

# OCP Amendment Application Guide



This handout provides information on the requirements and processes to change the Official Community Plan land use designation on a site.

## When is an Official Community Plan (OCP) Amendment Application Required?

An OCP amendment application is required when a proposed development does not conform to the land use designation of the City's OCP. An amendment is the process of legally changing the land use designation on a property through an amending bylaw. An application to change a land use designation in the OCP will be reviewed within the context of all relevant Citywide, Area Plan and Neighbourhood Plan policies.

An existing OCP land use designation for a site has been adopted with significant consideration to public input and technical analysis, and under the greater context of determining appropriate long-term growth for a neighbourhood or area. Therefore, the rationale for a proposed OCP amendment by an applicant must be carefully considered and well thought out.

## What is an Official Community Plan?

The Official Community Plan (OCP) is the City's comprehensive plan to guide future land uses and address related needs for amenities, services and infrastructure support. Contained within the OCP are Area Plans and Neighbourhood Plans which provide further detail on the desired form type and character of future development. Any development permit or building permit issued by the City, or any subdivision approved by the City's Approving Officer, must be in accordance with the City's Zoning Bylaw, which must be in accordance with the OCP.

## Prior to Application

OCP Amendment applications should be thoroughly considered and prepared by the applicant before submittal. The following steps are recommended:

- 1. Official Community Plan (OCP) – Land Use Designations:** Because the OCP designates the types of land uses intended for all areas of the City, as well as policies relating to specific types of development, check the OCP land use maps for the designation of your property and the types of land uses allowed within that corresponding zone.
- 2. Zoning Maps and Zoning Bylaw:** Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property. If the site does not have the appropriate corresponding zone for the proposed OCP land use designation, then a rezoning application will also be required.
- 3. Contact the Planning and Development Department:** Development Planning staff are available to meet with prospective applicants and/or their consultants to discuss the proposed OCP amendment application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

It is also recommended that applicants submit a Pre-Application to help identify any significant issues prior to proceeding with the more detailed OCP amendment application. (See Pre-Application Guide).

# Official Community Plan Amendment Process

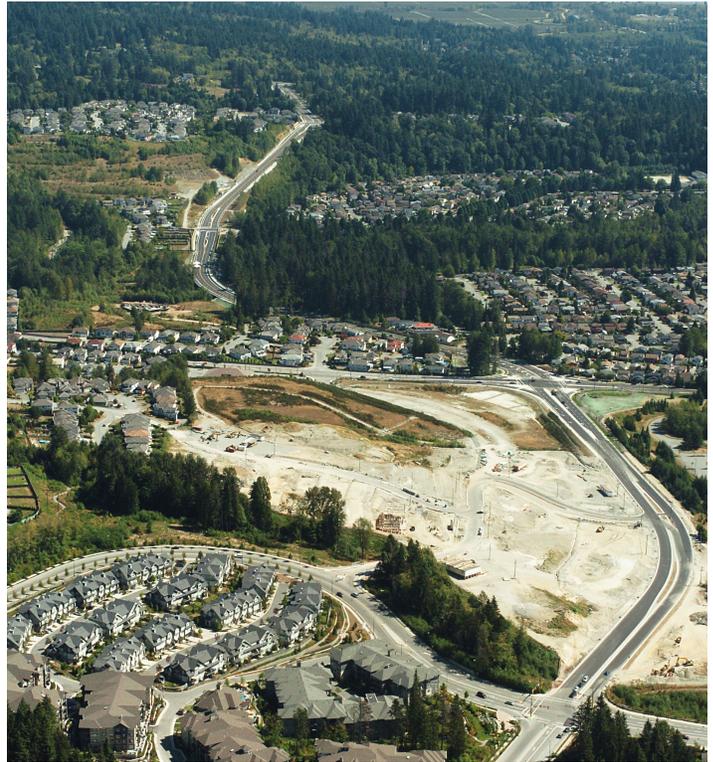
- 1. File Manager Assigned:** The application will be assigned a File Manager from the Development Planning Section.
- 2. Acknowledgement Letter:** The File Manager will send an acknowledgment letter to the applicant to confirm receipt and provide contact information.
- 3. Referrals:** The File Manager refers the application to appropriate City Departments, including but not limited to Community Planning, Development Servicing, Transportation Planning, Parks, Recreation and Culture Services, Engineering and Public Works and Environmental Services. The File Manager may also refer the application to external agencies including the Regional District (Metro Vancouver), adjacent municipalities, School District, First Nations, the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Federal Department of Fisheries and Oceans, depending upon the location and significance of the proposed amendment application.
- 4. Development Review Team (DRT):** The File Manager will schedule the application for the next available DRT meeting for each of the referral groups to collectively discuss and provide comment.
- 5. Requirements Letter:** Once the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The letter will provide target dates for the requirements to be met and remaining steps for the review process.
- 6. Consultation:** The Local Government Act requires opportunities be provided for consultation with persons, organizations, and authorities that may be affected by the proposed OCP amendment. To meet this requirement, the File Manager will coordinate with the City's Clerks Office the recommended methods of consultation and the appropriate parties to be consulted. This may include a requirement for the applicant to hold a public information meeting in the neighbourhood to provide residents and business operators with details of the proposed amendment. At minimum, consultation will include publication of a notice in a local newspaper and letters to surrounding property owners within 100m of the subject site, which will be completed by the City. (This requirement is in addition to the Public Hearing notification requirements.)
- 7. Amending Bylaw:** Upon receipt of any required additional information, the application will be referred back to the appropriate referral group for confirmation that the revisions address the issues identified in the requirements letter. Upon confirmation, the File Manager will schedule the proposed OCP amendment application for a City Council meeting. The File Manager will then draft an amending bylaw and a Report to Council recommending one of several options:
  - Give first reading to the amending bylaw and refer the application to a Public Hearing;
  - Decline the application; or,
  - Defer the application.
- 8. Public Hearing:** If the application and amending bylaw are referred to a Public Hearing, a notification letter is sent by the City Clerk's office to all property owners and occupants within 100 metres of the subject property at least ten days prior to the Public Hearing date. Also prior to the Public Hearing, signage regarding the OCP amendment application is posted on the property, and a public notice outlining the particulars of the proposed amendment is placed in a local newspaper.
- 9. Second and Third Readings:** At the first City Council meeting after the Public Hearing, Council will consider the amending bylaw and either:
  - Give second and third readings to the bylaw if there is an associated development permit and rezoning application with the OCP Amendment;
  - Give second, third and fourth readings and adopt the bylaw, if there is no associated development permit application or if the associated development permit application can be authorized by the General Manager, Planning and Development;
  - Defer the bylaw; or,
  - Decline the bylaw.
- 10. Fourth Reading:** For OCP amendment applications with an associated development permit applications require Council authorization, the File Manager will prepare a "Third Reading Letter" for the applicant after third reading is granted. The letter outlines the remaining information and steps required to complete the development permit application prior to fourth (final) reading of the proposed amending bylaw.

When all requirements have been met, the amending bylaw will be forwarded to Council for their consideration of final reading and adoption.

## Additional Applications

- Most OCP amendment applications will also require a rezoning application.
- A Development Permit Application (DP) may also be required with the application if the site is located within a Development Permit Area.
- If the proposed OCP Amendment application is to facilitate the creation of new lots, and/or requires adjusting an existing property line, a subdivision application will also be required. (Refer to the Rezoning Application Guide, Development Permit Application Guide and Subdivision Application Guide.)

If the proposed OCP amendment requires a rezoning, development permit and/or subdivision application, then the OCP amendment application will be processed concurrently with these other applications.



## What is a Public Hearing?

A public hearing is a meeting of City Council where the applicant and public are given an opportunity to comment on the proposed OCP amendment. Comments may be provided to Council either in writing, prior to or at the public hearing, or verbally during the public hearing when the amending bylaw is presented. Once the Public Hearing is closed, Council may not receive any further information from either the applicant or the public before making a decision on the amending bylaw. Public Hearings occur monthly, except August (Council Recess).

## Who is the Development Review Team (DRT)?

The City's Development Review Team (DRT) includes City staff representatives from each of the referral group areas, comprising of: Development Planning, Development Servicing, Transportation Planning, Infrastructure Management, Fire Protection Services, Environmental Services and Parks, Recreation and Culture Services. DRT meetings are held monthly to review and collectively discuss new applications and, in some cases, applications where resubmissions have been received by the File Manager.





## Talk with your Neighbours

Consultation with neighbours, local residents and others who may be affected by the proposed rezoning is strongly encouraged. Prior to and throughout the application review process. Obtaining neighbour input early better enables an applicant to address any concerns and/or modify their application before significant time and investment are made in the review process.

## Application Procedure

Complete a OCP Amendment Form and submit the information outlined on the OCP Amendment Checklist. All information requested should be provided at time of submittal to improve the level of detail City Staff will be able to provide in responding.

## Questions?

- **Development Permit Applications**  
Development Planning  
P: 604-927-3430
- **Site Servicing, Street Works or Utility Construction**  
Development Servicing  
P: 604-927-3466
- **Transportation**  
Transportation Planning  
P: 604-927-3414
- **Signage**  
Development Planning  
P: 604-927-3430

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### Planning & Development Department

3000 Guildford Way,  
Coquitlam, BC Canada V3B 7N2

P: 604-927-3430

Above all...  
**Coquitlam**