

# The OCP &/or Rezoning Process

## **Step One: Pre-Application**

The rezoning and/or OCP amendment process starts with a *pre-application consultation*. The applicant should first review the OCP designation of the property and Zoning Bylaw to determine whether the proposal meets all of the Town's requirements and standards.

## **Step Two: Application**

A completed rezoning and/or OCP application package including fees, site profile, and required documentation is submitted. **Fee:** \$600.00 (rezoning only), \$700.00 (OCP amendment only), \$1000.00 (Joint rezoning & OCP amendment).

## **Step Three: Review**

The application is internally reviewed by staff and may be referred to external agencies for input. At this time the Town or other agencies may require additional information from the applicant.

## **Step Four: Advisory Planning Commission Review**

A Staff Report is prepared for the consideration of the Advisory Planning Commission (APC). The report provides an overview of the application and outlines Staff recommendations regarding the application.

## **Step Five: 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Council receives the application, a Staff report, and recommendation from the ADC at the next available Council Meeting and, if accepted, the Bylaw is given 1<sup>st</sup> and 2<sup>nd</sup> Reading. This is an opportunity for Council to give initial consideration to the application.

## **Step Six: Public Hearing Notice**

Ten days prior to the proposed Public Hearing date, notification is placed in the newspaper and sent to adjacent property owners advising the public of the rezoning and/or OCP amendment public hearing. For the OCP, the required consultation occurs in this step, and may include a public meeting, public notice, request for written comment or other method of consultation. A staff report summarizing the public input is prepared for Council's consideration.

## **Step Seven: Public Hearing**

A public hearing is held in the Council Chambers. The applicant or agent is invited to attend this Meeting and present their application. The public hearing is also an opportunity for the general public to provide feedback on the application.

## **Step Eight: 3<sup>rd</sup> Reading & Adoption**

Council considers the Bylaw for 3<sup>rd</sup> Reading and adoption at the next available Council Meeting. With Council's support, the Bylaw is finalized provided all requirements for final approval have been met, including comments from external agencies. A copy of the adopted Bylaw is sent to the applicant from the Town Office.