



**Cariboo Regional District**  
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## LAND USE CONTRACT AMENDMENT Development Services Guide

*\*An application is a process of evaluation and does not automatically ensure approval of your proposal.\**

### **What is a Land Use Contract?**

A Land Use Contract (LUC) is a historical, mutual agreement between a land owner and a local governing authority which permitted the development of property pursuant to pre-arranged conditions. The intent of the land use contract was to allow more flexibility in the planning process and give local authorities more direct control over development projects which would not have been able to proceed under conventional zoning.

### **What is a Land Use Contract Amendment?**

A LUC Amendment is a proposed change to the current LUC and occurs much like a rezoning application. Staff would recommend discharging the LUC and applying to rezone.

### **Who can apply for a Land Use Contract Amendment?**

A property owner(s) or agent having written authorization from the property owner(s) may submit an application.

### **Where is an application obtained and submitted?**

An application package can be obtained from Planning Services, the CRD website [www.cariboord.ca](http://www.cariboord.ca), and must be submitted to the CRD along with all applicable fees and information for processing.

### **How long will an application take?**

An application can take approximately 8 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

### **Who approves a Land Use Contract Amendment?**

The CRD Board of Directors may approve a Land Use Contract Amendment by resolution.

## What happens to your application?

A summary of the Application process is shown below:

### Application Process:

1. *Pre-Application Meeting:*

You are encouraged to meet with Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

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2. *Submit Application:*

Complete and submit the Development Application Form including required documents, plans and all applicable fees to the CRD.

3. *Planning Review:*

Planning Services will perform an initial review of your application and request additional information if required.

4. *Application Referral:*

Planning Services will refer your application to the Advisory Planning Commission (APC) for your area, and if required, applicable government and non-government agencies including affected First Nations.

5. *First and Second Reading:*

Your application, along with a report from the planning staff that has evaluated your application against the current policies and bylaws of the CRD will be forwarded for first and second reading by the CRD Board of Directors at a regularly scheduled Board meeting. The CRD Board of Directors may:

- Approve your application in principle and thus allow it to proceed to Public Hearing;
- Require additional information;
- Specify conditions which must be met prior to adoption; or
- Refuse your application.

6. *Notice of Development Sign:*

You will be required to post a notification sign on the property. Planning Services will provide written instruction detailing what information must be included, when the sign must be posted and requirements related to verification of sign posting.

7. *Public Hearing:*

After the first and second readings your application will be forwarded to Public Hearing. A public hearing provides you and members of the public who believe their interest in property may be affected an opportunity to present their opinions. A Notice of Public Hearing will be advertised in the newspaper and will be sent to property owners/occupiers within a 100 metre radius of the subject property.

8. *Third Reading:*

Once an application has had a public hearing, it will be considered for third reading by the CRD Board of Directors at a regularly scheduled Board meeting, at which point the board will take into consideration the results from the Public Hearing. The CRD Board of Directors may:

- Require additional information;
- Specify additional conditions which must be met prior to adoption; or
- Refuse your application.

Once the application has received third reading, any conditions of adoption will need to be completed before it can be advanced for adoption (ie – covenants).

9. *Adoption:*

This is the final step in the application process. Once all requirements of adoption have been completed and regulatory bodies have signed off on the bylaw, then the application will be considered by the CRD Board of Directors for adoption at a regularly scheduled Board meeting. You will receive written notification of the CRD Board of Directors' decision. If your application is approved, you may proceed with the next step of your development.

**Please Note:**

Your application will be processed in accordance with Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw which includes a detailed fee and fee refund schedule.