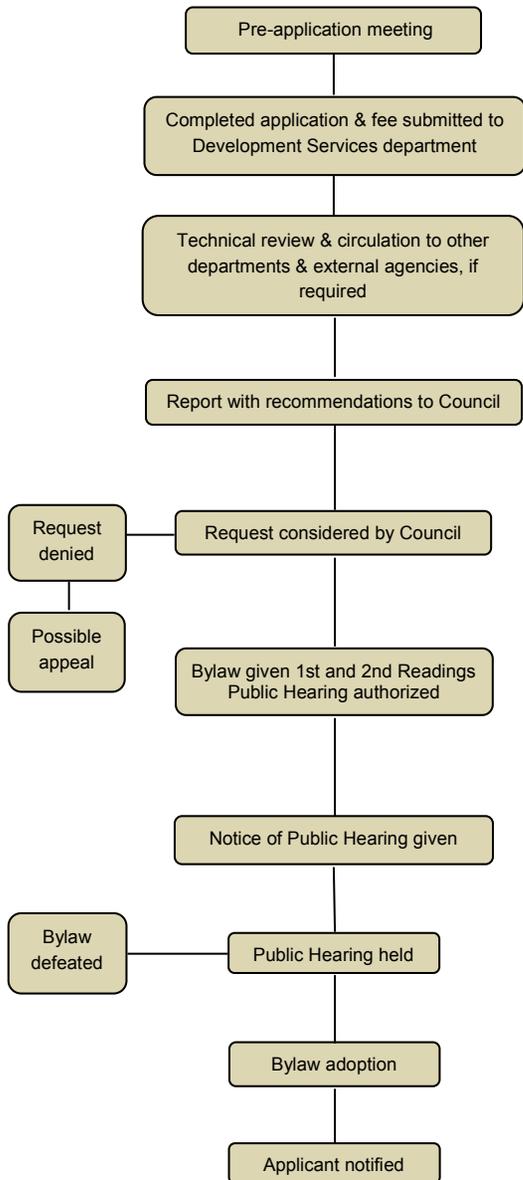


Official Community Plan Amendment Process



This pamphlet is intended for general guidance. Sources may include the Local Government Act, the Community Charter, the Land Titles Act, the Town of Creston Official Community Plan, Zoning Bylaw, and other municipal bylaws.

Revised December 15, 2014



A Guide to Procedure - Developing in Creston

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Any person being the owner of land, or an agent with the owner's written permission, may apply to amend the Official Community Plan.

An Official Community Plan (OCP) is a policy document that provides the long-range vision for the community. Under the authority of the *Local Government Act*, an OCP sets out the policies by which Creston Council and the public can evaluate development proposals to ensure they are consistent with the community's goals and objectives.

The OCP forms the basis for land use bylaws and is to be consistent with any applicable waste management plans, economic strategy plans and financial plans.

Amendments to the OCP must be approved by Town Council and require a formal application and a Public Hearing. Typically, an amendment would accompany an application for a Zoning Bylaw Amendment (i.e., re-zoning). Applicants are advised to consult staff and the appropriate brochures and procedures where other applications are involved.

The following guide is intended to generally illustrate the procedure involved in an Official Community Plan amendment application. It does not cover the numerous technical details often encountered during the amendment process.



PROCEDURE FOR OCP AMENDMENTS

The applicant makes a preliminary inquiry to Development Services regarding a development proposal.

If the proposal is inconsistent with the provisions of the OCP or the Zoning Bylaw, the applicant completes the Official Community Plan Amendment Application form and/or the Zoning Bylaw Amendment Application and submits the required fee and any other necessary material (i.e., additional applications and fees, Land Title Certificate for the subject property, project or site plans, authorization of the registered property owner/s, etc.).

Town of Creston Development Services staff processes and reviews the application and submits it for technical review to other departments and outside agencies, as necessary.

A report is prepared by Development Services staff providing background information on the application. The report usually includes a bylaw that amends the current OCP and/or Zoning Bylaw.

Town Council receives the staff report and either denies the application or requests further information or proceeds to first and second reading of the bylaw which amends the OCP and/or Zoning Bylaw. If the amending bylaw is given first and second reading, Council will request a Public Hearing.

Where applicable, the bylaw will be referred to the Board of Directors of the Regional District of Central Kootenay for comment.

If the proposed development has frontage on a Provincial Highway, the application may be sent to the Ministry of Transportation and Infrastructure for their approval.

The date, time and place of the Public Hearing is published in the local newspaper and on the Town of Creston website. Written notice is given to the adjacent property owners/tenants in occupation within 197 feet or 60 metres of the subject property.

Following input from the other agencies, and after the Public Hearing is held, the bylaw amending the OCP and/or Zoning Bylaw is either denied or given third reading.

As soon as practical, the OCP Amendment Bylaw and/or Zoning Bylaw Amendment is adopted by Council.

The applicant is notified. Subject to section 895(3) of the *Local Government Act*, a re-application for an amendment that has been denied by Council shall not be considered within a six month period immediately following the date of refusal.

SCHEDULE OF FEES	
Official Community Plan (OCP) only	\$1,500.00
Zoning Bylaw Amendment only	\$1,500.00
Both OCP and Zoning amendments together	\$2,500.00

