

# GUIDE TO OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS



## WHAT IS AN OFFICIAL COMMUNITY PLAN?

An official community plan (OCP) is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan. The SCRD has adopted seven OCP's covering much of the developed areas of the Sunshine Coast.

If your proposed development is not consistent with the particular OCP covering the area where your property is located, an application to amend the OCP is required. These types of applications are not considered lightly and to increase your chances of success, it will be necessary to provide compelling reasons as to why the OCP should be amended. OCP amendment applications are most commonly made to change the land use designation of a particular property.

## WHAT IS A ZONING BYLAW?

Zoning bylaws may regulate the use and density of land, buildings and structures; the size, siting and dimensions of uses, buildings and structures; the minimum and average parcel sizes for subdivision; etc.



If the current zoning does not permit your proposed development, a rezoning application is required.

## PRIOR TO SUBMITTING AN APPLICATION

Applicants are advised to discuss their proposal with Planning and Development Department staff and should also contact the appropriate agency to determine the availability of basic services, including water, sewage disposal and vehicle access. Planning staff can assist in advising what type of information will be required and whether you will need to apply for both OCP and zoning bylaw amendments, or just a zoning bylaw amendment.

## APPLICATION REQUIREMENTS

Complete and submit the application forms, along with all required attachments and the appropriate fee. The forms and fee schedule are available at the SCRD or [www.scrd.ca/Application-Fees](http://www.scrd.ca/Application-Fees).



## APPLICATION REVIEW AND PROCESSING BY SCRD STAFF

A member of the Planning and Development Department will review your application and prepare a report that summarizes the application, and outlines any comments or concerns. The report will include a department recommendation of how the application should be dealt with. You will be contacted if any additional information is required and Planning Department staff may contact you regarding a site inspection.

Your application may be referred for comments to the Sechelt Indian Band or Squamish First Nation, various SCRD Departments, Town of Gibsons or District of Sechelt and any other agencies that may have their interests affected by your proposal. It will also be referred to the local Advisory Planning Commission which will discuss your application at a public meeting. You will be notified regarding the time of this meeting and will have the opportunity make a presentation to the Commission.

Your application will be placed on the SCRD Planning & Development



**SUNSHINE COAST REGIONAL DISTRICT**

Planning & Development Division  
1975 Field Road, Sechelt, BC, V0N 3A1  
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[www.scrd.ca](http://www.scrd.ca)

Committee and Board agendas for consideration of first reading of the bylaw. These meetings are also open to the public. You will be notified in advance of the meeting and will have the opportunity to make a presentation regarding your application.

At the discretion of the General Manager of Planning and Development, you may be required to host a public information meeting (see separate publication Guide to Public Information Meetings) prior to further consideration of your application.

You are required to post a notification sign on the land that is subject to the bylaw amendment upon first and second reading if your proposal involves: a rezoning from residential use to commercial or industrial use; more than 10 ha of land; or the potential subdivision of ten or more lots (see Guide to Public Information Meetings for sign specifications).

## PUBLIC HEARING

OCP and zoning bylaw amendments require a public hearing to be held between the first and third readings of the bylaw, except where a public hearing may be waived as noted below. At the public hearing, all persons who believe their interests may be affected by the proposed bylaw must be given a reasonable opportunity to be heard or present written submissions regarding matters contained in the bylaw.

Notification of the public hearing must be published in at least two consecutive issues of a newspaper, the last of which publication to appear not less than three days and not more than ten days before the public hearing. The notification states the time, place and date of the public hearing and includes a statement about the general purpose of the bylaw, a sketch identifying the subject and surrounding properties and states where and when the bylaw may be inspected. If the application pertains to less than ten parcels, notice of the public hearing shall be mailed to all property owners and occupiers within 100 metres of the subject property at least ten days in advance of the public hearing. SCRD staff will arrange all the notifications on your behalf.

At the beginning of the public hearing, the Chair will introduce those present and read a prepared statement outlining the purpose of the hearing and how the hearing will be conducted. SCRD staff will then provide a brief overview of the bylaw. The Chair then invites comments from the public in attendance. When the Chair is satisfied that everyone has had an opportunity to present their views, the hearing will be closed.

If a rezoning is consistent with the existing OCP, the public hearing may be waived by a resolution of the Regional Board. Advertisement of waiving of public hearing and notification to surrounding property owners/occupiers must be undertaken as a public hearing and third reading of the bylaw cannot occur until this is

## CONSIDERATION OF THIRD READING

Minutes of the public hearing are prepared and the bylaw is then considered for third reading by the Planning and Development

Committee. They will make a recommendation to give third reading (approval in principle), modify the bylaw or defeat the bylaw.

## APPROVALS AND FINAL ADOPTION

A zoning bylaw amendment that affects lands within 800 metres of a controlled access highway must be approved by the Ministry of Transportation and Infrastructure after third reading.

After the necessary approvals have been received and any conditions of final adoption have been completed, the bylaw may be finally adopted by the SCRD Board.

## DISCLAIMER

The information provided above is intended as a guide only, is not a legal document and content is subject to change. It is recommended that you contact Planning and Development Division staff to discuss the information directly pertaining to your application.

The applicant is to be aware that, regardless of discussions with or representations by SCRD officials or staff, payment of the application fee does not guarantee or constitute the application's approval and it may not be proceeded with for a variety of reasons.



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