



OCP & Zoning Amendment Application Guide

-
- What does zoning refer to?** Each property in Town has a zoning classification that regulates what uses and densities are permitted. Regulations include:
- Permitted uses and density.
 - Building setbacks, parcel coverage and building height.
 - Off-street parking, loading and landscaping.
 - Home occupations, fence height and auxiliary buildings.
 - Minimum parcel size and dimensions to be created by subdivision.
- What is rezoning?** Rezoning is the process of changing one zone to another. Smithers Council makes the final decision on whether or not to approve rezoning applications. Council considers the potential impacts of the new zone on both the present and long term goals of the community and surrounding properties.
- When is a rezoning application required?** A rezoning application is required when a development proposal does not comply with the use or density provisions in the existing zone. Depending on the nature of your request, you may also consider applying for a Temporary Use Permit (see guide for details).
- What is the Official Community Plan?** The Official Community Plan (OCP) is the principle planning document used to guide decisions on future growth and development in Smithers. Each property in Town has an OCP designation that defines the desired future location of land uses such as residential, commercial, industrial, parks and open space.
- When is an OCP amendment required?** An OCP amendment is required when a rezoning application is not consistent with the OCP designation. The OCP and zoning change can occur together as one process.
- What do I need to consider before applying?** There are a few things to consider before submitting an application. The Development Services Department can help verify the following:
1. Current **zoning** of the property to confirm that a rezoning application is required.
 2. The **Official Community Plan** designation of the property to confirm whether the proposed rezoning is consistent with the OCP designation.
- What must I include with my application?** The following information is required to begin the application process:
- OCP & Zoning Amendment Application & fee
 - Letter of intent/rationale that explains your proposal.
 - Site plan illustrating existing and proposed buildings, setbacks,
-

parking, loading, access and landscaping.

- Letter of authorization, if required
- Site profile as per the *Contaminated Sites Regulation*.

What is the approval process?

- 1 **Application** – Begin by submitting a complete application, supporting documents and fee.
- 2 **Signage** - For an OCP and/or a rezoning application, the applicant is required to prepare and post notification signs 7 days after the application has been submitted. Signage must be in accordance with the sign specifications provided by the Town of Smithers.
- 3 **Review** – Town staff review the application and may refer it to external agencies for input (i.e. Regional District or Ministry of Transportation). At this time additional information may be requested.
- 4 **Advisory Planning Commission** – For applications where an OCP amendment is included, a staff report is prepared for the consideration of the Advisory Planning Commission (APC). The APC makes a recommendation to Council. The applicant is invited to attend this meeting and present their application.
- 5 **1st and 2nd Readings** – Council receives the application, staff report, and recommendations from the APC (*if applicable*) at the next available meeting. If accepted, the bylaw is given 1st and 2nd reading.
- 6 **Public Hearing Notice** – Two newspaper advertisements are published in the Interior News and letters sent to adjacent property owners advising of the application, public hearing date and invitation to provide written or verbal comments to Council.
- 7 **Public Hearing** – A public hearing is held in the Council Chambers.
- 8 **3rd Reading & Adoption** – Council considers the bylaw for third and final reading at the next available Council meeting. With Council's approval, the bylaw is finalized provided all requirements for final approval have been met, including comments from external agencies.

How much does it cost?

An OCP & Zoning Amendment Application fee is **\$1,500**; OCP only is **\$1,200** and rezoning only is **\$1,000**. Additional fees may include legal costs (i.e. covenants, statutory rights-of-ways, etc).

How long will it take?

The average processing time is **3 months** provided that all necessary information is submitted and there are no complications.

For Further Information Contact:

Development Services Department
1027 Aldous Street
PO Box 879
Smithers, BC V0J 2N0

Office Hours
Monday to Friday (except Holidays)
8:30 am to 4:30 pm
Tel: (250) 847-1600 Fax: (250) 847-1601

This brochure is meant for informational purposes only. Please consult the Local Government Act and its regulations, the Town of Smithers Official Community Plan, Zoning Bylaw and other bylaws for definitive requirements and procedures. Visit www.smithers.ca for online bylaw copies.
