



Regional District of
North Okanagan

Development

Application Procedures

Version 1 (updated December 2009)

A Guide to the OCP Amendment Process



What is an Official Community Plan?

An Official Community Plan (OCP) is a formal document that is adopted by the Board of Directors in the form of a bylaw. The intent of an OCP is to guide Board of Directors decisions with respect to policies relating to residential and commercial development, industrial activity, transportation infrastructure, agricultural and recreational land uses, and environmental considerations. An OCP also identifies where future development should occur within a community, including the approximate location and phasing of major roads, sewer and water systems.

When Do I Need an OCP amendment application?

An Official Community Plan amendment application is required when the property to be developed is going to be used for something which the property is not currently designated for.

Procedure for re-designating your property

1. Property Owner discusses details of the application with Planning staff to determine the designation of the property and what they would like the property to be re-designated as, and determine if the zoning is proposed to be amended as well (which would require a different application and fee).

2. An OCP amendment application form and application fee is submitted to the Regional District office.

An application is made by submitting all required plans and documentation, as described in detail on the OCP amendment form, to the Planning Department. These requirements may vary, but generally include:

- Certificate of title of the subject property (dated no more than 30 days prior to the date of application submission to ensure ownership and accurate legal description)
- Description of present and proposed zoning, designations, and uses

3. Planning staff will review the application and refer it to various agencies (e.g. Ministry of Transportation and Infrastructure, Interior Health Authority, First Nations, etc.) for input.

4. Planning staff then prepare a Development Services Information Report (taking into consideration input received from referral agencies).

5. The application (including a copy of the Development Services Information Report) is forwarded to the applicable Advisory Planning Commission (APC) and the Electoral Area Advisory Committee (EAAC) for their input.

6. A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the

application will be considered by the Board of Directors.

7. The Board of Directors will make a decision regarding the application:

- If the application is NOT SUPPORTED by the Board of Directors, a letter is sent to the applicant advising of the decision to reject the application.
- If the application is SUPPORTED in principle by the Board of Directors, subject to any conditions precedent to bylaw preparation, an OCP amendment bylaw is prepared and forwarded to the Regional Board for consideration of 1st reading and referral to various agencies. [NOTE: the Bylaw amendment must be considered in conjunction with the Financial and Solid Waste Management Plans prior to 2nd reading and the applicant may be requested to hold a Public Information Meeting.]
- 2nd reading is received at a subsequent meeting and once 2nd reading is given, a letter is sent to the applicant advising of the Board of Directors decision and advising that a 'Notice of Development' sign must be posted.
- Once confirmation is received that the 'Notice of Development' sign has been posted, a Public Hearing is advertised and letters are sent to adjacent land owners (ALO's) advising of the proposed re-designation and giving them an opportunity to speak or to present written submissions at the Public Hearing.
- If the Public Hearing is NOT FAVOURABLE, the bylaw may have to be amended, a new Public Hearing may be required or the bylaw may be rescinded and the file closed.
- If the Public Hearing is FAVOURABLE, then the OCP amendment bylaw is forwarded to the Board of Directors for 3rd reading and referral to Ministry of Community and Rural Development (MoCRD).
- If the bylaw is NOT given 3rd reading or if the MoCRD does NOT APPROVE the bylaw, a letter is sent to the applicant advising that the application has been rejected. All existing readings will then be rescinded and the file closed.
- If the Board of Directors ADOPT the OCP amendment bylaw (once approval is received from MoCRD), a letter is

then forwarded to the applicant advising that the property is now re-designated.

- If the Board of Directors do NOT ADOPT the OCP amendment bylaw, a letter is then forwarded to the applicant advising that the application was rejected and all readings will be rescinded and the file closed.

Information, application forms and questions

OCP amendment application forms are available at the Regional District of North Okanagan office as well as on the website at www.rdno.ca. Planning staff are available to answer questions, and to provide clarification on the OCP amendment process as it applies to a specific property or application.

Official Community Plan Amendment

Timing

In November 2008, the Regional Board passed a resolution that staff be directed to bring forward for consideration OCP amendment applications only twice per year rather than as they are received. The OCP amendment process normally takes three to six months to complete after the initial consideration by the Board of Directors. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Board of Directors meetings, the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

For More

Information

Please direct any further inquiries to:

Regional District of North Okanagan
Planning Department
9848 Aberdeen Road
Coldstream, BC V1B 2K9
Phone: (250) 550-3700
Fax: (250) 550-3701
planning@rdno.ca

OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT PROCESS

NOTE: OCP and OCP/RZ applications are batch processed 2x a year

Property Owner discusses details of the application with Development Services staff

An OCP Amendment application and application fee are submitted to the Regional District

Development Services staff review the application and refer it to various agencies (e.g. Ministry of Transportation & Infrastructure, Interior Health Authority, First Nations, etc.) for input

Once input is received from referral agencies, then Development Services staff prepare an Information Report (taking into consideration input received from referral agencies)

NOTE: applications are batch processed 2x a year

The application (including a copy of the Development Services Information Report) is forwarded to the Advisory Planning Commission (APC) and the Electoral Area Advisory Committee (EAAC) for their input

A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the application will be considered by the Board of Directors

If the application is supported in principle by the Board of Directors, subject to any conditions precedent to bylaw preparation, an OCP Amendment bylaw is prepared and forwarded to the Board of Directors for consideration and 1st and 2nd readings of the Bylaw. Note: the Bylaw amendment must be considered in conjunction with the Financial and Waste Management Plans [882.3] prior to 2nd reading

NOTE: In November 2008, the Regional Board passed a resolution that staff be directed to bring forward for consideration OCP amendments only twice per year, rather than as they are received.

If the Board of Directors gives the Bylaw 1st and 2nd readings, a letter is sent to the applicant advising of the Board of Directors' decision and advising that a 'Notice of Development' sign must be posted

If the application is NOT supported by the Board of Directors, a letter is sent to the applicant advising of the decision to reject the application

Once confirmation is received that the 'Notice of Development' sign has been posted, a Public Hearing is advertised

OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT PROCESS **(continued)**

