

# Rezoning and OCP Amendment

## A Guide through the Process

The City of Prince George Official Community Plan (OCP) and Zoning Bylaw No. 7850, 2007 control land use within the City's boundaries.

### What is an Official Community Plan and Zoning Bylaw ?

The OCP is a statement of objectives and policies that guide decisions on planning and land use management in Prince George. Each property in the city has been assigned an OCP designation that defines the approximate or desired

location of:

- Residential, commercial, industrial, institutional, agricultural, recreational and public utility land uses
- Sand and gravel deposits
- Hazardous or environmentally sensitive areas
- Major road, sewer and water systems
- Public facilities

Zoning divides the city into 45 standard zones and 10 site specific zones and regulates:

- The use of lands, buildings and structures including the surfaces of water
- The size, shape and siting of buildings and structures
- Density
- Floodplain requirements
- Off-street parking and loading spaces
- Landscaping and screening requirements

Occasionally, landowners must rezone or amend the OCP to allow for new development, or change of use.

- **Rezoning** is a process of changing one zone to another. When a development is proposed, including constructing new buildings or changing the types of activities that occur on a property, the owner must check the existing zoning regulations for that property. If the existing zone does not permit the proposed development then it is necessary to discuss with a Planner the process of applying for rezoning.
- An **OCP Amendment** is the process of changing a property's OCP designation to another. When a development is proposed, including constructing new buildings or changing the types of activities that occur on a property, the owner must check the existing OCP and zoning regulations for that property. If the existing OCP designation and /or zoning do not permit the proposed development then it is necessary to apply to the City for an OCP amendment at the same time as the application for rezoning.

To confirm zoning and land use regulations, contact a Planner in the Community Planning Division at 250-561-7611.

## Steps in the Rezoning Process

- Step 1: **Pre-Application Meeting** – Meet with a Planner to discuss the proposed development and receive their advice and direction, which may save you time and effort.
- Step 2: **Application and Fees** – Work with a Planner to submit a completed Rezoning application, including fees and required documentation. Refer to the Checklist.
- Step 3: **Application Referral** – The application is reviewed by staff and referred to all agencies with an interest in the application; additional information may be required; Location maps are produced.
- Step 4: **Staff Report & Bylaw Drafted** – A Staff report with recommendations is prepared for Council's consideration. The report, the application and maps are forwarded to the City Clerk's office where a bylaw is drafted.
- Step 5: **Council Considers Application for 1<sup>st</sup> and 2<sup>nd</sup> Reading**: Council receives the application at the next available Council meeting and, if accepted, the Bylaw is given 1st and 2nd Reading.
- Step 6: **Public Hearing Notification** – Ten Days prior to the proposed Public Hearing date, notification is placed in the newspaper, sent to the adjacent property owners, and a sign advising the public of the rezoning, is placed on the subject property by the applicant.
- Step 7: **Public Hearing and 3<sup>rd</sup> Reading** – Public Hearing is held in Council Chambers and is followed by Council's consideration of 3rd Reading of the Bylaw. The applicant or agent is invited to attend this meeting and present the application.
- Step 8: **Final Reading** – Council considers the Bylaw for Final Reading at the next available Council Meeting.

## Steps in the OCP Amendment Process

- Step 1: **Pre-Application Meeting** – Meet with a Planner to discuss the proposed development and receive their advice and direction, which may save you time and effort.
- Step 2: **Application and Fees** – Work with a Planner to submit a completed application, including fees and required documentation. Refer to the *Checklist*.
- Step 3: **Application Referral** – The application is reviewed by staff and referred to all agencies with an interest in the application; additional information may be required; Location maps are produced.
- Step 4: **Staff Report & Bylaw Drafted** – An appropriate consultation plan is developed which outlines the level and type of public consultation required to occur prior to Public Hearing. A Staff report with recommendations is prepared for Council's consideration. The report, the application and maps are forwarded to the City Clerk's office where a bylaw is drafted.
- Step 5: **Council Considers Application for 1<sup>st</sup> and 2<sup>nd</sup> Reading**: Council receives the application at the next available Council meeting and, if accepted, the Bylaw is given 1st and 2nd Reading.
- Step 6: **Consultation Undertaken and Summary Report Written** – Council receives the application at the next available Council meeting and, if accepted, the Bylaw is given 1st and 2nd Reading.
- Step 7: **Public Hearing Notification** – Ten Days prior to the proposed Public Hearing date, notification is placed in the newspaper, sent to the adjacent property owners, and a sign advising the public of the rezoning, is placed on the subject property by the applicant.
- Step 8: **Public Hearing and 3<sup>rd</sup> Reading** – A Public Hearing is held in Council Chambers and is followed by Council's consideration of 3rd Reading of the Bylaw. The applicant or agent is invited to attend this meeting and present the application. Any interested public are given an opportunity to comment on the application.
- Step 9: **Final Reading** – Council considers the Bylaw for Final Reading at the next available Council Meeting. A copy of the adopted Bylaw is sent to the applicant from the City Clerk's office.

**\*\*Note: The average process time for a complete application is 4 months and applications involving a complicated review process may take longer. City staff prepare recommendations for Council and Council make the decision.**

## How much does a Rezoning and/or OCP Amendment cost?

Fees are regulated by the Comprehensive Fees and Charges Bylaw No. 7557, 2004 as follows:

Rezoning and OCP Amendment Application	
OCP Amendment with any Zoning Bylaw Amendment	\$2,000 + \$5/100m <sup>2</sup> site area (max \$2,000) + Notification <sup>1</sup>
A rezoning to any AF, AG, AR, RS, RT with the potential to create 3 lots or fewer OR an amendment to any other Schedule Amendment to Schedule A Zoning Bylaw	\$800 + Notification <sup>1</sup>
A rezoning to any AF, AG, AR, RS, RT with the potential to create 4 lots or more OR a rezoning to any other zone	\$1,400 + \$4/100m <sup>2</sup> of site area (max \$2,000) + Notification <sup>1</sup>
Text Amendment Only (to the Zoning Bylaw)	\$1,400 + Notification <sup>1</sup>
Official Community Plan (OCP) Amendment	\$1,400 + \$4/100m <sup>2</sup> site area (max \$600) + Notification <sup>1</sup>
OCP Text Amendment added to amendment of the Zoning Bylaw	Additional \$600
Creation of a Site Specific Zone (i.e. "Z" zone)	Additional \$1000
Development Information Meeting if required (paid prior to meeting occurring)	Additional \$250
Notification of Public Hearing and Council Consideration	
Notification for Public Hearing	\$800

<sup>1</sup> Notification costs are to be paid by the Applicant or Owner if required by a resolution of City Council, the *Local Government Act*, or the Development Procedures Bylaw.

**Application fees are not refundable except for notification costs, which will be returned to the Applicant or Owner if notification does not occur.**

## Further Questions?

Talk to a Planner at 250-561-7611

*This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority*

# Rezoning/OCP Checklist

## General Application Requirements

- Rezoning/OCP Amendment Application Form
- Application Fee(s)
- Title Search and a copy of all charges on title
- Existing and proposed parcel boundaries and adjacent properties
- Location, extent, and density of land use
- Site Profile

## Requirements for all Cartographic Representations

- Name and address of author
- Date of creation
- Name, address and seal of the qualified profession who reviewed the plan or drawing
- Arrow indicating north
- Legend for all symbols and markers used
- Metric representation scale and graphic scale

## Additional Information - as Required

Required    Submitted

### Plans

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Site grading plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross sections and rim invert elevations                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping plan, including plan for existing plant materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical  |
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic   |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydrographic  |
| <input type="checkbox"/> | <input type="checkbox"/> | Off-street parking and loading areas                          |

### Location and Dimensions

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Rights of way, easements, and City utilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | Utilities including gas, hydro, telephone, and cable   |
| <input type="checkbox"/> | <input type="checkbox"/> | On-site and off-site works   |
| <input type="checkbox"/> | <input type="checkbox"/> | Projections, including rooftop equipment, vents, and chimneys                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicular and pedestrian ingress and egress on the property and any relevant adjacent property |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicular and pedestrian travel lanes in any adjacent road right of way                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, access, and screening for garbage and recycling receptacles                          |

### Development Details

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plans, cross sections, and elevations                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Site coverage, gross floor area, gross floor leasable area, and floor area ratio |
| <input type="checkbox"/> | <input type="checkbox"/> | Setbacks from lot lines, natural boundaries, and other structures                |
| <input type="checkbox"/> | <input type="checkbox"/> | Simple perspective or massing model  |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow, wind, and snow deposition analysis                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil characteristics   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing flora, including type, location, and maturity                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed land clearing   |

### Incomplete applications will be returned to the applicant

I/we declare that all of the above statements and the information and materials have been submitted in support of this application.

\_\_\_\_\_  
Applicant name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date