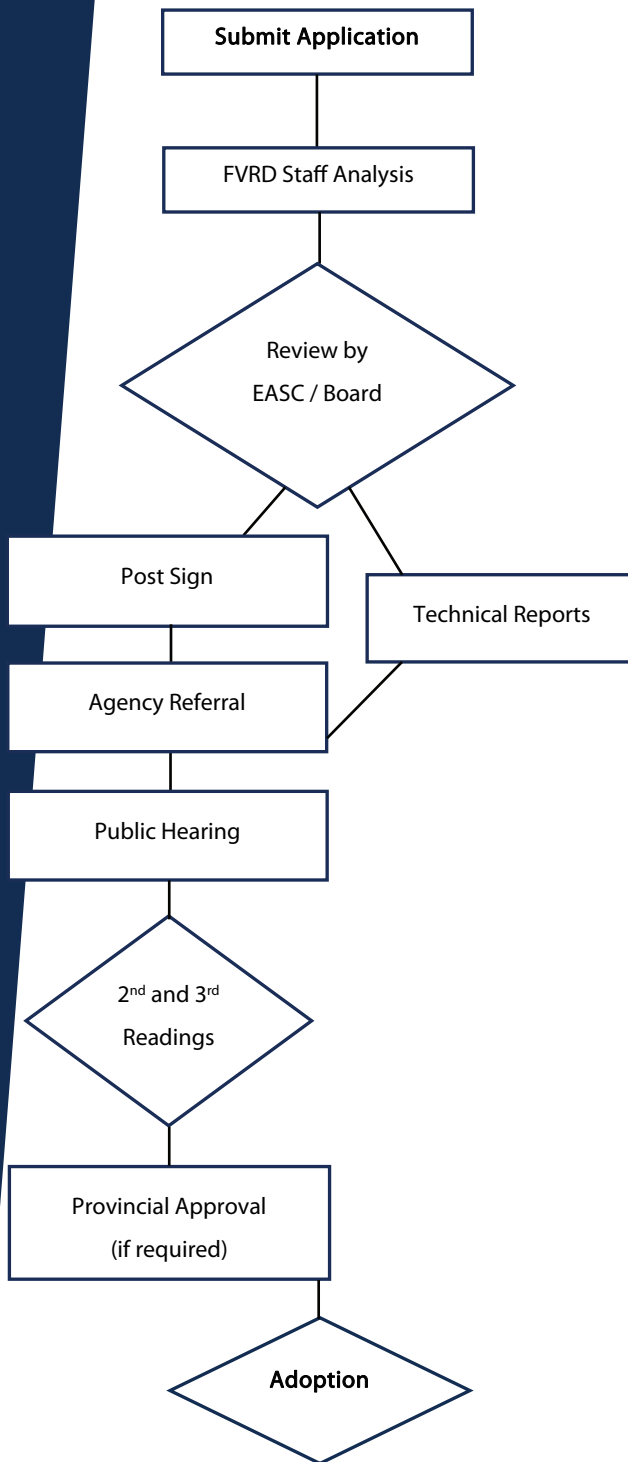


Official Community Plan

This is a summary of the official community plan amendment process intended to assist you in your application. While every care has been taken in the preparation of this brochure, the Fraser Valley Regional District assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for your proposal will be determined at the time of application.



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Official Community Plan Amendment



www.fvrd.ca

OCP Amendment

What is an Official Community Plan (OCP)?

An Official Community Plan is a statement of objectives and policies to guide local government decisions on planning and land use management within the area covered by the Plan.



When do I need to apply to amend an OCP?

If you are proposing a zoning amendment which does not comply with the policies and designation of the OCP, then an amendment may be considered. Not usually for individual developments.

Who can apply for an OCP Amendment?

- The property owner(s) or an authorized agent;
- Where a property is owned by a company or society, the application must be signed by a person with signing authority.

How long does it take to amend an Official Community Plan?

OCP amendment applications take approximately 6 months to process.

What is the application fee to amend an Official Community Plan?

The fee for a map amendment and/or new text amendment not involving a change of zoning is \$3,500. Where an OCP amendment is undertaken in conjunction with a zoning amendment, the fee is \$2,000.

Application Process:

Step 1: Submission of Application

Submit a completed application form, with all required attachments and fees, to the Regional District Planning Department. Forms are available at the FVRD office or online at www.fvrd.ca

Step 2: Application Review and Staff Report

Staff will then analyze the application in accordance with applicable FVRD bylaws and regulations, and prepare a report and draft bylaw.

Step 3: Committee and Board Review

The application, staff report and draft bylaw will then be forwarded to the Electoral Area Services Committee and Regional Board.



Electoral Area Services Committee (EASC): is composed of the Directors of the 7 Electoral Areas of the FVRD and usually meet on the second Tuesday of each month. EASC will review the application and staff report, and make recommendations to the Regional Board. The applicant may be asked, or wish to, make a presentation to EASC.

Regional Board: The Board is made up of Councillors from the FVRD municipalities and the Electoral Area Directors. The Board usually meets on the 4th Tuesday of each month. If the Board gives the draft bylaw first reading and referral to public hearing, the application process moves on to the next step.

Step 4: Notification Sign

Generally after 1st reading, a notification sign must be installed on the subject land. FVRD staff will

Step 5: Agency Referral

The draft bylaw is then referred to relevant provincial and federal agencies, local governments and other interested agencies for their comments and recommendations. A response is requested within 30 days.

Step 6: Technical Reports

If requested by the Regional Board or by referral agencies, the applicant may be required to provide technical reports prepared by appropriate professionals. These may include geotechnical, environmental impact, traffic, or other assessments.

Step 7: Public Hearing

A public hearing gives the public an opportunity to comment on the amending bylaw. At the public hearing, both verbal and written comments are received from any interested persons.

Step 8: Second and Third Readings

If there are no unresolved issues, the draft may receive 2nd and 3rd readings at Board.

Step 9: Referrals after 3rd Reading

OCP amendment bylaws sometimes require approval by the Ministry of Community, Sport and Cultural Development after 3rd reading. Responses can take up to 8 weeks.

Step 10: Adoption

After all required approvals are received, staff will place the draft bylaw on the next Regional Board agenda for consideration of adoption.

