

Rezoning Applications - Guiding Cover Letter Template

All rezoning applications require a Cover Letter as part of a complete submission. Below is a Guiding Cover Letter Template to help answer reviewer's questions during the circulation (review) period. Information supporting the guiding statements below should be provided in the Cover Letter.

Date:

Applicant's File # (optional):

Attention:

RE: Rezoning Application for....

About the land

- Legal Description
- Municipal Address(es)
- Landowner(s) information

Statutory Plans, Zoning Bylaw and associated Land Development Applications

- Please describe the land use designation in the statutory plan or equivalent
- Please describe the existing zoning
- Please describe if there are any Overlays in effect. Please indicate how Overlays affect with the proposed zoning
- If applicable, please indicate any associated plan amendments, including the file number (if known)/date of submission.
- If applicable, please indicate any associated road closure applications, including the file number (if known)/date of submission.
- If applicable, please indicate any associated subdivision applications, including the file number (if known)/date of submission.

Zoning application background/ purpose

- Please describe the purpose of the application.
- Please describe how the rezoning fits within the land use designation from the statutory plan.
- If you had a pre-application, please describe if any changes that were made to the application from the pre-application.

Technical studies and planning documents

- Please describe how the application does not conform to required technical studies or statutory plans.
- Please include how this is being addressed.

Other

- Please let us know if there are any other details that would help review this application.

Contact information of applicant

Name

Company name (if applicable)

Phone (specify office or cell)

Email Address

Mailing Address