



Development Services
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A Guide to the OCP and Zoning Amendments

This handout is for convenience purposes and provides general information on Golden's Official Community Plan and Zoning Amendment process. Please refer to the *Development Procedures Bylaw* for specific application requirements and processing procedures.

This Handout Answers

- **What is zoning? And what is a Zoning Amendment?**
- **What is the Official Community Plan? And what is an OCP Amendment?**
- **What do I consider before applying?**
- **What makes a complete application?**
- **Do I need a Sign?**
- **Application cost and timeline**
- **What is a Public Hearing?**
- **What is the Process?**

What is Zoning?

The Town's Zoning Bylaw is a key document that implements Golden's Official Community Plan (OCP) by regulating land use and density. Every property in Golden has a legal zoning classification specifying the types of uses or activities that can take place on that property, restrictions on the floor area and height of buildings, minimum distances separating buildings and property lines, the amount of off-street parking required, as well as other requirements.

What is a Zoning Amendment?

If the existing zoning of a property does not permit a proposed use or development, an application may be submitted by the land owner (or agent of the land owner) to amend the zoning of that property. To change a property's zoning, the applicant should demonstrate that the proposed rezoning supports the Town's OCP and benefits the community as a whole. A rezoning application is decided upon by City Council.

What is the Official Community Plan?

The Official Community Plan (OCP) is a comprehensive plan to guide future land uses and address related needs for amenities, services, development and infrastructure. The OCP is developed through considerable public input and is adopted as a bylaw by Council. It contains both written policies that reflect the goals and objectives of the community, and land use maps that designate types of land use.

What is an OCP Amendment?

When a proposed development does not conform to the land use designation in the Official Community Plan an application may be submitted by the land owner (or agent of the land owner) to change the land use designation of that property.

Some rezoning applications may require an OCP amendment which can generally be processed in conjunction with a rezoning application.

What do I consider before applying?

Prior to submitting an Amendment application, the applicant should first review the Official Community Plan and Land Use designations to understand the development desired for a particular area. The applicant should also review the Town's Zoning Bylaw to determine whether the proposal meets Town requirements and standards. Applicants are required to arrange a pre-application meeting with staff to discuss the proposal prior to submitting an application.

▶ **Retaining the services of an architect, engineer, planner, or other professional for your application is highly recommended. The submission of a high quality application package will assist in the successful and timely consideration of an Amendment Application.**

What makes a complete application?

Once a proposal has been prepared, a completed application package including the applicable fees is submitted.

An amendment application package consists of the following:

- A Development Application Form
- An Application Fee
- A State of Title Certificate
- Site Plans
- Development Approval Information

Processing of the application begins when a complete application package has been submitted to the satisfaction of staff, and the applicant has received written acknowledgement of a complete application.

Do I need a sign?

It is the applicant's responsibility to post a *Notice of Application* sign on the affected property(s) following submission of an application to notify the public of the amendment application. The sign must be removed following Council's decision on the application.

Application cost and timeline

An application generally takes three to four months to process. It should be recognized that application processing timelines depends on several factors including:

- size and complexity of the proposal,
- the number of applications in progress,
- the completeness and quality of required submission materials,
- if it is linked to a concurrent application,
- the time it takes to revise plans to meet address any deficiencies in the plans.

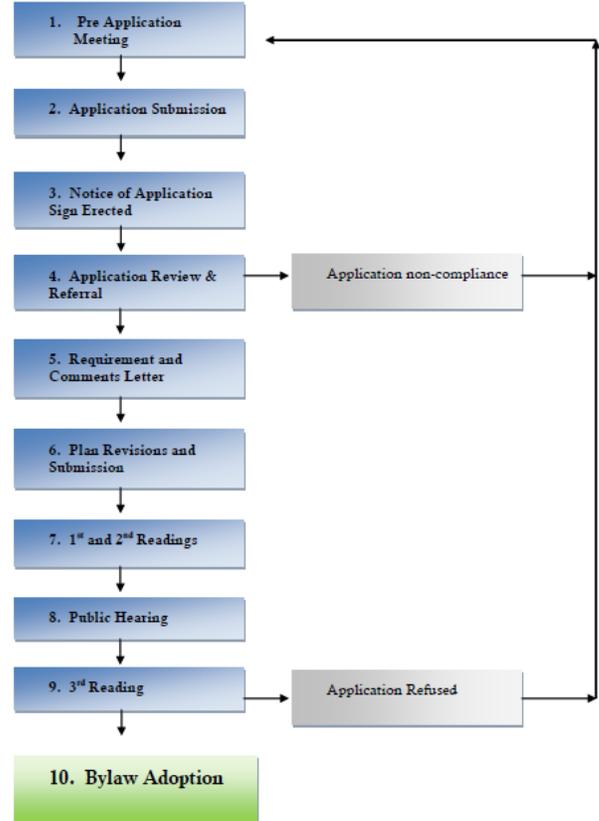
An OCP Amendment application fee is \$1520.

A Zoning Amendment application fee is \$1520.

What is a Public Hearing?

A Public Hearing is a meeting of Council where the applicant and public are given an opportunity to comment on the proposed 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.

What is the Process?



Questions

For further information contact the Planning and Development Services Department at:

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