



# Development

## Application Procedures

December 2015

A Guide to the

## Official Community Plan (OCP)

## Bylaw Amendment Process in the CSR

### What is an Official Community Plan?

An Official Community Plan (OCP) is a planning document that is adopted by the CSR in the form of a Bylaw. The intent of an OCP is to guide Board decisions with respect to policies relating to residential and commercial development, industrial activity, economic development, 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 current designation does not permit the proposed use of the property.

### Procedure for re-designating your property

1. Prior to submitting an application the property owner should discuss details of the application with Development Services (DS) 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 needs to be amended

as well (which would require a rezoning application and fee).

2. An OCP amendment application form and application fee is submitted to the CSR office. An application is made by submitting all required plans and documentation, as described in detail on the OCP amendment form, to the Regional District office. These requirements may vary, but generally include:
  - Certificate of title of the subject property
  - Description of present and proposed zoning, OCP designations, and uses
  - Map/sketch of the property and proposal
3. DS staff prepare a Report and OCP amendment (taking into consideration policies of the Official Community Plan and regulations of the Zoning Bylaw) to be considered by the Board.
4. The Board will make a decision regarding the application:
  - If the application is NOT SUPPORTED by the Board, a letter is sent to the applicant advising of the decision.
  - If the application is SUPPORTED, 1<sup>st</sup> and 2<sup>nd</sup> readings may be given and the bylaw is referred to a Public Hearing.
    - A sign must be posted by the applicant on the property indicating an OCP re-designation has been proposed.

- DS staff will refer the bylaw to various ministries and agencies (e.g. Advisory Planning Commission, Ministry of Transportation, Interior Health Authority, School District, First Nations, etc.) for input.
- After 2<sup>nd</sup> reading, a public hearing will then be scheduled and advertised in local newspapers, and letters sent to adjacent landowners advising them of the upcoming Public Hearing; this process provides the public with the opportunity to speak or to provide written submissions regarding the proposed re-designation.
- The purpose of the Public Hearing is to gather the opinions of the public which the Board then uses to help them in their decision to give 3<sup>rd</sup> reading of the bylaw or not.
- If the Board does NOT give 3<sup>rd</sup> reading, a letter is sent to the applicant advising that the bylaw has been rejected. The file is then closed.
- If the Board gives 3<sup>rd</sup> reading to the bylaw the documents will be sent to the province for review and approval. Once it is approved, the bylaw is brought back to the Board for ADOPTION. A letter is then forwarded to the applicant advising that the property is now re-designated.
- If the Board does NOT ADOPT the OCP Amendment Bylaw, a letter is then forwarded to the applicant advising that the application was rejected and the file is closed.

## Timing

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The OCP amendment process normally takes approximately **eight to twelve months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of DS staff, the timing of Board meetings, and 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.

## Information

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Please direct any further inquiries to:

Columbia Shuswap Regional District  
**Development Services Department**  
 PO Box 978, 555 Harbourfront Drive NE  
 Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375  
 TF: 1.888.248.2773 | E: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)  
[www.csrd.bc.ca](http://www.csrd.bc.ca)

\*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.