

DEVELOPING IN  
*CASTLEGAR*

A GUIDE TO PROCEDURE

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**Any person being the owner of land or having the written permission of the owner may apply to amend any component of the Official Community Plan.®**

In order to state the broad objectives and policies respecting the form and character of existing and proposed land use and servicing requirements within the City of Castlegar, City Council has adopted an Official Community Plan.

Amendments to the Official Community Plan must be approved by City Council and require a formal application and a Public Hearing. Typically, an amendment would accompany an application for a Zoning Bylaw or Land Use Contract amendment. Applications for an Official Community Plan Amendment also may be required in order for Council to issue a Temporary Commercial or Industrial Use Permit; be a prerequisite to the issuance of a Development Permit; or be submitted and considered on its own. Applicants are advised to consult the appropriate brochures and procedures where other applications are involved.

All applications for an Official Community Plan amendment are made to the Development Services Department, 460 Columbia Avenue on the prescribed forms. Applications are processed by this Department, with the involvement of other City Departments, Provincial ministries and outside agencies, as necessary.

SCHEDULE OF FEES	
Official Community Plan (OCP) only	\$500.00

For additional information please contact:

THE CITY OF CASTLEGAR

460 Columbia Avenue

Castlegar, B.C. V1N 1G7

Phone: (250) 365-7227

Fax: (250) 365-5074

E-Mail: [devserv@knet.kootenay.net](mailto:devserv@knet.kootenay.net)

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**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 COMMUNITY PLAN AMENDMENTS**

1. The applicant makes preliminary enquiries to the Development Services Department regarding a development proposal.

2. If the proposal is inconsistent with the provisions of the Official Community Plan (OCP), the applicant completes the form *Official Community Plan Amendment Application* and submits the required fee and any other necessary material (eg. additional applications and fees; State of Title Certificate for the subject property; project or site plans; authorization of the registered property owners; etc).

3. The Development Services Department processes and reviews the application and submits it for technical review to other City Departments and outside agencies, as necessary.

4. Contaminated Sites legislation which became effective April 1, 1997 requires that **in some cases** a Site Profile must be submitted to the Municipality, assessed by the Ministry of Environment and Ministry approval received before an Official Community Plan amendment can be approved. City staff will advise whether or not a Site Profile is required. If required, submit the completed Site Profile form, along with a \$50 application fee to the Development Services Department.

5. A report is prepared by the Development Services Department providing background information on the application. The report usually includes a bylaw that amends the current Official Community Plan. The applicant may be required to submit additional information for technical review and presentation to City Council.

6. City Council receives the Development Services Department's report and either denies the application or proceeds to first and second reading of

the bylaw which amends the Official community Plan. If the amending bylaw is given first and second reading, Council will authorize the calling of a Public Hearing.

7. The application will usually be referred to the Advisory Planning Commission (APC) for their recommendation to Council regarding the proposed development. If an APC meeting is to be held you will be given the opportunity to attend and be heard.

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

9. If the proposed development is within 800 m of an intersection of a Controlled Access Highway, or if the subject property has a frontage on a Provincial Highway, the application may be sent to the Ministry of Transportation and Highways for their approval.

10. The date, time and place of the Public Hearing is published in the local newspaper and notice is given to the adjacent property owners/tenants in occupation.

11. Following input from the APC and the other agencies, and after the Public Hearing is held, the bylaw amending the Official Community Plan is either defeated or given third reading.

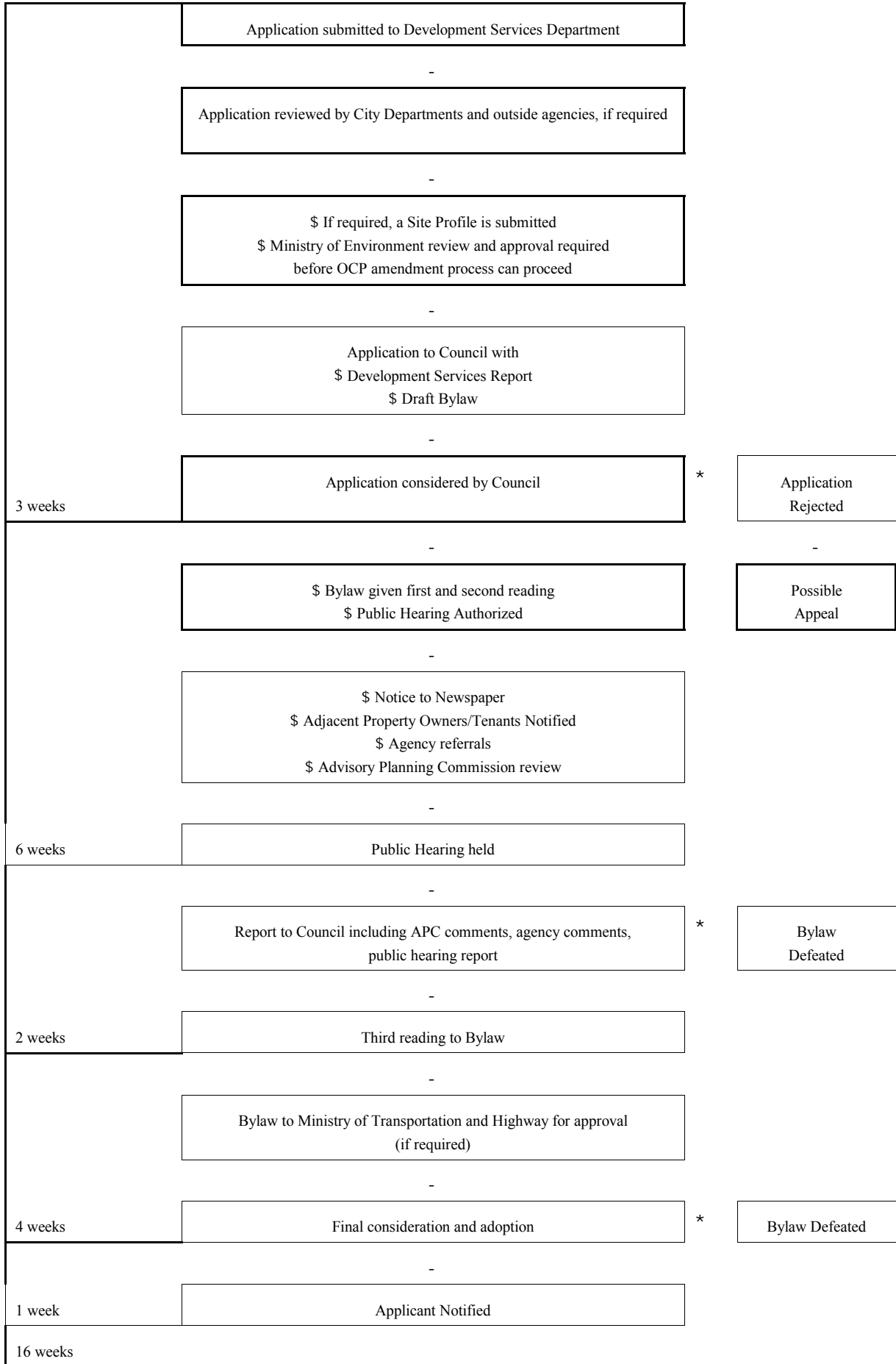
12. As soon as practical, the Official Community Plan Amendment bylaw is adopted by Council.

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

# OFFICIAL COMMUNITY PLAN AMENDMENTS

## *FLOW CHART*

ESTIMATED TIME



**NOTES:**

**NOTE:** This pamphlet is prepared for information purposes only and the City of Castlegar disclaims any liability arising from reliance on information contained in this guide. This pamphlet is not a procedures manual pursuant to Section 895 of the Municipal Act.