



Regional District of  
North Okanagan

# Development

## Application Procedures

Version 1 (June 2007)

# A Guide to the Silver Star OCP Amendment Process



## What is an Official Community Plan?

An Official Community Plan (OCP) is a formal document that is adopted by the Regional Board in the form of a bylaw. The intent of an OCP is to guide Regional Board 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 Development Services staff to determine the designation of the property and what they would like the property to be re-designated as.

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 Development Services 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. Development Services staff will review the application and refer it to various agencies (e.g. Ministry of Transportation, Interior Health Authority, etc.) for input.
  4. Development Services staff then prepare an Information Report (taking into consideration input received from referral agencies).
  5. 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 Silver Star Services Advisory Committee (SSSAC).
  6. If the application is NOT SUPPORTED by the SSSAC, a letter is sent to the applicant advising of the SSSAC's decision that will be forwarded to the Regional Board [FULL].

(NOTE: The applicant may also be requested to hold a Public Information Meeting.)

7. If the application is SUPPORTED in principle by the SSSAC, subject to any conditions precedent to bylaw preparation, an OCP amendment bylaw is prepared and forwarded to the Regional Board [FULL] for consideration and 1<sup>st</sup> and 2<sup>nd</sup> readings.
8. The RB [FULL] will make a decision regarding the application:
  - If the application is NOT SUPPORTED by the RB [FULL], a letter is sent to the applicant advising of the decision to reject the application.
  - If 1<sup>st</sup> & 2<sup>nd</sup> readings are given, a letter is sent to the applicant advising of the RB [FULL]'s 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 allowing 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 RB [FULL] for 3<sup>rd</sup> reading and referral to Ministry of Community Services (MoCS).
  - If the bylaw is NOT given 3<sup>rd</sup> reading or if the MoCS 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 RB [FULL] ADOPTS the OCP amendment bylaw (once approval is received from MoCS), a letter is then forwarded to the applicant advising that the property has been re-designated.
  - If the RB [FULL] does 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

Silver Star OCP amendment application forms are available at the Regional District of North Okanagan office as well as on the website at [www.nord.ca](http://www.nord.ca). Development Services 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

The Silver Star OCP amendment process normally takes three to six months to complete. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Silver Star Services Advisory Committee and Regional Board 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  
**Development Services Department**  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9  
Phone: (250) 550-3700  
Fax: (250) 550-3701