

This guide outlines the application process for amending the Official Community Plan (OCP).

What is an Official Community Plan?

The Official Community Plan (OCP) is a legal document that states the broad objectives and policies respecting land use and development within the City of Cranbrook. The OCP indicates the general land uses intended for the City's on-going future development and guides growth and development accordingly.

What is an Official Community Plan Amendment?

An Official Community Plan (OCP) amendment is a bylaw that changes the content of the OCP. Applications to amend the OCP may pertain to land use designations and / or other sections of the Plan.

When is an Official Community Plan Amendment necessary?

The most common form of Official Community Plan amendment is an alteration to the future land use designation of a property, often in conjunction with consideration of a zoning amendment. Other amendments may involve adding detailed neighbourhood plans into the Official Community Plan to enable Council to guide the scale, form, density and even appearance of a particular area.

Who may apply?

The registered owner of land or an authorized agent who has the owner's written permission may apply to amend the Official Community Plan.

What information is required for a complete application?

1. Completed OCP Amendment application form with supporting information;
2. Payment of application fee;
3. Title search of the property;
4. Written description of the present and proposed use of the site and the reasons for the request; and
5. Plans that illustrate the proposed new use or development.

Staff may request additional information on specific details of a proposal during the processing of the Application.

**Please note that work will not begin on incomplete applications until
all outstanding items have been submitted.**

What is the application fee?

OCP Amendment fee is currently \$1200 (\$600 refund for application cancelled prior to Public Hearing only). Combined OCP and Zoning Bylaw Amendments fees are \$1600 (\$800 refund for application cancelled prior to Public Hearing only). As application fees are subject to change, the applicant should consult with the Corporate Services Department prior to submitting a formal application.

Refunds

Only partial fees are returned, if the applicant withdraws the OCP amendment application **before** a Public Hearing is called. If the application is rejected by Council Resolution there are no refunds of fees.

Title Search

All applications for an OCP amendment must be accompanied by a title search dated no more than ten (10) days prior to the date of the application. The purpose of this requirement is to confirm property ownership and to ensure that the legal description used for permits and bylaws are accurate. Title searches may be obtained from the BC Access Office in Cranbrook.

Additional Information

Additional information on the OCP and related processes may be obtained by contacting the City of Cranbrook, Corporate Services Department - see information below for address, phone, e-mail, and fax information.

The City of Cranbrook also has the following brochures available:

- Information on subdividing property and applications for subdivision are available from the Engineering Department
- Information on building permits and applications for building permits are available from the Engineering Department – Building Inspection Services.

Personal information contained an OCP Amendment Application is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Please Note: An approval of an OCP amendment DOES NOT constitute zoning compliance, development approval, or approval of subdivision, or building. A separate application for a rezoning, development permit, development variance permit, subdivision approval and / or a building permit may be required and, if required, must be submitted and approved before any development occurs on site.