



**OCP AMENDMENT/ REZONING APPLICATION FORM**

(Choose one)

**OCP Amendment**

**Rezoning**

**OCP Amendment & Rezoning**

**OWNER(S) INFORMATION** (list all owners on Title)

Name:

Address:

City:

Postal Code:

Phone:

Email:

**PROPOSAL DETAILS**

**Civic address of property:** \_\_\_\_\_

**Legal description of property:** \_\_\_\_\_

**1. Official Community Plan (OCP) Amendment** (Land Use Designation)

From \_\_\_\_\_ to \_\_\_\_\_

**2. Zoning Bylaw Amendment**

From \_\_\_\_\_ to \_\_\_\_\_

**Rationale:**



**AUTHORIZATION**

Where the applicant is not the registered owner (on Title), the application must also be signed by the registered owner(s).

I (We) hereby declare that the above information to the best of my (our) knowledge is true and correct in all respects. I (We) authorize the person/ company listed below to act as agent on our behalf in respect of this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

**AGENT AUTHORIZATION**

**Company Name:**

**Representative:**

**Address:**

**Phone:**

**Email:**

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature



## APPLICATION FOR OFFICIAL COMMUNITY PLAN / ZONING

### CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION

**COMPLETED APPLICATION FORM**

Be sure to complete all the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.

**CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S)**

Provide a current certificate of title that is within the last 30 days current that includes all relevant land title charges (easements, SROW, or any item on registered title).

**OCP AND/OR ZONING AMENDMENT APPLICATION FEES**

Application fee is payable at time of your application.

**PRE-PLAN MEETING** (optional)

**OWNER AUTHORIZATION**

Be sure the owner has signed the Application.

### DECISION PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff review the application and refer it to internal departments and/or external agencies.
2. Staff prepare a report and draft the appropriate OCP/Zoning Amendment Bylaw for consideration by Council.
3. Council considers 2 readings of the Bylaw prior to Public Hearing.
4. Notification of Public Hearing required and Public Hearing is held.
5. Following the Public Hearing, Council considers 3rd reading and adoption of the bylaw.