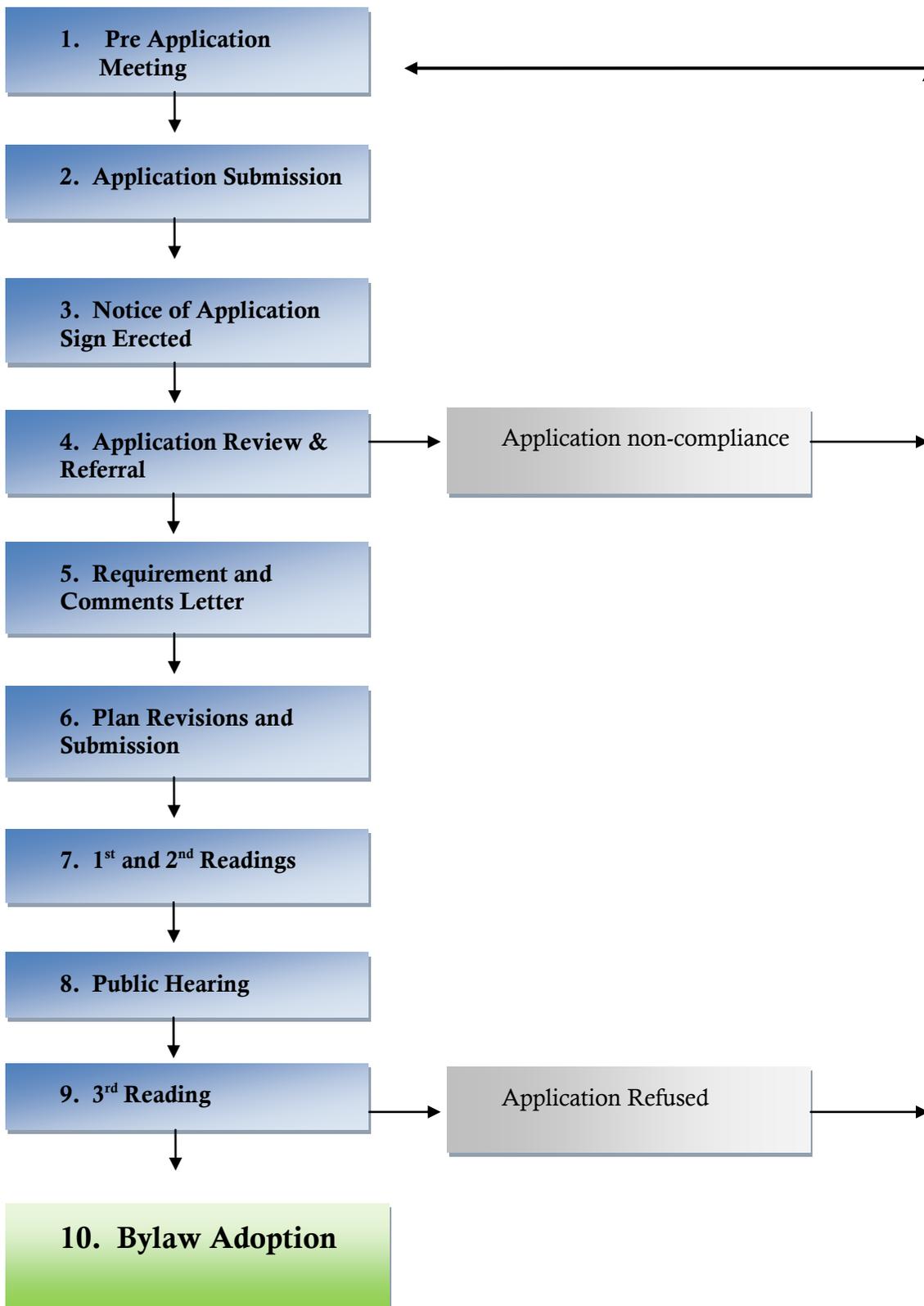


OCP and Zoning Amendment Process Simplified



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OCP and Zoning Amendment Process Summary

This handout is a general summary of Golden's Amendment Application process and is for convenience purposes only. Specific requirements and processing procedures for Amendment Applications are in the Development Procedures Bylaw.

1. Pre Application Meeting

Prior to submitting an Amendment application, the applicant should first review the Town's *Official Community Plan, Zoning Bylaw, Development Permit Guidelines, Subdivision and Development Servicing Bylaw, and Floodplain Bylaw* to determine if the proposal meets all municipal requirements and standards. The applicant is urged to prepare a preliminary development proposal prior to meeting with staff to discuss the proposal.

2. Application Submission

Once a proposal has been prepared, a completed Amendment application package including the applicable fees is submitted. Staff will write a letter to the applicant acknowledging receipt of a complete application. The applicant may also choose to submit the Amendment application in conjunction with a development permit, rezoning or subdivision application where applicable. Where a rezoning is perceived to have a high impact on the neighbourhood or community, the applicant may be required to hold a Public Information Meeting or open house to inform the public of the proposal.

3. Notice of Application Sign Erected

The applicant shall erect a Notice of Application Sign on the subject property to advise the public of the application.

4. Application Review and Referral

The Amendment application is circulated to internal departments and external agencies as necessary and evaluated for compliance with bylaws, plans and policies. The applicant may be requested to submit additional information or revise the proposal as a result of the review.

5. Requirements and Comment Letter

A letter is forwarded to the applicant outlining comments received from the review and circulation of the application. The letter also identifies the preliminary list of technical requirements for the development to proceed.

6. Plan Revisions and Submission

If necessary, the applicant submits revised plans to address the Requirements and Comments letter.

7. First and Second Readings

Staff forwards a bylaw and accompanying report for the application to Council for consideration of first and second readings and scheduling of a public hearing. Council considers the Amendment application and may provide first and second readings of the bylaw and proceed to a Public Hearing (as required). Alternatively, Council may refuse the application or request changes to the development proposal.

8. Public Hearing

A Public Hearing will be held for the purpose of allowing the public to make representations on the amendment application. Notice of a Public Hearing will be delivered to adjacent property owners in accordance with the *Local Government Act*.

9. 3rd Reading

At its next regular meeting after the Public Hearing, Council may either give the bylaw third reading, request changes or reject the proposal. It may be necessary for the applicant to address technical or legal requirements, or other approval processes including Development Permit, Development Variance Permit, and Subdivision.

10. Bylaw Adoption

Once the applicant has adequately addressed all of the conditions identified at third reading (as necessary), Council will consider the adoption of the bylaw.