

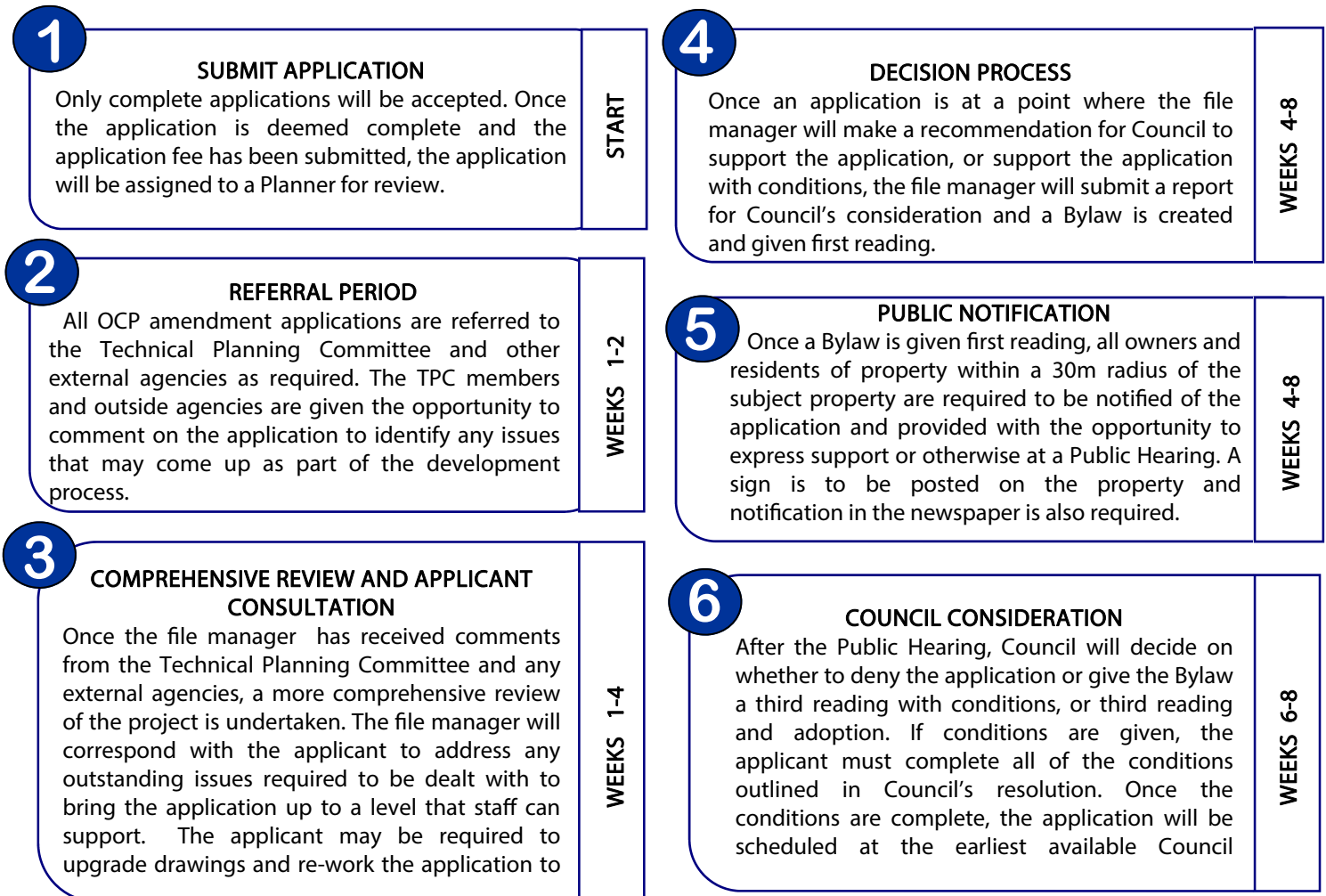


# OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION PROCESS

Planning Department-Development Services Division  
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**OFFICIAL COMMUNITY PLANS IN GENERAL:** An Official Community Plan is a document, passed by a local government, that sets out, among other things, the future land uses of property within a city's jurisdiction. The ability to designate lands is granted to local governments by the Province through the Local Government Act. An OCP may designate land uses and densities. Amendments to the Official Community Plan need to be approved by Council after a public hearing.

**PRIOR TO APPLICATION:** It is the applicant's responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or wildfire hazard analysis is the requirement of the applicant and their consulting professionals. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior**



**PLEASE NOTE:**

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department.
- Partial refunds on applications are given if an application is retracted prior to Council consideration.