

PROCESS

- Discuss proposal with RDOS staff
- Submit complete application
- Staff review and evaluation of application
- Advisory Planning Commission reviews application. This is the opportunity for an applicant to present the proposal and to answer questions.
- Staff prepares a technical report and recommendation for the Board
- Board gives consideration of 1st and 2nd reading. At 1st reading the Board may:
 - Not approve the bylaw
 - Defer and request more information
 - Give 1st and 2nd reading to the bylaw
- Referrals are sent and a public hearing is held which provides an opportunity for the public and the applicant to present comments
- Regional Board considers a 3rd reading of the bylaw. At this time the Board may:
 - Not approve the bylaw
 - Give further readings to the bylaw
- 4th and Final Reading is the final step, granting 4th reading means the amendment is officially changed

For further information please contact
RDOS Development Services

The contents of this brochure may be
subject to changes at any time.
Please contact the RDOS to confirm
any requirements and costs.

For more information and to find
mapping, zoning bylaws and Official
Community Plans, check out the RDOS
website

<http://www.rdos.bc.ca>

Photo credit: Mike Biden

Development Services

OCP/Zoning Bylaw Amendment Applications



A guide to the Official Community
Plan and / or Zoning Amendment
process

January 2010

LAND USE BYLAWS

All development in the Regional District must meet regulations as outlined in the following bylaws:

- Official Community Plans and Zoning Bylaws for Electoral Areas A, C, D, E, F, parts of G, and H
- Subdivision and Development Servicing Bylaw
- Campsite & Mobile Home Park Bylaw

An **Official Community Plan** provides strategic direction on land use matters for different electoral areas. It consists of goals, objectives and policies.

A **Zoning Bylaw** provides the community with the types of land uses permitted within each zone, and regulations for setbacks, height, parcel coverage, parking, fencing, etc. for each zone.

When a proposed development does not meet the regulations as set out in a zoning bylaw or if it contradicts the goals and objectives of an OCP, an amendment will be required.

The *Local Government Act* regulates the process for a land use amendment. Included in the process are public notification, public hearing, and four (4) opportunities for consideration by elected officials of the application (called 'readings')

APPLICATION REQUIREMENTS

1. Authorization by owner or designated agent
2. Fee
3. Proposal Summary including: type of development proposed; explanation of community impacts, benefits and how it relates to OCP objectives
4. Certificate of Title issued no more than 30 days prior to the application date, and all non-financial charges noted on the title (i.e. restrictive covenants, easements)
5. Development Plans including: a site plan and context map, a proposed subdivision plan showing number of lots and sizes
6. Any other information that may be requested or assist in the review and recommendations such as: an Environmental Impact Assessment, traffic impacts, access information, detailed hazards evaluation, requirements for drainage, water, sewage and other utilities, potential impact on adjacent uses, assessment of the impacts on community services and facilities, staging, implementation schedule and duration of construction

HOW DO WE ASSESS AN APPLICATION?

Applications are carefully considered in light of the community's overall goals and objectives as outlined in the OCP, the impact and/or benefits of the proposal, technical considerations, and general professional planning practices.

TIME REQUIRED

Regional District staff strive to ensure that applications are dealt with in a timely manner. Most typical and relatively straight forward applications will take about 5 months until a bylaw is adopted. An applicant can reduce any delays by supplying a complete application and promptly replying with completed further information requests

NOTE: *for certain OCP amendments, extra public information meetings may be required*

COSTS

An application fee:

- Zoning or OCP amendment only \$1000 or a combined zoning and OCP amendment \$1500

Any other studies or reports that may be required, such as site plans, environmental studies, engineering studies, etc.