



## **A Guide to the Zoning Bylaw Amendment and Official Community Plan Amendment Processes**

### **An overview:**

- Official community plan (OCP) and zoning bylaw amendments are a formal process administered by the Strathcona Regional District (SRD).
- The process begins when an application is made to amend the policies or land use designation(s) of an OCP, and/or the regulations or zoning category(ies) of a zoning bylaw within the electoral areas of the regional district.
- Amendments allow for changes to official planning policies/designations or zoning regulations/zoning categories that reflect a special need for change while still ensuring community standards are maintained.
- Application forms are available from SRD Planning Services and the SRD website.
- Consultation with planning staff prior to making an application is encouraged.

### **Getting started:**

- Applicant consults with planning staff, obtains application.
- Applicant completes and submits application and pays specified fee to SRD.
- Planning staff reviews the application, refers it to the director representing the affected electoral area, as well as appropriate agencies (provincial ministries, federal departments, etc) including the local Electoral Area Advisory Planning Commission (APC)<sup>1</sup> if applicable.
- Planning staff may recommend that a public information meeting be conducted by the applicant to help provide information to the public about the application, prior to the formal public hearing undertaken by the SRD as required by the Local Government Act.
- Planning staff prepares a report which includes a recommendation and the amending bylaw(s) that would implement the requested amendment(s), all of which is forwarded to the Electoral Areas Services Committee.

### **What happens next?**

- The Electoral Area Services Committee (EASC) reviews the planning staff report and recommendation. The EASC is made up of the four electoral area directors representing electoral areas A, B, C and D.
- The EASC makes a decision whether to move the application forward to a meeting of the SRD regional board of directors with a recommendation for first and second reading of the amending bylaw(s).

---

<sup>1</sup> An APC is a group of residents from a particular electoral area, appointed by the regional district board of directors, to advise the director representing that area. The APC advises on matters referred by the board or the director.

- If the EASC moves the matter forward to the regional board, the electoral area directors, sitting as the regional board, vote to give first and second readings of the amending bylaw(s).
- First reading is essentially an "acceptance" of the application for discussion; second reading opens the discussion on the application and resultant amending bylaw(s). For efficiency, first and second readings are often passed simultaneously.
- If second reading is given by the regional board, the regional board will consider passing a resolution that a public hearing be held. The public hearing must be considered before any further readings of the amending bylaw(s) can be given.

### **What happens at a public hearing?**

- At a public hearing, all members of the public can present verbal and written submissions. All submissions must be made before the close of the public hearing.
- The electoral area directors attend the public hearing to listen to the information being provided by the public. These electoral directors form the Public Hearing Committee.
- The applicant may make a submission in support of its application, just like a member of the public. However, the applicant is not required to make a submission at the public hearing.
- Information related to an upcoming public hearing is advertised in the form of a public hearing notice that is published in the local newspaper(s). The public hearing notice advises the public that an application has been made and that the related bylaw(s) will be subject of a public hearing. Details related to the date, time and place for the public hearing are also provided. The advertisements will also indicate where information related to the application(s) and resultant bylaw(s) can be reviewed or obtained.

### **And then?**

- After the public hearing, the Public Hearing Committee makes a recommendation to the regional board prior to consideration of third reading of the amending bylaw(s).
- The regional board makes a decision regarding third reading of the amending bylaw(s).
- In some cases, the Local Government Act requires that prior to fourth reading and adoption of a bylaw, the bylaw must receive approval by the Minister of Community Development.
- Should the amending bylaw(s) not require Minister Approval, or it has already received Minister approval, the amending bylaw(s) may then be given fourth reading and be adopted by the regional board.

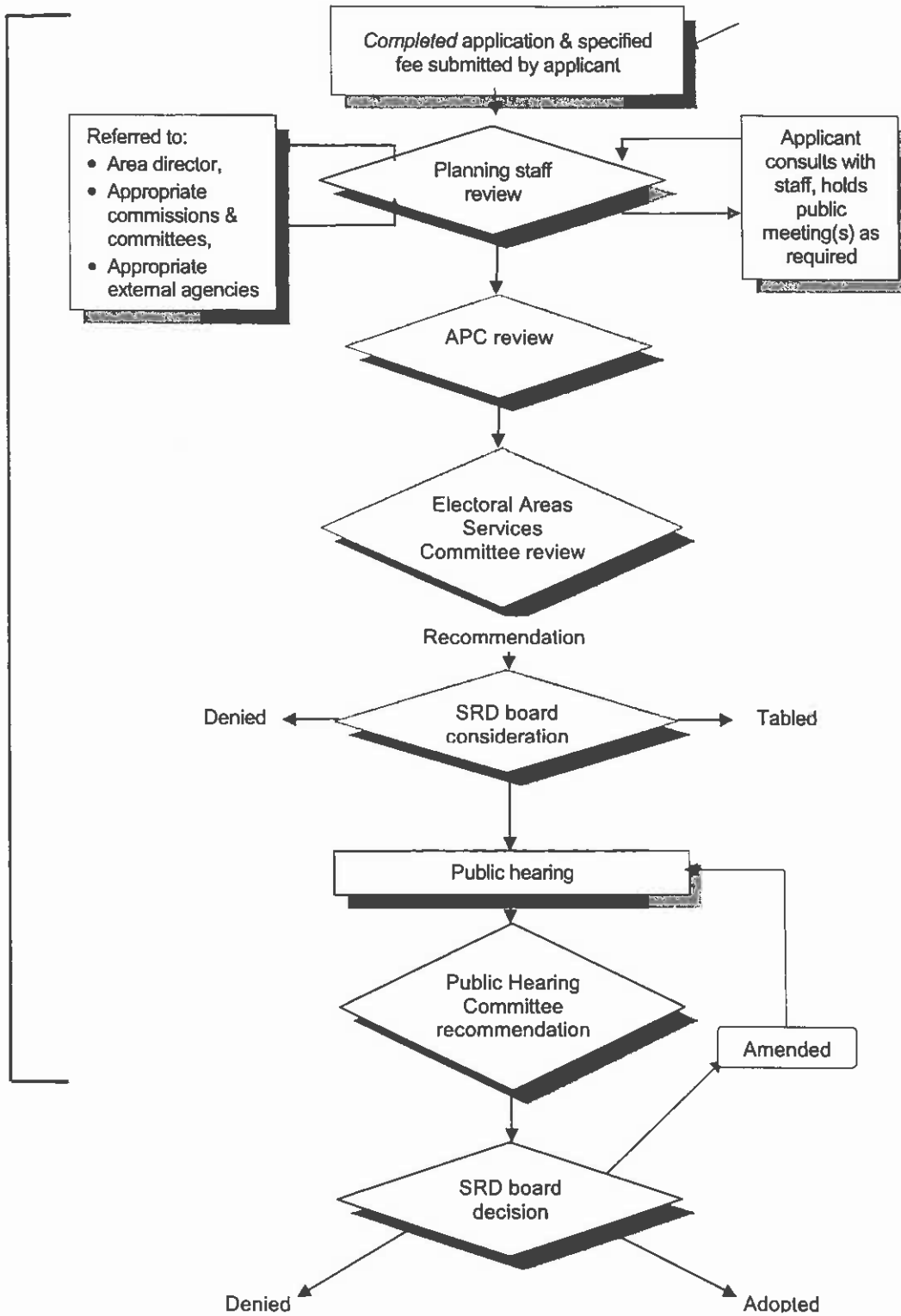
This process typically takes approximately 12 months from the date an application is submitted to the SRD, through to completion. More complex applications such as those that involve proposals in proximity to or within areas of environment sensitivity, high density development, multiple land uses, etc., may take longer to process.

### **For more information contact:**

Planning Services  
 Strathcona Regional District  
 301 – 990 Cedar Street, Campbell River, BC V9W 7Z8  
 Tel: 250-830-6700 • Toll free: 1-877-830-2990 • Fax: 250-830-6710  
 Web: [www.strathconard.ca](http://www.strathconard.ca)

# Official Community Plan / Zoning Bylaw Amendment Process

Allow approximately 12 months for processing



**APPLICATION TO  
AMEND A ZONING BYLAW OR AN OFFICIAL COMMUNITY  
PLAN BYLAW**

**1. Application**

An application shall be completed upon a form provided by the regional district which then shall be delivered to the regional district together with such additional plans and particulars as may be required.

**2. Application Acceptance**

The Strathcona Regional District may refuse to receive any applications that fail to include all required information as per section 8 "Application Requirements" below.

**3. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

**4. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

**5. Cancellation**

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

**6. Reapplication**

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

**7. Public Notification**

- i) The *Local Government Act* sets out the requirements for the notification of a public hearing or when a public hearing is required or can be waived.
- ii) Within the Strathcona Regional District, notice of a public hearing or the waiving of a public hearing shall be published in an appropriate newspaper, according to the policies of the board and notice shall be mailed to the owners, as shown on the assessment roll as of the date of first reading of the bylaw, and to the residents of all properties within 50.0 metres (164.0 feet) of the land subject to the public hearing.

## 8. Application Requirements

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district. All drawings submitted must be clearly drawn to proper scale. Where applicable drawings must include an authorized professional's signature and seal.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor or a clear, drawn to scale representation of the proposal acceptable to the General Manager of Community Planning Services..
- iv) A **Written Brief** which describes the present and intended use of the site and reasons/rationale for the proposal.

In addition, during the processing of an application prior to final consideration of an authorizing bylaw, an applicant may be required to provide additional information such as:

- a) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- b) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- c) A current (dated not more than 12 months prior to the date of application) **Compliance Letter** and **Septic Report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **Letter of Support** from the VIHA may be requested by the regional district.
- d) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- e) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological

and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.

## 9. Processing

### The following procedure will apply:

- i) The application will be forwarded for comment to other government departments and agencies, where necessary.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) Upon receipt of all comments a staff report will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iv) In electoral area D, the applicant shall erect a development proposal notice sign at a highly visible location on the subject property. The applicant must submit a photograph confirming the sign has been erected at least ten business days before the public hearing date. Failure to do so will require a rescheduling of the public hearing and additional fees. Specifications for development proposal notice signs may be found in Schedule A-14, Development Proposal Notice Sign Guidelines.

#22

In all other electoral areas, the applicant is not required to erect a development proposal notice sign.
- v) The regional board will, upon receipt, consider the committee's recommendation and may approve the application in principle, give initial readings to the implementing bylaw, or may refer, table, or deny the application.
- vi) The regional board may request that:
  - a) an applicant advertise and host one or more public information sessions, open houses or public meetings at their expense;
  - b) conducts or pay a consultant to conduct any studies deemed necessary; or
  - c) provide any other information or execute any actions that, in the opinion of the Board may be required to make a decision on to whether an application may be approved.
- vii) After an application receives initial approval by the board, and depending on the nature of the application, public hearings (after bylaw readings) as required by the LGA, may be conducted or waived with appropriate notification, public notices shall be implemented as required and /or public information meetings may be held at the discretion of the board.
- viii) Following public notification and public hearings the regional board will consider a Zoning or OCP amendment bylaw and may, without further notice, give whatever effect it believes proper. (refer, table, approve or deny the application).
- ix) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.

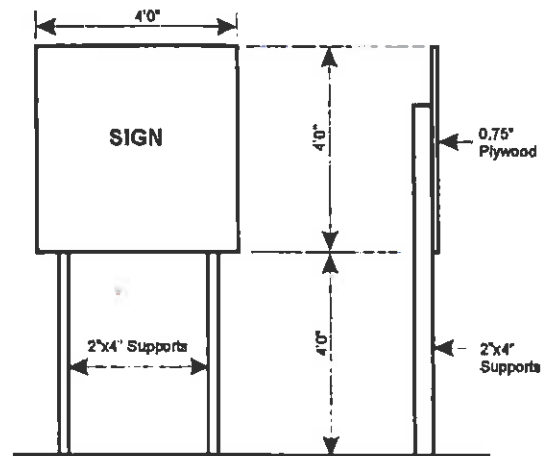
# DEVELOPMENT PROPOSAL NOTICE SIGN GUIDELINES



## SIGN FACADE

### SPECIFICATIONS

- The sign background will be blue (Pantone 300) with a green (Pantone 368) border around each of the 'Information Block' elements.
- The 'Information Block' areas will be white and all text will be black. The 'Main Heading' text shall be set in Franklin Gothic Demi Bold font, while the 'Body' text shall be set in Franklin Book Gothic font.
- The 'Map' details shall be in black and must include a north arrow, street names, and adjoining land parcels.
- The 'Application Proposal' number will be assigned by the Community Planning Services Department of the Strathcona Regional District.



### SIGN INSTALLATION DETAIL



Application to Amend an  
Official Community Plan

**LEGAL DESCRIPTION**

(see your Tax Assessment Notice or Certificate of Indefeasible Title)

Name of Street:	Street Number (if known):

**OWNER**

Name:			
Mailing Address:			
City:	Prov:	Postal Code:	
Tel:	Business Tel:	Fax:	
Cell:	Email:		

**AGENT**

(note: a letter of agency is required if the agent is acting on behalf of the property owner)

Name:			
Mailing Address:			
City:	Prov:	Postal Code:	
Tel:	Business Tel:	Fax:	
Cell:	Email:		

**Existing Use:** (describe the age, condition, and use of any buildings, and natural features such as existing vegetation, watercourses, wetlands, steep slopes, etc. Plot their location on a scaled site plan noting various setback distances of existing structures. Photographs would be of assistance. If space is insufficient, please attach separate sheet)


**Proposed Use:** (describe the proposed use of the property, include a tentative site plan showing buildings, landscaping, natural features, location of any signs, parking lots, access etc. If space is insufficient, please attach separate sheet)


Signature of Owner or Authorized Agent		Date
PID:	Folio:	
Date Received:	File No.:	Electoral Area:





# Application to Amend a Zoning Bylaw

**LEGAL DESCRIPTION**

(see your Tax Assessment Notice or Certificate of Indefeasible Title)

Name of Street:	Street Number (if known):

**OWNER**

Name:			
Mailing Address:			
City:	Prov:	Postal Code:	
Tel:	Business Tel:	Fax:	
Cell:	Email:		

**AGENT**

(NOTE: A LETTER OF AGENCY IS REQUIRED IF THE AGENT IS ACTING ON BEHALF OF THE PROPERTY OWNER)

Name:			
Mailing Address:			
City:	Prov:	Postal Code:	
Tel:	Business Tel:	Fax:	
Cell:	Email:		

**Existing Use:** (describe the age, condition, and use of any buildings, and natural features such as existing vegetation, watercourses, wetlands, steep slopes, etc. Plot their location on a scaled site plan noting various setback distances of existing structures. Photographs would be of assistance. If space is insufficient, please attach separate sheet)


**Proposed Use:** (describe the proposed use of the property, include a tentative site plan showing buildings, landscaping, natural features, location of any signs, parking lots, access etc. If space is insufficient, please attach separate sheet)


Signature of Owner or Authorized Agent	Date

Date Received:	Rec'd by:	File No.:
PID:		Folio:
Site Declaration: <input type="checkbox"/>	Site Profile: <input type="checkbox"/>	Sent to Site Registry? <input type="checkbox"/> Sent to MoE Regional Branch Manager? <input type="checkbox"/>