

This package contains an OCP/Zoning Amendment Guide, Application Form and Checklist



A Guide to

OCP & Zoning Amendments

And how to apply for them



What is an Official Community Plan (OCP) and Zoning Amendment?

Each property within the City has an Official Community Plan (OCP) designation and zoning classification that regulates its land use and density. To change the permitted use or density on a property, an OCP and/or Zoning Amendment is required.

To see if your proposal requires an OCP and/or Zoning Amendment, contact the Development Services Department.

When do I need to apply for an OCP and/or Zoning Amendment?

- **OCP Amendment:** required when the long-term land use of a property is intended to be changed, or the proposed zoning does not match the existing OCP designation.
- **Zoning Amendment:** required when the use or density of a property is desired to be changed.
- **OCP & Zoning Amendment:** required when the proposed zoning does not align with the OCP designation, requiring that the OCP designation also be changed.

Ask for a...

Pre-Application Meeting

This guide will get you started, but a Pre-Application Meeting with City staff will give you the opportunity to ask specific questions or to resolve any areas of concern.

To book a Pre-Application Meeting or to learn if your project requires an OCP and/or Zoning Amendment, contact Development Services staff at **250 787 8150**.

OCP and/or Zoning Amendment Type	Application Fee
Zoning Bylaw Amendment	\$ 1000.00
OCP Bylaw Amendment	\$ 1000.00
OCP & Zoning Bylaw Amendment	\$ 1500.00
<i>Contact Development Services staff for assistance in determining which type applies to your project.</i>	

What is the OCP and/or Zoning Amendment approval process?

There is one OCP and/or Zoning Amendment approval process for all applications. The process involves three (3) phases:

1. **INTAKE** (Pre-application Meeting & Application Submission)
2. **REVIEW** (Referrals, Development Services Review)
3. **APPROVAL** (Council Consideration & Approval)

PHASE	TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE			
PRE-APPLICATION MEETING	N/A	Pre-application Meeting is an opportunity to ask questions on how to finalize the application.	Concept drawings required for all pre-application meetings.
APPLICATION SUBMISSION	N/A	Applications are considered complete when: 1. <i>checklist items are received, accepted, and</i> 2. <i>application fees are paid.</i>	Completed Application & Checklist for INTAKE PHASE. All plans must be metric, 1 paper and 1 digital; signed and sealed by registered professionals.
2. REVIEW			
REFERRALS	30 days	Referrals are sent to applicable City departments, e.g., Public Works, Fire Department; and, external agencies, e.g., public and private utilities, Ministry of Transportation.	Completed Application is used for REVIEW PHASE. All Civil plans must be signed and sealed by registered professionals for Engineering Review to commence.
PLANNING REVIEW		Planning Review ensures the proposal complies with relevant Bylaws and policies as required.	
ENGINEERING REVIEW	30 days	Detailed Engineering Review may be required dependent upon your proposal. Revisions to Civil Plans submitted may be required.	
3. ISSUANCE			
APPROVAL	30 days	A report for Council's Consideration will be prepared. Notification of the Public Hearing will be sent to neighbours within a 100m radius of the subject property and published in the newspaper. Council will then consider your OCP and/or Zoning Amendment application and either approve or refuse it. <i>*On occasion, further conditions may apply.</i>	Completed Application and/or Revised Plans used for APPROVAL PHASE. All Applications: All plans, if applicable, must be signed and sealed by registered professionals for APPROVAL .



ALL APPLICATIONS ARE SUBJECT TO A MINIMUM 30-DAY REVIEW OR APPROXIMATELY 12 WEEKS TO ISSUANCE. REVISIONS SUBMITTED BY THE APPLICANT DURING THE APPLICATION PROCESS MAY EXTEND THE APPLICATION TIMELINE. LARGER OR MORE COMPLEX APPLICATIONS MAY EXTEND THIS TIMELINE.

What information is required and why?

Development information is required for OCP/Zoning Applications.

INFORMATION REQUIRED	APPLICATION TYPE		
	Zoning Bylaw Amendment	OCP Bylaw Amendment	OCP & Zoning Bylaw Amendment
Application Form	✓	✓	✓
Owner Authorization	✓	✓	✓
Title	✓	✓	✓
Charges on Title	✓	✓	✓
Photos of Existing	✓	✓	✓
Site Plan	✓	✓	✓
Elevations (colour)	May be requested	May be requested	May be requested
Floor Plan	May be requested	May be requested	May be requested
Landscaping (colour)	May be requested	May be requested	May be requested
Servicing	May be requested	May be requested	May be requested
Grading (metric)	May be requested	May be requested	May be requested
Stormwater Calcs	May be requested	May be requested	May be requested
Parking Lot Lighting	May be requested	May be requested	May be requested
Truck Turn Plan	May be requested	May be requested	May be requested
Phasing Plans	May be requested	May be requested	May be requested
Fireflow Calcs	May be requested	May be requested	May be requested

What additional costs may be required?

The following may be required and will be discussed during your pre-application meeting:

- Deposits (such as, paving and landscaping)
- Security (to ensure the development is completed in accordance with the terms and conditions of the permit)
- Servicing and off-site works may be required
- Registration of covenants, statutory right-of-ways, easements
- Other agreements as identified

Can I apply for other Permits at the same time as I apply for an OCP and/or Zoning Amendment?

- Development Permit: Yes, you may submit your Development Permit application at any time after the Pre-application Meeting, however it is advised that it is best to wait until the OCP and/or Zoning Amendment is approved to avoid paying unnecessary fees. A Development Permit may not be issued before your OCP and/or Zoning Amendment is approved.
- Building Permit: Yes, you may submit your Building Permit application at any time after the Pre-application Meeting. However, a Building Permit may not be issued before your OCP and/or Zoning Amendment is approved.
- Subdivision Approval: Yes, you may submit your Subdivision application at any time after the Pre-application Meeting, however final approval may be conditional upon the OCP and/or Zoning Amendment approval.

Who is my contact during the OCP and/or Zoning Amendment process?

Your contact during the OCP and/or Zoning Amendment process is the City Planner. During Engineering Review, your contact is the Engineer. For application [Intake](#), email or courier applications to the Development Services Administrative Assistant.

Contact

Development Services:
10648 100 St.
Fort St. John, BC V1J 3Z6
(250) 787 8150
developmentservices@fortstjohn.ca

APPLICATION FOR AN OCP AND/OR ZONING AMENDMENT

OCP/Zoning Amendment Application Fees (please indicate which type you are applying for):

☐ OCP & Zoning Amendment = \$1500.00

☐ OCP Amendment = \$1000.00

☐ Zoning Amendment = \$1000.00

**Advertising is additional to these charges and is billed separately

☐ **PRE-APPLICATION MEETING IS REQUIRED.** Date Completed: _____

☐ **OCP/ZONING AMENDMENT CHECKLIST** submitted with this application.

PLEASE PRINT

Registered Owner(s): _____ Business Name: _____

Mailing Address: _____

Daytime Phone: _____ Cell: _____

Fax: _____ Email: _____

APPLICANT IF DIFFERENT THAN OWNER:

Applicant Name: _____ Business Name: _____

Mailing Address: _____

Daytime Phone: _____ Cell: _____

Fax: _____ Email: _____

AMENDMENT INFORMATION: *Attach a separate page if more space is needed to provide information below.

Civic Address: _____ Parcel Identifier (PID): _____

Lot/Unit _____ Section _____ Block _____ Township _____ Range _____ W6M Plan _____

Existing Use of Land &/or Building: _____

Description of Proposed Use/Development: _____

Has Development Started? ☐ YES ☐ NO

Lot Size (m²): _____ Size of Proposed Development (m²): _____

Amendment Proposed:

☐ OCP Designation From: _____ To: _____

☐ Zoning From: _____ To: _____

Only complete applications will be accepted for processing, as verified by Development Services Staff.

Submission of a duly signed OCP/Zoning Amendment Application authorizes the City of Fort St. John staff to enter the property to carry out required inspections during the process of this application.

Any work started without proper permits and authorizations may be subject to fines as outlined in current City of Fort St. John Bylaws.

Registered Owner/Agent:

I, (print Owner name) _____ hereby certify that I am the registered owner of the land described above.

☐ And further that, I have designated (print Agent name) _____ as an agent to act on my behalf of this application with signed consent.

OWNER SIGNATURE

DATE

AGENT SIGNATURE

DATE

FOR OFFICE USE ONLY:

Pre-Development Meeting Date: _____

Date Received: _____

RZ File #: _____

Fee: _____

Receipt # / Invoice #: _____

Checklist Complete? Y/N Staff initial & Date: _____

OCP/ZONING AMENDMENT APPLICATION CHECKLIST

This checklist of submission requirements shall be attached to all OCP/Zoning Amendment applications. All of the following information is necessary to facilitate the review and evaluation of your application. All items submitted must be clear and legible.

The City of Fort St. John will accept complete applications only for review. Thank you for your cooperation.

All Boxes Shall be “Checked” And Items Attached to the Application

COPY OF CURRENT CERTIFICATE OF TITLE(S):

- ☐ **No more than 30 days old at time of application.** May be obtained from BC Online or a British Columbia Land Title Office. If applicant is not the registered owner, a letter of authorization from the registered owner must accompany the Certificate of Title.
- ☐ Copies of any restrictive covenants, easements or caveats registered on title(s).

APPLICABLE FEES / DEPOSITS:

Development fees must be made payable to the City of Fort St. John and are payable at time of application submission. OCP/Zoning Amendment Review Process will not commence until after the OCP/Zoning Amendment Application fee is paid in full.

Deposits requirements may vary. A list and calculation of required deposits will be provided to the applicant based on the OCP/Zoning Amendment application submitted.

DEVELOPMENT SPECIFIC INFORMATION:

- ☐ Detailed Studies (upon request) – Studies showing the potential impact of the proposed development on traffic patterns, shadowing, utilities, drainage in the area etc.
- ☐ Geotechnical reports covering environmental contamination concerns and other aspects such as slope stability, soils etc.
- ☐ Submission of Detailed Description of the proposed use and/or development.
- ☐ Site Profile.
- ☐ Lighting Plan for parking lots greater than 20 stalls; stamped and sealed for approval consideration.
- ☐ Any other information as deemed necessary by the Development Services Department to properly evaluate the application.

THE FOLLOWING MUST BE PROVIDED: **ONE (1) HARD COPY SET OF ALL PLANS (TO SCALE) AND;**
ONE (1) SET OF DIGITAL DRAWINGS (DWF/DWG/PDF)

PLANNING REVIEW REQUIREMENTS

SITE PHOTOS:

- ☐ Colour photographs of the site in its current state.

SITE PLAN:

- ☐ Standard Information: legal description of the land, civic address, north arrow, plan scale.
- ☐ All dimensions to be in **METRIC** – meters and decimals thereof.
- ☐ Location and dimensions of property lines. Please not adjacent uses.
- ☐ Location of any encroachments on the property.
- ☐ Location of any existing and/or proposed buildings dimensioned to property lines and/or structures including all appurtenances (street lights, utility pedestal, etc.) retaining walls, fences, sidewalks, playgrounds and all other physical features.
- ☐ Existing utility right of ways and easements.
- ☐ Proposed front, rear and side yard setbacks (dimensioned to the property lines).
- ☐ Proposed parking areas (fully dimensioned in metric), location of drive-thru queuing lanes, etc.
- ☐ Existing and proposed accesses.
- ☐ Location of screened garbage collection facilities.
- ☐ Written information provided on this plan shall include parking stall requirement calculations, information on the level of illumination, where lighting may affect adjacent residential properties.

DETAILED LANDSCAPE PLAN:

Landscape plan(s) may be required. Landscape Plan(s) must be drawn at a scale of 1:500 or larger, be submitted IN COLOUR, and must clearly identify the following:

- ☐ North Arrow.
- ☐ Property lines.
- ☐ Adjacent land uses.
- ☐ All on-site structures and buildings.
- ☐ All storage areas (for snow, garbage, recycling, goods).
- ☐ Pedestrian pathways and connections to off-site routes.
- ☐ Surface treatments of all areas, hard and soft (ire: mulch, stone, concrete, sod).
- ☐ Existing plant material drawn and labeled.
- ☐ Proposed plant material drawn to scale based on mature canopy size.
- ☐ Location of any bike racks.
- ☐ Location of any bus stops.
- ☐ Buffering and screening as applicable to the development.
- ☐ Proposed plants labeled with a key, cross referenced to a plant list.
- ☐ Plant list includes botanical and common name, size, condition and quantity columns.

- ☐ Plans match City of Fort St. John's current Zoning Bylaw and/or Subdivision and Development Servicing Bylaw.
- ☐ Detailed installation notes to the Landscape Contractor based on the instructions within the current Zoning Bylaw and/or Subdivision and Development Servicing Bylaw.
- ☐ Itemized areas of on-site pavement, landscaping – existing lighting, trees, and any other pertinent features.

ENGINEERING REVIEW REQUIREMENTS (IF REQUESTED)

Note: Site Plan(s) already approved by Planning must be updated, reviewed and re-approved if site layout changes due to site engineering requirements.

SERVICING PLANS (must be stamped and sealed):

- ☐ Location of all existing services on site and on adjacent lands that may be affected by the proposed development.
- ☐ Proposed location of all deep services, including water, storm and sanitary services. Include information on service sizes, pipe length, and slopes, rim and invert elevations on all manholes/catch basins/hydrants.
- ☐ Proposed location of all shallow utilities including power, telephone, cable and gas services, including proposed locations of all transformers and other appurtenances.
- ☐ Existing or proposed driveway accesses.

GRADING PLANS (must be stamped and sealed):

- ☐ Designed on-site storm water management plan and design calculations as per the current Subdivision and Development Servicing Bylaw design Standards.
- ☐ Proposed elevations at the corners of all proposed structures.
- ☐ Proposed slopes/grades (indicated as a percent).
- ☐ Spot elevations throughout the site on both paved and soft landscape surfaces demonstrating positive and effective drainage. Show existing elevations along property lines and 1.0 m off-site along the perimeter.
- ☐ The location of manholes/catch basins onsite with rim and invert elevations.
- ☐ Location and heights of existing and proposed retaining walls.

The Zoning Bylaw, Subdivision and Development Servicing Bylaw and any other statutory documents can be located on the City of Fort St. John website: www.fortstjohn.ca.

Additional information may be required during the processing of any OCP/Zoning Amendment Application.