



DEVELOPMENT SERVICES APPLICATION PACKAGE

OFFICIAL COMMUNITY PLAN AMENDMENT

This handout is prepared for your convenience as a general guide to requirements for an application to amend the City of Port Coquitlam's Official Community Plan (OCP). Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Community Charter*; *Local Government Act*; *Land Title Act*; *Strata Property Act* and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No.3630, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Jul 2, 2008

INTRODUCTION

The City of Port Coquitlam has adopted the Port Coquitlam Official Community Plan Bylaw, 2004, No. 3467. An Official Community Plan (OCP) is prepared under the authority of the *Local Government Act*, which defines an OCP as a statement of objectives and policies to guide decisions on planning and land use management. The OCP is the City's vision for the future growth and development of the community, reflecting the ideas and input of the people who live and work in Port Coquitlam and participated in the Plan's preparation. The vision, communicated in words and maps through the Plan, will be realized over time by the changes we see in our community as new development occurs, new residents settle here and new businesses are established. Although the primary focus of the Plan is one of land use, its policies also consider factors important to our quality of life. Land use, economy, environment, transportation, community facilities and services are integrated into the broad strategy to direct our growth and development.

The OCP is available to download by following the links on the City's web site, www.portcoquitlam.ca. Print and CD ROM copies are also available from the Planning Division (2nd Floor, City Hall, 2580 Shaughnessy Street). Copies are also available for viewing at the Planning Division or the reference desk at the Terry Fox Library (2470 Mary Hill Road).

This handout describes the specific process for applications to amend the policies of the OCP or change the land use designation of a property. If one or more different types of application processes are also involved, such as rezoning, subdivision and development permit applications, then they may run concurrently but the procedures are distinct and separate applications are required for each process. There is no defined timeframe to obtain a decision in an OCP amendment process because the time varies depending upon the complexity of the policy issues, comprehensiveness of the application, time to respond to identified issues, public consultation process and timing of Committee and Council meetings.

For further information, please contact the Planning Division at 604-927-5442.

INFORMATION REQUIRED FOR AN OCP AMENDMENT APPLICATION

NOTE: OCP amendment applications are normally accompanied by an application to amend the Zoning Bylaw for a specific use. If applicable, please refer to the Zoning Bylaw handout and consolidate the following submission requirements with the rezoning application.

1. **Written Submission:** A written submission must be attached to the application form to explain the proposal and why the proposed amendment is considered to be in the public interest. It must include:
 - a. the type of present and proposed development and/or land use
 - b. current OCP policy and designation, including development permit area designation
 - c. proposed OCP policy and designation, including development permit area designation
 - d. a clear depiction of the implications of amending existing policy including the social, environmental and economic impacts
 - e. supporting documents (e.g. traffic analysis, parking study, environmental impact statement, social impact statement). The terms of reference for any consultants' reports must be reviewed with staff prior to a study being undertaken to ensure a comprehensive analysis.
2. **Sustainability Checklist:** The City of Port Coquitlam requires the submission of a completed sustainability checklist to provide an analysis of the social, environmental and economic impacts of an application. The checklist is available as a separate handout.
3. **Community Consultation.** For an OCP amendment, s.879 of the *Local Government Act* requires "...the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected." Consultation must be early and ongoing. The City must specifically determine if consultation is required with Metro Vancouver, adjoining municipalities, School District #43, the Kwikwetlem First Nation, and senior levels of government. It must also consider involvement by local resident groups, interest groups such as the Business Improvement Association or Streamkeepers, and neighbouring property owners and residents.
4. **Site-Specific Applications (change to a land use designation).** A rezoning application would normally be submitted at the same time as a site-specific application to amend the OCP. Please refer to the Rezoning handout for further information regarding the detailed requirements for this process, including plans and signage. The sign required for the Rezoning process must also reference the OCP amendment.

PROCESS FOR AN OCP APPLICATION

NOTE: OCP amendment applications are normally accompanied by an application to amend the Zoning Bylaw for a specific use. If applicable, please refer to the Zoning Bylaw handout and consolidate the following procedural requirements with the rezoning application process.

1. **Preliminary Meeting:** Prior to application, a preliminary meeting with Planning Division staff must be scheduled to discuss the applicable OCP policies and proposed amendment. The purpose of this meeting is to discuss, in general terms, the nature of the proposed amendment and obtain preliminary feedback. Staff will also provide advice to ensure a comprehensive application, including public consultation requirements and appropriate terms of reference for required consultant studies.
2. **Submit Complete Application:** Complete the Application Form with required attachments and additional information, submit it to the Planning Division and pay the application fee.
3. **Fees:** Please refer to the Development Procedures and Fees Bylaw, 2008, No. 3632.
4. **Staff Review:** Planning will circulate the application to staff in other departments and any applicable outside agencies.
5. **CEDC Meeting #1:** The initial Staff report will be forwarded to the Community and Economic Development Committee (CEDC). The CEDC normally meets in a public meeting twice a month and the applicant is expected to attend. The potential outcomes are:
 - a. If the CEDC supports proceeding with further consideration, then the next step is to carry out the public consultation process pursuant to s.879 of the *Local Government Act*.
 - b. If the CEDC feels larger community issues need to be addressed by the applicant prior to making a decision or initiating the public consultation, then it will request this information be provided.
 - c. If the CEDC does not support the application, it will be forwarded to Council with a recommendation for rejection.
6. **CEDC Meeting #2:** A second staff report would be submitted to the CEDC outlining the outcome of the public consultation process and addressing the associated rezoning application. Unless the consultation process identifies issues to be resolved, the recommended next step would be Council consideration.
7. **Council Meeting #1:** Council will receive a report and recommendation(s) from the CEDC and discuss the application. If Council wishes to proceed with further consideration of the OCP amendment, it will authorize staff to bring forward a bylaw amendment.
8. **Council Meeting #2:** The amending bylaw is brought forward at the next Council meeting for 1st and 2nd reading.
9. **Public Hearing Date:** A date is set for the Public Hearing by the Corporate Officer and formal notification is provided to property owners and residents. If the application is for a text amendment only, then notification will consist of advertisements in the local newspaper.
10. **Council Meeting #3 / Public Hearing:** Council will hear from any person who wishes to provide comments at the Hearing. After Council closes the Public Hearing, it will proceed to make a decision on the application. It may:
 - a. Proceed with the application by giving the amending bylaw 3rd reading. Council may also establish conditions to be met by the applicant prior to consideration of adoption;
 - b. Reject the application if it believes the application is not in the public interest;
 - c. Direct the applicant to bring forward additional information. Normally this action will result in the requirement to hold an additional Public Hearing.
11. **Adoption:** Adoption of the amending bylaw occurs following completion of all conditions.

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR OCP AMENDMENT**

File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code _____

Applicant's e-Mail _____

Applicant's Phone _____

Primary contact:

Contact's Name: _____ Contact's Position _____

Contact's Address: _____

Contact's Phone _____ Contact's e-mail _____

For applications to amend a Land Use Designation:

Legal Description of Property (ies) _____

PID _____

Civic Address: _____

Present Use of Property: _____

Present Zoning of Property: _____

Present OCP Land Use Designation: _____

Proposed OCP Land Use Designation: _____

Proposed Use: _____

For applications to amend an OCP Policy:

Proposed Amendment: _____

OFFICE USE: Associated Applications

_____ Zoning Bylaw Amendment RZ _____

_____ Development Permit (Form and Character) DP _____

_____ Development Permit (Watercourse) DP _____

_____ Other _____

APPLICANT: Initial the following to confirm application requirements:

Initial	Comment	Submission Requirements:
Land Use Designation Amendment		
_____	_____	(1) Current Certificate(s) of Title
_____	_____	(2) Letter of Authorization from the registered owner for an agent to act on behalf of the owner, or a copy of the option to purchase or purchase under registered agreement.
_____	_____	(3) Written Submission
_____	_____	(4) Other Information as required to evaluate the Application:
		a. _____
		b. _____
OCP Policy Amendment		
_____	_____	(1) Written Submission
_____	_____	(2) Other Information as required to evaluate the Application:
		c. _____
		d. _____

The undersigned make this application to the Director of Development Services, have fulfilled the requirements of a complete application, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name _____

Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.).

TO BE COMPLETED BY OFFICE

Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

The non-refundable fee is the higher of the Calculated Fee or Minimum Application Fee. It is calculated as follows for this application: _____

Non-refundable fee	_____
Refundable fee (Public Hearing)	_____ \$ 1,200
TOTAL for application	_____

DATE: _____ RECEIPT NUMBER _____