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| **Code Amendment Writing and Mapping Drafting Instructions** |
| Designated Entity Name: [insert name of Designated Entity]Code Amendment Name: [insert name of Code Amendment] |

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| Stage: [Consultation or Approval]Date of Drafting Amendment: [insert date] |
| ***Reminder:***Scope of Code Amendments must be consistent with the approved Proposal to Initiate and all Conditions |

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| **CODE PARTS** | **SPATIAL APPLICATION - PART 2 & 5** | **SPATIAL APPLICATION OF PART 2** | **SPATIAL APPLICTION OF PART 3** | **PART 6, 10, 11, 12** | **POLICY PART 2\*** |
|  | **Zone Mapping**  **+**  **Designated Areas** | **Sub Zone Mapping** | **Overlay Mapping** | **Technical and Numeric Variations (TNVs), Significant Trees, Local Heritage Places, Concept Plans** | **Zone Policy** (with Classification Tables**), Sub Zone Policy, Overlay Policy +** Referrals (spatially based) |
| **Typical Code Amendment Instructions *(examples)*** | **Select Instruction:**  **APPLY** an existing or new zone (a rezoning)  **REPLACE** a zone to correct a misapplication of a zone  **APPLY** a spatial representation of a Designated Area(s) (update in line with legislation, as required) | **Select Instruction:**  **APPLY** an existing or new sub zone  **REPLACE** a sub zone to correct a misapplication of a sub zone  **REMOVE** an existing sub zone (or part thereof) | **Select Instruction:**  **APPLY** an existing or new overlay(s)  **REPLACE** an overlay to correct a misapplication of the overlay  **REMOVE** an existing overlay(s) (or part thereof) | **Select Instruction:**  **AMEND** TNVs (changes in metrics and/or additional TNVs)  **AMEND** Significant Trees listing (add, remove, update)  **AMEND** Local heritage places listing (add, remove, update)  **AMEND** Concept plan(s) (add, remove, update**)** | **Select Instruction:**  **CREATE** new policies to addressgaps or strengthen policy  **AMEND** existing policy to address error(s) in a zone  **REMOVE** superfluous or redundant policy  **RENAME** a zone/sub zone  **CREATE** a new zone/sub zone |
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| **AREA 1:** | ***Name*** [insert description of area with map references as necessary] | | | | |
| **Summary** | Rezone the land from [x] to [y] |  |  |  |  |
| **Proposed Code Amendment(s) Instructions** | **Example:** *Attachment A (Snapshot of SAPPA dated- existing zone) to be replaced by Attachment B (Proposed zone)*  **Example:** *Apply Master Planned Neighbourhood Zone to CT 1234/567*  *Attach a marked-up map to show specific areas (as necessary)* | **Example:** *Attachment C (Snapshot of SAPPA dated- existing sub zone) to be replaced by Attachment D (Proposed sub-zone)*  **Example:** *Apply Emerging Activity Centre Sub Zone to CT 1234/987* | **Example:** *Attachment E (Snapshot of SAPPA dated- existing overlay) to be replaced by Attachment F (Proposed overlay)*  **Example:** *Apply Affordable Housing Overlay to CT 1234/567* | **Example:** ***AMEND*** *the TNV building heights within the [insert] Subzone from 2 storey to 3 storey* | Example: ***AMEND*** *existing Desired Outcome in the Zone to read [insert as relevant or as shown in Attachment]*  **Please contact AGD if any policy amendments are being proposed**  *To be limited and consistent with approved Proposed to Initiate Documentation* |
| **AREA 2:** | ***Name*** [include additional areas as necessary] | | | | |
| **Summary** |  |  |  |  |  |
| **Proposed Code Amendment(s) Instructions** |  |  |  |  |  |

*\*Note: due to the wide reaching application of Zone, Sub Zone and Overlay Policies, these policies should typically only be amended through Code Amendments initiated by the State Planning Commission, or with the support of the State Planning Commission. Private proponents should consult with the Department before proposing any drafting instructions to amend Zone, Sub Zone or Overlay policies.*