

## 1. APPLICATION REQUIREMENTS

The following information listed on page 1 of this guide may be required to accompany an application to amend the Official Community Plan (OCP) or Zoning Bylaw:

(a) Application Form	(g) Photographs
(b) State of Title Certificate	(h) Sustainability Checklist
(c) Owner's Authorization form (if applicable)	(i) Site Plan
(d) Site Profile or Site Profile Waiver	(j) Floor Plan (if available)
(e) Zoning Analysis Table	(k) Elevation Drawings (conceptual)
(f) Project Rationale	

1.2 Additional Development Approval Information, excluding OCP amendments, may be required by the Director to adequately evaluate an amendment application.

## 2. PROCESSING PROCEDURE

An Amendment application submitted in accordance with this guide will be processed as follows:

1. Upon receipt of an application package submitted to the District in accordance with the requirements, staff will issue a fee receipt to the applicant.
2. Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
3. The applicant will install a Development Notice Sign as per Schedule 1 of Bylaw No. 1324.
4. Staff will evaluate the proposal for compliance with relevant District bylaws and policies and may request a departmental and applicant working meeting.
5. Staff will refer the application to any applicable District departments, and government and external agencies. The proposal will also be referred to an adjacent local government if the application could affect that local government.
6. Council or the Director may request that an applicant advertise and host a Public Information Meeting or open house at their own expense.
7. Staff will prepare a staff report and refer the application to the relevant Council Committee(s).
8. The applicant is encouraged to attend the meeting of the relevant Council Committee(s) at which the amendment application is being considered.
9. Upon receipt of the recommendation of the Council Committee, staff will prepare a staff report, including technical agency comments for consideration by Council.

10. The applicant is encouraged to attend the Council meeting at which the amendment application will be considered.
11. If Council decides to proceed with the amendment application, a draft amending bylaw will be given first/second reading (including the placement of conditions, where appropriate). Council may alternatively decide to refer, table or deny the application.
12. Should the amending bylaw receive first/second reading, a Public Hearing, if required, will be held to allow the public to comment on the application. Notice of a Public Hearing will be given pursuant to the *Local Government Act*.
13. Following the Public Hearing, Council will consider the amendment bylaw and may proceed with third reading, refer, table or deny the application. Upon third reading, a proposed amendment bylaw may need to be sent to relevant provincial ministry(s) for approval before proceeding to adoption.
14. Following the Public Hearing, the applicant must remove the Development Notice Sign within seven days
15. Once the applicant has adequately addressed all of the outstanding conditions identified (if any), Council will consider the adoption of the bylaw(s).
16. Following final reading, District staff will notify the applicant in writing of the decision of Council.

**Note:** Some residential rezoning applications are subject to Amenity Contribution Policy 10003.2