



# A GUIDE TO THE OFFICIAL COMMUNITY PLAN AMENDMENT PROCESS

## INTRODUCTION

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

The OCP is a general statement of the broad objectives and policies of the District of Sechelt respecting the form and character, the future growth of the community, and proposed land use and servicing requirements.

### When do you need an OCP Amendment?

An OCP Amendment application is required for a development that does not conform to Sechelt's *future land use designations*. OCP applications must be considered carefully given their long-term implications to growth management.

## PROCESS

### 1. OVERVIEW

An application to amend the OCP is often submitted in conjunction with an application to amend the Zoning Bylaw (rezoning). The OCP Amendment modifies the principle of land use, whereas the Zoning Amendment changes the site specific regulations which affect a property. Once these land use bylaws have been approved, you may be required to submit a subdivision and/or Development Permit application. Often all of the above-noted applications can be processed at the same time.

An Official Community Plan (OCP) Amendment has a four-step approval process.

- i. Council gives an OCP Amendment Bylaw first reading.
- ii. Then proceeds to a statutory public hearing.
- iii. After the statutory public hearing, Council may;
  - defeat the bylaw
  - amend the bylaw
  - send it back to further public hearing
  - Give it 2<sup>nd</sup> and 3<sup>rd</sup> reading
- iv. Depending on the complexity of the proposal, final reading (adoption) is granted after all conditions have been satisfied.

Once all Development Services approvals are in place, you may require a Building Permit for construction of any buildings and a Servicing Agreement for construction of off-site services. A condition of issuing a Building Permit is payment of Development Cost Charges in accordance with Sechelt's Development Cost Charge Bylaws and the Local Government Act.

### 2. PRIOR TO APPLICATION

Meet with the Planning & Development Services Department to discuss the application. Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be most affected. It may be beneficial for you to contact these agencies before applying and determine their issues or requirements. Lastly, the Development Services Department will inform you of application requirements, development costs, and the process required to complete the OCP amendment application.

### 3. APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements are listed below. Other common requirements include environmental impact studies, geotechnical studies, and traffic impact studies.

#### a. Required Documents (preferably prepared by a registered BC Land Surveyor)

- **Scaled site plan** indicating: lot size(s), lot dimensions, location of all buildings (existing and proposed), setbacks to all property lines, north arrow, existing and proposed driveways, existing and proposed septic fields, street names, topographical features, water features etc. *Drawing submission should be provided on full size paper as well as on 11x17" reductions and digitally (PDF).*
- **Conceptual plan** of how the subdivision relates to the existing neighbourhood i.e. *road network, abutting land uses, topography, drainage features.*
- **Preliminary plan** of how the development will be serviced including roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. In addition, information may be required regarding the *servicing* impact on sewer line capacity, the road network, and storm water management (both downstream and upstream).
- **Contour map** in 2m intervals that show the topography of the site and immediately adjacent properties.
- **Title search** (less than ninety days old). *If there are any charges (covenants, right-of-ways, easements, etc.) on title, copies must be provided.*

#### b. Meet with External Agencies (if necessary)

Meet with other agencies including the Sunshine Coast Regional District, Ministry of Transportation and Infrastructure, Ministry of Health, and Ministry of Environment.

#### c. Meet with the Planning & Development Services Department (if necessary)

Meet with the Planning & Development Services Department for a second time to discuss any changes to the proposal.

#### d. Public Information Meeting (if necessary)

The District of Sechelt strongly encourages applicants of significant proposals to host a *public information meeting* to inform the community and solicit comments from neighbours.

### 4. SUBMIT APPLICATION

a. **Submit complete application** and supporting documentation together with non-refundable application fee.

#### b. Application Fees:

Sechelt Bylaw No. 333-6 (Fee Bylaw) outlines fees for OCP applications.

- Official Community Plan Amendment \$2,500

### 5. PLANNING & DEVELOPMENT SERVICES DEPARTMENT REVIEW

The Planning & Development Services Department reviews the application to ensure it is complete and prepares an application summary for the referral.

### 6. GOVERNMENT AGENCY AND COMMUNITY REFERRAL

Referrals to government agencies and community groups (Council Community Referral Policy #12007) are distributed as appropriate. Possible referrals include:

\*if submitted as a combined OCP and Zoning Amendment application (in addition to applicable rezoning fee).

**a. Government Agencies**

District of Sechelt Engineering and Public Works	Archaeology Branch
District of Sechelt Building Department	Sechelt Volunteer Fire Department
SC Regional District	FortisBC
Sechelt Indian Government	Telus
Vancouver Coastal Health	BC Hydro
Ministry of Environment	Eastlink
Ministry of Transportation & Infrastructure	Canada Post
Department of Fisheries & Oceans	School District #46

**b. Community Associations**

East Porpoise Bay	Village Core	West Sechelt
Tuwanek	Sandy Hook	SHORA
Selma Park/Davis Bay/Wilson Creek	Chamber of Commerce	Sechelt Downtown Business Assoc.

**7. CONSIDERATION BY PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

The Development Services Department prepares a comprehensive report that analyzes the agency comments and makes a recommendation to Planning and Community Development Committee and Council to proceed, proceed with conditions, or deny. The Development Services Committee makes a recommendation for consideration by Council.

**8. CONSIDERATION BY COUNCIL**

If Council adopts the recommendation of the Planning and Community Development Committee the application is advanced to First Reading, revised, or denied. Once First Reading is given, the bylaw proceeds to Public Hearing (Local Government Act s. 464).

**9. PUBLIC HEARING**

Public Hearings must be advertised twice in the local newspaper, and owners/occupiers within 50 metres of the subject property must be notified in accordance with Section 466 of the Local Government Act. The District of Sechelt undertakes these procedures. The Public Hearing allows all those with an interest in property to speak on the OCP Amendment.

**10. SECOND and THIRD READINGS and ADOPTION**

After the Public Hearing, staff prepares a report that outlines the discussion at the Public Hearing and makes a recommendation to proceed, proceed with conditions, or deny. Council may then consider Second and Third Readings and adoption at the same meeting.

Following Second and Third Readings, and if the subject parcel is located within 800 m of a Controlled Access Highway (Sunshine Coast Highway 101), the bylaw must be approved by the Ministry of Transportation and Infrastructure (Highway Act s. 54). Once MOTI has granted approval, and any related agreements have been executed by the applicant, Council can consider Final Adoption (fourth reading). In more complex development proposals, considerable time is taken between third and fourth reading to allow the applicant opportunity to fulfill conditions of the Subdivision and Zoning (i.e. servicing agreement, development permits, etc.).

**CONTACT INFORMATION**

**District of Sechelt – Development Services Department**

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**Disclaimer**

This is a summary of the Official Community Plan (OCP) Amendment application process intended to assist you with the application. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for the proposal will be determined at the time of application.