

Figure 4:

Land Use Bylaw Amendment Process



An overview of the City of Medicine Hat's LUB amendment process for rezoning land, etc.



1 Applicants intending to apply for a Land Use Bylaw Amendment (i.e. rezoning) must set up a pre-application consultation with City planning staff before submitting an application. This consultation ensures that both parties have a clear understanding of the project.

2 Following the pre-application consultation, the applicant submits the application to amend the Land Use Bylaw and pays the application fee to the City Clerk Department. The City Clerk department will then notify P&DS of the Land Use Bylaw amendment/rezoning application.

3 P&DS prepares the Amending Bylaw. The application may also be circulated to TCC for comments if appropriate. The City Solicitor reviews the Amending Bylaw for legal format. The application is presented to the Municipal Planning Commission (MPC).
2-3 weeks

4 The Amending Bylaw is provided to the City Clerk by City Solicitor. MPC reviews the application and prepares a recommendation for City Council. The Amending Bylaw is given First Reading by City Council.
1-2 weeks

5 The public is notified: Notices are mailed to adjacent landowners and the upcoming Public Hearing is advertised in a local newspaper for two consecutive weeks. Public Hearing is then held by City Council.
3-4 weeks

6 If Council does not approve the amendment, the Bylaw is defeated. Re-application is not allowed for a minimum of 6 months. If Council approves, the Amending Bylaw is given Second and Third Readings, then receives formal Adoption.

P&DS = Planning & Development Services
MPC = Municipal Planning Commission
City = City of Medicine Hat