

# A GUIDE TO OCP AMENDMENTS

## What is an Official Community Plan (OCP)?

The Squamish-Lillooet Regional District has various Official Community Plans. These documents provide comprehensive planning to guide future land uses and address needs for amenities, services and infrastructure. Each OCP includes both written policies that reflect goals and objectives of the community as well as land use maps that designate types of land use.

The OCPs in the SLRD include the following:

- The Upper Bridge River Valley OCP
- The Electoral Area B OCP
- The Electoral Area C OCP
- The Electoral Area D OCP

The goals and policies reflected in the OCP are implemented in various ways, including tools such as zoning bylaws and development permit areas.

In addition, any new zoning bylaws must be in accordance with the OCP that is applicable to there area that is proposed to be zoned.

## When is an OCP amendment required?

An OCP amendment application is required when a proposed development does not conform to the land use designation(s) of a plan. An OCP amendment is the process of legally changing the land use designation on a parcel of land through an amending bylaw.

Applicants should be well informed about SLRD policies and procedures before preparing an application to amend an Official Community Plan.

## Pre-Application Stage

Before an application is made, the following should be reviewed:

- The current Official Community Plan
- Zoning regulations pertaining to the subject property
- Subdivision guidelines and bylaw regulations
- Access and engineering servicing standards
- Environmental requirements
- Design guidelines respecting the subject property
- Development covenants registered on title in favour of the SLRD or others
- Applicable building code requirements
- Any other applicable SLRD policies

## Application Requirements

SLRD planning staff coordinates the review of the OCP amendment application, involving other SLRD departments, provincial agencies and advisory groups such as community associations and the Agricultural Advisory Committees. The review may result in a request for additional information or modification of the proposal. Staff consultations and meetings with the applicant are held throughout the process.

A preliminary “pre-application” consultation with the SLRD Planning staff is encouraged and recommended. **Most OCP amendment applications will require a rezoning application.** SLRD staff will be able to advise you as to the requirements. Please also see the Guide to Zoning Amendments.

## Review of the Application

An application is made by submitting to the SLRD all required and documentation as per Bylaw 1301.

Applicants are encouraged to present their proposals to relevant Community Associations in order to inform residents of the proposal and to obtain input on the project.

Upon preliminary staff review of the application, a report and bylaw is presented to the SLRD Electoral Area Directors and the SLRD Board for consideration.

The report describes the proposal, includes staff comments, and makes a recommendation. The applicant should monitor the progress of the application and be prepared to attend the SLRD Board meeting.

## Approval Stage

When the SLRD Board considers an OCP amendment application initially, it may resolve to:

- give first reading to the bylaw;
- request further information and/or modification of the proposal prior to further review; or
- reject the proposal.

If the SLRD Board gives first reading to the OCP amendment bylaw, the bylaw will then be forwarded to appropriate provincial and external agencies, First Nations, member municipalities, adjacent municipalities, neighbourhood groups and others for their comments.

Once the referral period ends, another staff report will be prepared for the SLRD Board. At this time, the SLRD Board may resolve to:

- give second reading to the bylaw and schedule a statutory public hearing;
- request further information and/or modification of the proposal prior to further review; or
- reject the proposal.

At the public hearing, adjacent property owners and others who believe their interests may be affected by OCP amendment will have the opportunity to provide the SLRD Board with their comments with respect to the proposal.

After the public hearing, the Board may:

- give third reading (approval in principle) to the bylaw;
- request modification of the proposal (only modifications that do not increase use or density are allowed without triggering the need for a second public hearing);
- approve **or** reject the bylaw.



### Application Fee

Each application for an OCP amendment must be accompanied by a fee payable to the Squamish-Lillooet Regional District as well as an application form.

### Written Authorization

The registered land owner(s) must provide a written authorization for an agent to act on their behalf.

### Registered Covenants

Copies of any covenants registered against title in favour of the SLRD must be included.

### Re-application

Where an application has been denied, no re-application for a substantially similar amendment shall be considered within 6 months of the date of rejection of the previous application.

Relevant fees are applicable to any re-application as per Schedule B of Bylaw 1301-2014.

### Refund

Where an application does not proceed or has been withdrawn, a refund may be provided to the applicant as per Bylaw 1301.

### OCP Application Sign

The applicant for an OCP amendment will be required to post a sign on the property as per Bylaw 1301.



**NEED HELP OR MORE INFORMATION? Please see the SLRD website at [www.slrd.bc.ca](http://www.slrd.bc.ca) or email: [planning@slrd.bc.ca](mailto:planning@slrd.bc.ca)**

*This guide is intended to provide general guidance and should not be regarded as a right to development approval if the steps indicated are followed.*