



CITY OF WILLIAMS LAKE

OFFICIAL COMMUNITY PLAN AMENDMENT GUIDE

What is an Official Community Plan?

An Official Community Plan (OCP) is a general statement of the broad planning objectives and policies for a local government. The objectives and policies respect the form and character of existing and proposed land use and servicing requirements. The City may accept an application to amend the land use designation of lands within the city, 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.

Before You Apply

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

Submitting Your Application

The completed application forms and any other necessary documents should be submitted to the City's Development Services Department along with the appropriate fee(s). An application can only be considered complete, and start to be processed, once we have received all the required information outlined in the application form. Incomplete applications may be returned.

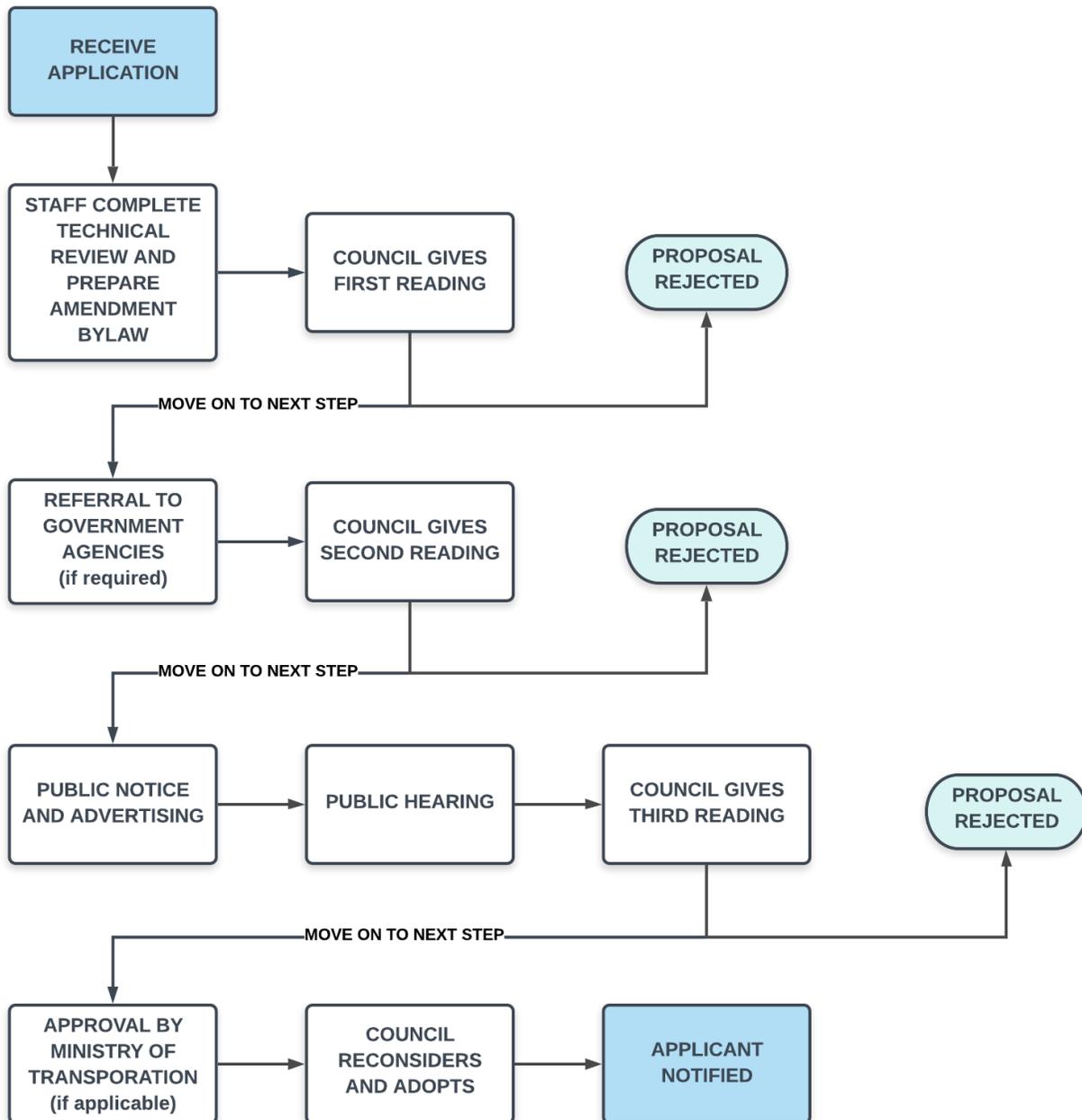
What is the Cost?

The applicant must submit an application fee of \$850, a \$400 deposit (refundable upon removal of Development Proposal Notice) and a \$100 Site Disclosure Statement (Contaminated Sites) fee (if a Site Disclosure Statement is not already on file). A \$300 application fee is also applicable if the proposed OCP amendment requires a separate zoning amendment.

Who Approves an OCP Amendment?

The City of Williams Lake Council authorizes final approval of an application by bylaw adoption. In some instances, prior approval from the Ministry of Transportation may also be required.

What is the Process?



Note: The OCP amendment process as described in this guide denotes only the basic application procedure. This form 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, the *City of Williams Lake Development Approval Procedures Bylaw*, and the Development Services Department for definitive requirements and procedures.