that apply):

- Zoning Bylaw Text Amendment - \$100.00
- Zoning Bylaw Map Amendment - \$200.00
- Official Community Plan Bylaw Amendment - \$300.00

Please note that the applicant will also be responsible for all costs of advertising associated with the application (average costs range from \$300 - \$400 depending on the level of detail required in the advertising).

B. Applicant Information

Applicant:

Name of Applicant:		Company Name (if applicable):	
Mailing Address:	City:	Province:	Postal Code:
Phone Number(s):		Email Address:	

Registered Owner of Property (if different from applicant):

Name of Applicant:		Company Name (if applicable):	
Mailing Address:	City:	Province:	Postal Code:
Phone Number(s):		Email Address:	

C. Property Information

Legal Description(s):
Civic Address(es):

D. Proposed Bylaw Amendment

Zoning Bylaw Text Amendment

Section(s) of Bylaw to Amend: _____ (Attach proposed wording or intent of amendment)

Zoning Bylaw Map Amendment

Current Zoning District: _____

Proposed Zoning District: _____

Existing use of land and building(s): _____

Proposed use of land and building(s): _____

Official Community Plan Bylaw Amendment

Section(s) of Bylaw to Amend: _____ (Attach proposed wording or intent of amendment)

Current Policy Area: _____

Proposed Policy Area: _____

Existing use of land and building(s): _____

Proposed use of land and building(s): _____

Additional Supporting Information Required:

Text Amendments:

- Proposed wording or intent of amendment
- Rationale and justification for the amendment

NOTE: Additional documentation may be required as identified through the review process.

Map Amendments:

- A map showing the land proposed to be rezoned, labelled with addresses, street names, and proposed zoning designation(s)
- Rationale and justification for the amendment
- For amendments related to a specific development proposal: site plan, floor plans, building elevations and sections, renderings, and a detailed description of the proposal.

E. Declaration of Applicant / Owner

I hereby certify that all the information contained within this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant _____ Date _____

I / We as owner(s) of the above described properties hereby give our consent to the requested amendment.

Signature of Owner(s) _____ Date _____

F. For Office Use Only

Receipt Number:

Amount Paid:

Date Received:

Additional Notes (if applicable):