



# OCP & Zoning Bylaw Amendment Application

Office use only:

Application No.

Received:

**Property owner information (please print):**

Property Owner:

Mailing Address:

City/Town, Province:

Postal Code: Day Phone:

Email: Fax:

**As the registered owner of the property (or properties) listed below, I hereby authorize this application.**

Owner signature

Date

**ALL REGISTERED PROPERTY OWNERS MUST SIGN THE APPLICATION.**

☐

Please check (✓) if there is more than one property owner. If yes (✓) please list separately on page 3.

**Authorized Agent information (please print):**

Authorized Agent:

Mailing Address:

City/Town, Province:

Postal Code: Day Phone:

Email: Fax:

**Description of property (or properties) included in this application (use separate sheet if necessary):**

District Lot: Plan: Block: Lot: PID:

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Civic Address (or general location):

**Existing & proposed development / use (use separate sheet if necessary):**

Provide a brief description of the existing development and use of the property:

Provide a brief description of the proposed development and use of the property:

Office use only:

Title checked by:

Consulted on:

OCP Land Use Designation:	Zoning Information:	Subdivision District Information:
Existing OCP Designation:	Existing Zoning:	Existing Subdivision District:
OCP Designation applied for:	Zoning applied for:	Subdivision District applied for:

OCP/Zoning Bylaw Text Amendment:
If you are applying to amend the text of an official community plan and/or zoning bylaw please specify the provisions to be amended, including details of the proposed amendment (use separate sheet if necessary):

Attendance at Advisory Planning Commission meeting:				
<p>In accordance with the <i>Local Government Act</i>, this application will be forwarded to the Advisory Planning Commission (APC) for review. The APC will make a recommendation on the application to the Sunshine Coast Regional District Board. An owner and/or their agent may attend and be heard at the APC meeting. Please check (✓) below if you and/or your agent wish to attend this meeting:</p>				
<input type="checkbox"/>	Owner will attend APC meeting			
<input type="checkbox"/>	Agent will attend APC meeting			
<input type="checkbox"/>	Both owner and agent will attend APC meeting			
<table border="1"> <thead> <tr> <th>Office use only:</th> </tr> </thead> <tbody> <tr> <td>APC:</td> </tr> <tr> <td>Meeting Date:</td> </tr> </tbody> </table>		Office use only:	APC:	Meeting Date:
Office use only:				
APC:				
Meeting Date:				

### Applicant Declaration:

*I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful. I/We believe to the best of my/our knowledge, based on my/our independent review, that the proposed official community plan / zoning bylaw amendment is consistent with the intended use of the property (or properties) listed in this application.*

*I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of the OCP/zoning bylaw amendment and that the application may not proceed for a variety of reasons.*

*I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.*

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for an OCP/ zoning bylaw amendment and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-2261.

**Required Documentation:**

**Please check (✓) below. In order to be processed, an application for an OCP/zoning bylaw amendment must be accompanied by the following:**

- ☐ A scaled context map showing all areas affected by the zoning bylaw amendment, including existing and proposed zones, adjacent properties and roads, watercourses and other significant natural features.
- ☐ A scaled subdivision district map showing any proposed subdivision district(s) and existing subdivision districts.
- ☐ A scaled site plan showing the property that is subject to the application, including parcel area(s) and dimensions, all structures, location of site access, outdoor storage and parking areas.
- ☐ A copy of a state of title certificate, or a copy of a Land Title Search providing proof of ownership dated no more than 30 days prior to the date of application.
- ☐ Fee in the amount of \$\_\_\_\_\_ made payable to Sunshine Coast Regional District (see fee schedule).

**NOTE:** Depending on the scale and complexity of the OCP and zoning bylaw amendment, additional information, including development approval information, may be required to properly evaluate the application. Prior to submitting an application, it is recommended that you consult with Planning & Development staff on information required pursuant to the *Planning & Development Procedures and Fees Bylaw*. Additional information may include, but is not limited to, the following:

- ☐ If making application to permit a specific development, provide two (2) sets of full-size architectural or engineered drawings and one set of 8.5" x 11" reductions, plus digital copy if available, illustrating the building site plan, floor plans, elevations, building and site sections. Planning & Development staff may consider exceptions to specific drawings, depending on the scale and complexity of the proposed development.
- ☐ A current BC Land Surveyor's survey certificate or real property report.
- ☐ A development impact statement indicating the potential impact of the proposed development on surrounding land uses and public facilities such as schools, park land, public space and other potential amenities such as public transit. An assessment of the potential impact of the development on public infrastructure and community services such as water supply, sewage disposal, fire protection systems, solid waste disposal and recycling.
- ☐ A geotechnical report, prepared by a professional engineer having geotechnical experience, which assesses the geotechnical suitability of lands to be developed for the use intended.
- ☐ An impact assessment of the proposed development on groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A professional engineer having experience with hydrological studies must complete such study.
- ☐ An assessment of the anticipated water supply and sewage disposal facilities for the development including connections to a community sewage system, if available. A professional engineer having experience with hydrological studies and sewage must complete such study.
- ☐ An impact assessment of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. A qualified person, such as a professional biologist or other qualified professional, must complete such study.
- ☐ An assessment of the impact of the proposed development on traffic volumes and road, including the ability to provide safe and effective external access to the proposed development and internal access. A professional engineer having experience with traffic analysis must complete such study.
- ☐ A statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.
- ☐ An archaeological impact assessment prepared by a qualified archaeologist.



**An applicant for an OCP/zoning bylaw amendment may be required to conduct a public information meeting if any of the following criteria are met:**

- The zoning bylaw amendment requires an official community plan amendment.
- The zoning bylaw amendment would result in “upzoning” from rural or residential zones to commercial, industrial or assembly zones.
- The zoning bylaw amendment involves more than 10 hectares of land.
- The zoning bylaw amendment involves the potential creation of 10 or more lots.
- The Manager of Planning & Development or Planning & Development Committee considers the proposal to be of a major scale or nature, which would warrant public access to additional information and the opportunity to inquire about the proposal beyond that offered by the regular referral process.

In considering the above criteria, the Manager of Planning & Development or Planning & Development Committee may waive the requirement for a public information meeting if the issues and concerns with a zoning bylaw amendment application are not considered major. This does not preclude the need for a public hearing, as required by the *Local Government Act*.

#### *Scheduling a Public Information Meeting*

**If a public information meeting is required, the Manager of Planning & Development will schedule the meeting upon their initial review of the application and after consultation with the applicant. Subsequently, it is the applicant’s responsibility to arrange and conduct the meeting according to the following guidelines:**

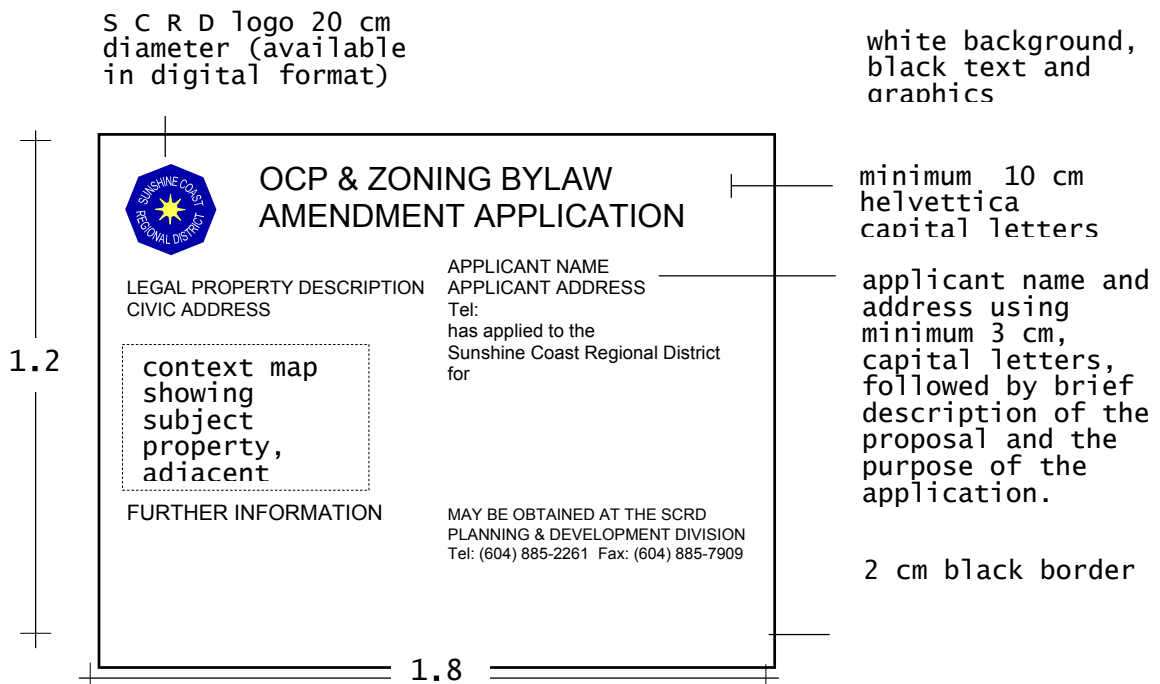
- A public information meeting should be held between 7:00 p.m. and 9:00 p.m.
- A public information meeting should be held Mondays through Thursday, excluding holidays. Where the Manager of Planning & Development considers appropriate, a public information meeting may be held on a day of the weekend, if in the event that members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.
- Where possible, a public information meeting should be held in a public facility, such as a public hall or school, in the community most affected by the zoning bylaw amendment. In certain cases, where considered more convenient, accessible and where adequate meeting facilities exist, an applicant may hold a public information meeting at the property that is subject to the zoning bylaw amendment. If deemed more appropriate, a public information meeting may be held within the offices of the Sunshine Coast Regional District.

## Notifying for a Public Information Meeting

**To ensure the public and persons who may be affected by an OCP/zoning bylaw amendment have adequate notice of a public information meeting, the following steps are to be taken:**

- An advertisement for the public information meeting is to be placed in a local newspaper at least one week and not more than two weeks prior to the meeting.
- The newspaper advertisement must display at least two columns wide and include the following information about the public information meeting:
  - Time, date and place
  - Purpose of the meeting
  - Description of the subject property subject, including a legal description, civic address and location map
  - Applicant name and telephone number
- If the property that is subject to the OCP amendment application is zoned "R1", the applicant must notify adjacent residents and owners of property within at least 50 metres of the subject property either in person, by mail or handbilling. In all other cases, the applicant must notify adjacent residents and owners of property within at least 100 metres of the subject property either in person, by mail or handbilling. BC Assessment rolls should be used in preparing an adjacent-property owner list (Sunshine Coast Regional District staff can assist in preparing the list).
- A notification sign must be posted on the on the subject property line facing a street. Specifications for a notification sign are provided below.
- The notification sign is to be installed on the subject property at least 10 days before the public information meeting. The sign is to be removed at least 10 days before the final decision on the application.
- The notification sign must be clearly visible from an abutting road.
- The applicant is responsible for installing, removing and repairing the notification sign, and for any damage resulting from its installation.

## Notification Sign Specifications



**The following guidelines will ensure an effective public information meeting is conducted:**

- The applicant will arrange a suitable meeting place, and set up any presentation materials, audio-visual equipment, chairs, tables, etc.
- The Manager of Planning & Development or their designate will attend the public information meeting to introduce the purpose of the meeting and observe the proceedings.
- The public information meeting will commence at the scheduled time, with opening remarks from the Manager of Planning & Development or their designate as to the purpose of the meeting, after which the meeting will be chaired by the applicant.
- The applicant will make a presentation of their proposal, which is to be followed by a question and answer period.
- The public information meeting should be no more than two hours.
- The applicant is encouraged to provide a questionnaire to persons attending the public information meeting, soliciting comments on the proposal.
- The applicant will arrange to record and prepare a summary of the proceedings, and submit the summary to the Planning & Development Committee for review.
- The applicant is responsible for paying all costs associated with a public information meeting.