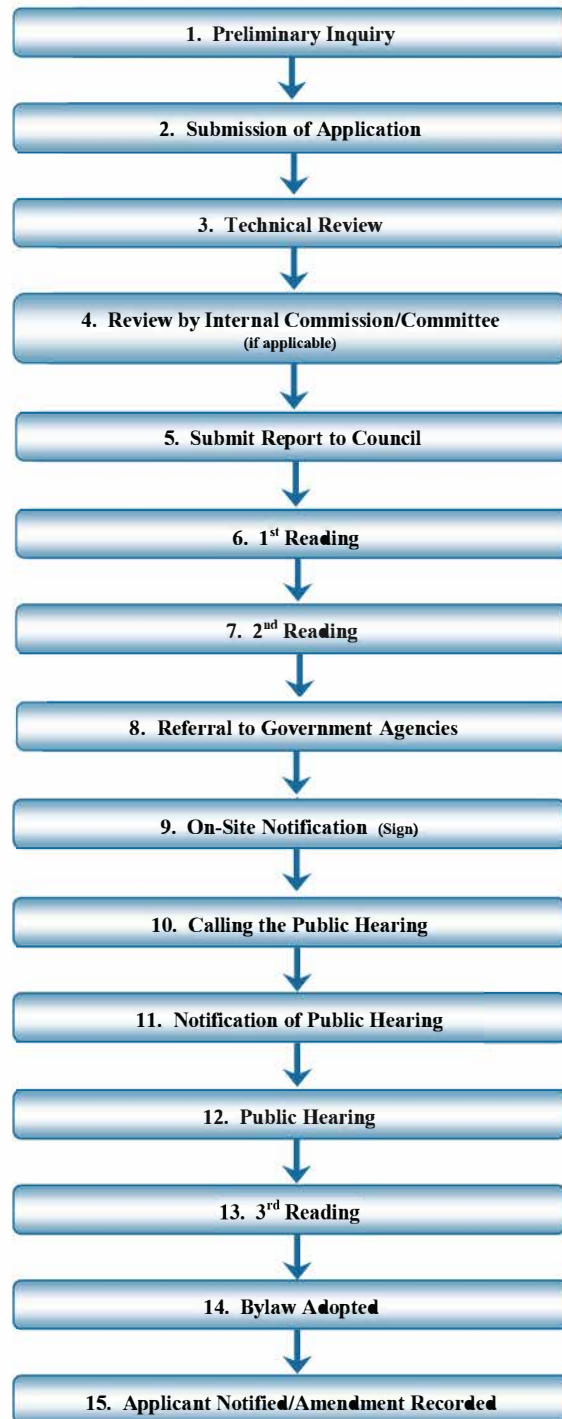


General Overview of Process



The District of Tumbler Ridge

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District of Tumbler Ridge

a guide to
Official Community Plan
Amendments

2017



What is an Official Community Plan?

An Official Community Plan (OCP) is a general statement of the broad planning objectives and policies for the District. The objectives and policies respect the form and character of existing and proposed land use and servicing requirements. The District may accept an application to amend the land use designation of lands as well as any other provision of the OCP. A Zoning Bylaw Amendment may be required in conjunction with an OCP Amendment, when the use identified in the Zoning Bylaw is inconsistent with the proposed use in the OCP for the same parcel of land.

When is an OCP Amendment necessary..?

When a proposed land use does not meet with the policies outlined in the District's OCP, the applicant must submit an application to change the OCP designation. When a development is proposed, such as constructing new buildings or changing the types of activities that occur on a property, the owner must ensure that the OCP regulations permit the proposed development.

Before you apply..

It is recommended that the property owner gather as much information regarding their property as possible (e.g., legal description and surveys) and meet with District staff to discuss their proposal. District staff will offer advice on which application/s need to be completed, necessary information that will be required and give the property owner the most current application package.

Submitting your application

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the District for processing and referral.

Does your application require a sign?

The District requires applicants to post a Development Proposal Notice (sign) on the lands that are the subject of the application. If a Zoning Bylaw Amendment Application is concurrent with an Official Community Plan Amendment Application, a sign is only required for the Zoning Bylaw Amendment Application. Further, a sign is not required for persons making applications for textual amendments to the OCP. The District has pre-made signs which are to be posted within seven (7) days after the First Reading of the bylaw. A deposit of \$400 is required; this will be refunded to the applicant when the sign is returned to the District in good condition.

What is the cost?

The Applicant is required to submit a \$500 application fee, plus a \$400 deposit (refundable upon removal) for a Development Proposal Notice. In the event the application creates a need for an amendment to the Zoning Bylaw, the Applicant must submit an additional fee of \$500 for the Zoning Bylaw Amendment. All application fees are to be made payable to the District of Tumbler Ridge.

Who approves zoning amendments?

The Council of the District of Tumbler Ridge authorizes final approval of an application by Bylaw.

How long is the process?

An amendment to the Official Community Plan requires between 2-4 months. If the proposal requires amendments to both the OCP and Zoning Bylaw, the applications will be considered at the same time. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

Note

The process described here briefly will involve more detailed procedures, correspondence and/or requirements. Please contact the District of Tumbler Ridge to ensure all obligations are understood in order to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations and other District of Tumbler Ridge bylaws for definitive requirements and procedures.

