

# OCP AMENDMENT APPLICATION GUIDE



October 2011

This brochure provides an overview of the steps involved in the Official Community Plan Amendment Application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their application.

### WHAT IS AN OCP

The [Official Community Plan](#) (OCP) provides a policy framework and clear vision of the Town's intentions with regard to future land uses and servicing across the community. Each property in the Town of Gibsons has a future land use designation as specified in the Official Community Plan.

### WHEN IS AN OCP AMENDMENT REQUIRED?

An OCP Amendment is required to change the future land use designation for a subject property that is being rezoned to a land use that is not reflected under the current OCP designation

If the use you are proposing in a particular area is not permitted by the OCP, then you must submit an application to change the OCP designation. The OCP Amendment application must be accompanied by a rezoning application if the [rezoning application](#) is not consistent with the future land use designation.

### APPLICATION FEES

Current fees are:

\$1,000 basic fee, plus

- \$100 per dwelling unit
- \$100 per 300 m<sup>2</sup> for commercial, industrial, & non-residential zoned site area to a maximum of \$10,000

HST is applicable to OCP Amendment fees.

Applicants should be aware of other costs involved in the process, which may include professional services such as lawyer, architect, civil engineer, and/or B.C. Land Surveyor.

### STEPS TO ADOPTION OF AN OCP AMENDMENT

#### STEP 1 – PRE-APPLICATION MEETING

Before proceeding with an OCP Amendment Application, owners are encouraged to meet with staff to gather information on processes, policy and regulation interpretation, and potential impacts and constraints on the proposal. These include:

- Application costs;
- Official Community Plan (OCP) designations and whether the proposed development fits with the Official Community Plan;

- Sustainability criteria set out in [Smart Development Checklist](#) and OCP;
- Review the OCP to ensure your proposal meets with the land use plan. If the property is in a Development Permit Area (DPA), it is usually recommended that you apply for a Development Permit concurrently with the rezoning application;
- Approvals that may be required from other agencies such as the Ministry of Transportation and Infrastructure, the Ministry of Environment, the Federal Department of Fisheries, and/or the Fire Department;
- Neighbourhood issues & requirement to meet with surrounding property owners; and,
- The need to hire a consultant, such as an independent civil engineering firm, to design the servicing and assist with the application requirements (for certain applications this may not be necessary).

### **STEP 2 – PRELIMINARY COMMITTEE REVIEW**

The Planning Department coordinates the review of the application. The applicant will be invited to attend a meeting of the Committee to discuss the proposal while in its preliminary review stages. The Committee will recommend whether the applicant shall hold an informal public meeting in the neighbourhood. The intent of such meetings is to familiarize local residents with the proposal and seek input on the project.

### **STEP 3 – APPLICATION SUBMISSION**

Applications for amendment of the OCP must be accompanied by a detailed description and drawings of the proposed land use. Application forms are available from the Planning Department that indicate the specific attachments needed, including:

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Site Plan: Maximum size 11" x 17" showing the metric dimensions of the proposed development;
- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern. Where a Development Variance Permit is requested, justification for the variance is to be provided;
- Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned

- plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including;
- Dimensions of the property, existing and proposed roads,
  - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required),
  - The location of any watercourses, steep banks or slopes,
  - Any easements or statutory Rights-of-Way; and,
- Provide a completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable.

### **STEP 4 – APPLICATION REVIEW**

Before review begins, applications are checked for completeness and will be returned without review if any required items are missing. The proposal is referred to other staff and outside agencies such as the Fire Department, Municipal Engineer, and Ministry of Transportation and Infrastructure for comment. Allow four to six weeks for this process.

Upon receipt of all staff and referral comments, together with a summary report of the neighbourhood meeting, a detailed staff report is prepared. The Planning Department report summarizes the proposal, includes staff comments, analyzes the proposal for consistency with the Town's Official Community Plan and sustainability criteria, discusses issues raised at the public information meeting, and makes a recommendation.

### **STEP 5 – COMMITTEE**

The Planning Committee receives the staff report. The Committee gives thorough consideration to the issues and forwards a recommendation to Council.

### **STEP 6 – PUBLIC INFORMATION MEETING (IF REQUIRED)**

### **STEP 7 – COUNCIL AUTHORIZATION OF BYLAW AND PUBLIC HEARING DATE**

Council reviews the Committee recommendation and either authorizes staff to write the bylaw for First Reading, rejects the application, or refers it back to the Committee for further discussions or to the applicant for further revision.

### **STEP 8 – FIRST READING**

At the next Council meeting the bylaw is given First Reading and a Public Hearing date is set (usually one month later). If required, the bylaw is referred to the Ministry of Transportation and Infrastructure or other agencies with interest in the application.

## **STEP 9 – PUBLIC HEARING**

- All OCP Amendment applications are subject to a statutory Public Hearing held before Town Council, as per Division 4 of the *Local Government Act*;
- Applicants will be requested to post a rezoning sign on the property indicating the type of proposed development at least ten days prior to the Public Hearing, as per the Town's [Planning Policy 3.6 – Public Notification for Development Applications](#);
- The owners of all properties located within 150 feet (50 metres) of the subject property are formally notified of the Public Hearing, as per Section 892 of the *Local Government Act*;
- However, any person who deems their interests may be affected by the proposed development may express their concerns to Council;
- The Town prepares the required newspaper advertising and written notification to be both mailed and hand delivered to surrounding properties. This step normally requires four weeks prior to the Public Hearing;
- You or your representative should attend the Public Hearing and be prepared to respond to any questions;
- The Public Hearing is a formal hearing subject to *Local Government Act* procedures. Applicants are requested to attend the Public Hearing to be available to answer questions; and,
- The Public Hearing is the last opportunity for Council to receive input from the applicant or the public before making a final decision on the application. Applications should be fully prepared and detailed prior to Public Hearing.

## **STEP 10 - SECOND AND THIRD READING**

After the Public Hearing, the bylaw is referred to Council for consideration of Second and Third Readings or to the Committee for further discussion. Council either gives Second and Third Readings to the bylaw or defeats it.

## **STEP 11 – REFERRAL TO MOTI (IF REQUIRED)**

The bylaw is referred to the Ministry of Transportation and Infrastructure for signature if the property is within 800 metres of a controlled access highway.

## **STEP 12 – FINAL ADOPTION OF OCP AMENDMENT**

If the majority of Council members are satisfied that the development proposal is beneficial to the community, and that all legal requirements and conditions are met, Council may vote in favour of Final Reading of the OCP Amendment. You are notified when this is complete.

## APPLICATION TIMING

- The OCP Amendment process requires at least four to six months to complete. Applicants are advised that timing is most affected by the adequacy of the submission and dependent upon the complexity of the issue, current workload of staff and Council, and timing of Council meetings;
- Applications that address the policy issues, support the principles of the OCP, provide a high standard of urban design, and address neighbourhood concerns proceed more quickly;
- Applicants are advised to meet directly with other relevant agencies, such as the Ministry of Highways or Environment early in their project, prior to their formal application;
- Considerable time is spent if numerous revisions are required, plans are incomplete or if the concerns of the surrounding neighbourhood are not addressed; and,
- Committee meetings are held Tuesday evenings and Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Agendas for these meetings are completed the Wednesday prior to each meeting. These dates should be kept in mind when creating timelines for your application.

## WHAT'S NEXT?

As you develop your property it will be inspected to ensure compliance with the servicing plan requirements. When services are completed to the satisfaction of the Engineering Department, the Security Deposit for servicing (submitted as part of your Servicing Agreement during the Development Permit process (see [Development Permit Application Guide](#)) will be released, less a “Maintenance Holdback” that is held for a period of 12 months from the date of issuance of the Certificate of Substantial Completion.

As-built drawings for services installed as part of the development are required in both electronic and paper format.

**All required services must be completed and approved before Building Permits will be issued ([See Subdivision & Development Bylaw](#)).**

## CONTACTS

Town of Gibsons Planning Department: 604.886.2274

Town of Gibsons Engineering Department: 604.886.2274

Town of Gibsons Building Department: 604.886.2274

Fire Chief: 604.886.7777

Ministry of Transportation: 604.740.8985

Department of Fisheries and Oceans (Riparian): 604.666.3363

Department of Fisheries and Oceans (Marine Shore): 604.666.6140

## OCP AMENDMENT APPLICATION GUIDE

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons  
474 South Fletcher Road, Box 340  
Gibsons, B.C. V0N 1V0





## Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

# OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT APPLICATION

Please read the [OCP Amendment Application Guide](#) before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the [Development Procedures and Fees Bylaw](#).

### SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel  Plan  Block

District Lot/Section  Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

### SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

#### First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

#### Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

### SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State/Province	<input type="text"/>
		Postal/Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
		Cell	<input type="text"/>
Email	<input type="text"/>		

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867

### SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, three reduced (letter size, 8.5" x 11") sets of drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) that must include the following:

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development;
- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern. Where a Development Variance is requested, a separate Development Variance Permit application is to be provided;
- Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including:
  - Dimensions of the property, existing and proposed roads;
  - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
  - The location of any watercourses, steep banks or slopes; and,
  - Any easements or statutory Rights-of-Way.

- Provide a completed Smart Development Checklist, including details of how the proposal is environmentally, socially, and economically sustainable.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

**SECTION 5: PLAN DESIGNATION OR ZONE CHANGES**

Official Community Plan amendment requested:

Concurrent Applications - Zoning, Subdivision and Development Permit requested (if applicable and be specific):

**SECTION 6: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY.**

**SECTION 7: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES.**

SECTION 8: DESCRIBE THE CURRENT USES OF THE LAND AND BUILDINGS ON ADJACENT PROPERTIES. YOU MAY BE REQUIRED TO SUBMIT A SITE PLAN SHOWING EXISTING FEATURES OF ADJACENT PROPERTIES.

SECTION 9: DESCRIBE THE REASONS IN SUPPORT OF THE BYLAW AMENDMENT. ATTACH ADDITIONAL COMMENTS ON A SEPARATE PAGE. SUBMIT ANY TECHNICAL REPORTS, STUDIES OR APPRAISALS OF THE PROPERTY AND COMMENT ON ANY COMMUNITY CONSULTATION YOU HAVE UNDERTAKEN.

**SECTION 10: APPLICATION COMPLETION**  
(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in section 4 of this application form
- I have included the additional documentation and reports required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have verified as to whether my property falls within a Development Permit Area.
- I have included the correct fee (contact the Town of Gibsons Planning Department or visit [Development Procedures and Fees Bylaw](#) for correct fees)

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the [Official Community Plan](#) (Bylaw 985 and associated amendments), and the [Development Procedures and Fees Bylaw](#).

**SECTION 11: OWNER'S CONSENT AND AUTHORIZATION**

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date