



OFFICIAL COMMUNITY PLAN AMENDMENT GUIDE

Introduction

An [Official Community Plan \(OCP\)](#) is the highest-level policy document for a local government – it informs management of lands, municipal facilities, servicing, utility and transportation systems, environmental stewardship, economic development, and protective services to set out a clear path for Council, staff and the community to follow. Municipalities have the authority to develop an OCP under British Columbia's *Local Government Act*. The policies in the OCP guide the Zoning Bylaw land use regulations.

When is an Official Community Plan Amendment Needed?

An OCP amendment application is required when a proposed development does not align with the objectives and policies outlined in the OCP or conform to the land use designation(s) of the OCP. An OCP amendment is the process of legally changing the land use designation on a parcel of land through an amending bylaw. Approval from Council is required to make any amendments, as well as a formal application and a public hearing.

Prior to Making an Application

Applicants should be well informed of the Village of Cumberland policies and procedures before preparing an OCP Amendment Application. Prior to applying, the applicant should review the following:

- [OCP – Land Use Designations](#) – Check the [Village's Interactive Map](#) to identify the land use designation of the property and review the types of land uses allowed within that corresponding land use designation as well the policies in the OCP. This will help the applicant determine if their proposal aligns with the policy in the OCP and what might need to be amended.
- [Zoning Maps and Zoning Bylaw](#) – Check the [Village's Interactive Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine if the proposal aligns with the zoning and if the zoning will need to be amended as well (which would require a rezoning application).

Contact the Development Services Department – Contact the development services department to discuss your proposed development and determine if a formal Pre-Application Meeting and OCP amendment are required. If it is determined that a Pre-Application Meeting is required, submission requirements can be found on the Pre-Application Meeting Guide. Staff will provide



guidance throughout the application process and determine if any revisions are required prior to submission.

Official Community Plan Amendment Costs

Application costs can vary depending upon the complexity of the application. Costs can include:

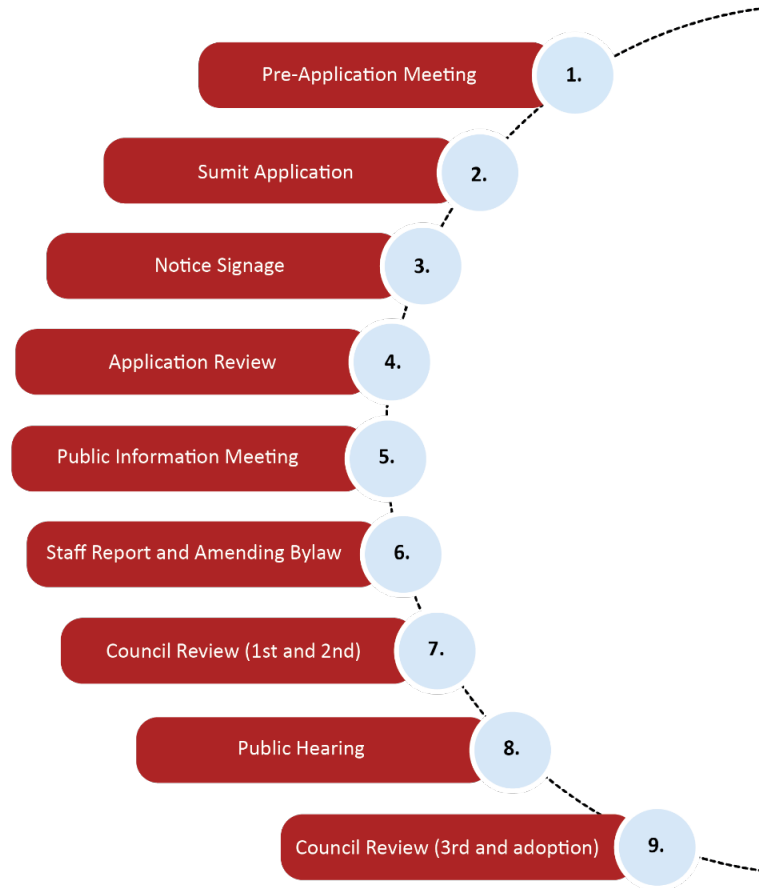
- Actual cost of any third-party professional review of applications.
- Any plans needed to meet the application requirements (i.e., site plan, landscape plans, elevations, Surveyors Certificate)
- Village of Cumberland development cost charges, as per the [Development Cost Charges Bylaw](#), at time of building permit or subdivision approval
- Professional reports (i.e., geotechnical assessment, engineered stormwater management plan, planning rationale)
- **Public notification fees (i.e., signage, advertising).**
- Village bonding requirements for landscaping agreements, remediation, or performance security
- Legal fees (i.e., Land Title registration, covenants)
- Off-site requirements (i.e., road improvements)

Application Process and Processing Timelines

Applicants are encouraged to submit their application online if possible. **Incomplete applications will not be accepted.** The following processing timelines are established from the date of receipt for a complete application.

OCP Amendment: 8-10 months.

While this is a target, it is understood that different circumstances (i.e., revisions, new plans, complexity of application, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and



respond to staff requests for information to ensure that it is processed in a timely manner.

Applicants will be able to track their application online to view what stage of the process they are at. For more information about what to expect at each stage of the application process, see the Detailed Application Process below.

Detailed Application Process

Pre-Application Meeting

1.

A pre-application meeting is required for OCP amendment applications. Prior to submitting your application, you will need to schedule a pre-application meeting with development services staff to discuss your proposal and application requirements. The applicant must fill out a Pre-Application Scheduling Form and is expected to come to the meeting prepared (tips for preparation are outlined in the Meeting Guide).

Submit Application

2.

The applicant is encouraged to submit the application by email, if possible. Please refer to the Pre-Application Checklist received at the pre-application meeting to ensure you are submitting all required documents and fees. Incomplete applications will not be accepted. Once a file has been opened, staff will issue a receipt to the applicant.

Notice Signage

3.

The applicant is required to post a Notice of Application Sign on the property to notify other property owners and residents of the proposal. The sign must follow the requirements identified on the Village Sign Format Sheet. The applicant will provide a mock-up of the sign with their complete application for review and approval prior to final printing. Once the sign is posted, the applicant shall demonstrate proof to the Staff of the posted sign within 10 days of staff's approval of the mock-up.

Application Review

4.

The OCP amendment application is reviewed by the development services department, and referred to all applicable Village departments, advisory committees, Development Review Team (DRT), government ministries, agencies, and organizations to provide the applicant with comprehensive feedback on the application. Revised plans and additional documents may be required from the applicant or the applicant's architect, engineer, or other coordinating professionals. The timing of the review will depend on how quickly the applicant can provide additional information to staff as requested.

Public Information Meeting

5.

Applicants may be to hold a public information meeting (PIM) for OCP amendment applications. It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The PIM is an opportunity for the applicant to get feedback from the public on the proposal and address any issues early in the process. More information about the PIM can be found in the PIM guide.

Staff Report and Amending Bylaw

6.

Staff will compile all feedback from internal and external agencies. Staff will prepare a report and the amending bylaw into a report for consideration by Council. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.

Council Review (1st and 2nd)

7.

The proposed bylaw will be brought to Council, and they will evaluate it and decide. If Council is in favour of the amending bylaw, they have the option to proceed with first and second reading of the bylaw and refer it to a public hearing. However, if Council does not support the amending bylaw, they may deny it or require amendments to the proposal. In the case requiring amendments, the applicant would be required to make the necessary changes as directed by Council.

Public Hearing

8.

The public hearing process provides the public with the opportunity to speak or provide written submissions regarding the proposed OCP amendment. The purpose of the public hearing is to gather the opinions of the public, which Council will use as additional information to help them in their decision to give third reading to the amending bylaw. Village staff are responsible for preparing for and facilitating the public hearing.

**Council Review
(3rd and adoption)**

9.

If Council continues to be supportive of the bylaw, they have the option to give the amending bylaw third reading right after the public hearing or at a future Council meeting. If Council gives third reading, then staff will prepare a report and the bylaw for adoption to be presented at a future Council meeting for a final decision. Before Council can give final approval, any conditions must be resolved or secured and some applications must be referred to provincial minister(s). Staff will communicate with the applicant to ensure they are aware of Council's decision.



Questions?

If you have any questions about heritage designations or applying for a permit, please contact us.

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This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable Village bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.