

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION PROCESS

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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 <u>pre-application meeting</u> to discuss their application prior

1

SUBMIT APPLICATION

Only complete applications will be accepted. Once the application is deemed complete and the application fee has been submitted, the application will be assigned to a Planner for review. START

DECISION PROCESS

Once an application is at a point where the file manager will make a recommendation for Council to support the application, or support the application with conditions, the file manager will submit a report for Council's consideration and a Bylaw is created and given first reading.

2

REFERRAL PERIOD

All OCP amendment applications are referred to the Technical Planning Committee and other external agencies as required. The TPC members and outside agencies are given the opportunity to comment on the application to identify any issues that may come up as part of the development process.

1-2

WEEKS

PUBLIC NOTIFICATION

Once a Bylaw is given first reading, all owners and residents of property within a 30m radius of the subject property are required to be notified of the application and provided with the opportunity to express support or otherwise at a Public Hearing. A sign is to be posted on the property and notification in the newspaper is also required.

3

COMPREHENSIVE REVIEW AND APPLICANT CONSULTATION

Once the file manager has received comments from the Technical Planning Committee and any external agencies, a more comprehensive review of the project is undertaken. The file manager will correspond with the applicant to address any outstanding issues required to be dealt with to bring the application up to a level that staff can support. The applicant may be required to upgrade drawings and re-work the application to

/EEKS 1-4

COUNCIL CONSIDERATION

After the Public Hearing, Council will decide on whether to deny the application or give the Bylaw a third reading with conditions, or third reading and adoption. If conditions are given, the applicant must complete all of the conditions outlined in Council's resolution. Once the conditions are complete, the application will be scheduled at the earliest available Council

WEEKS 6-8

4-8

WEEKS

4-8

WEEKS

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.