



# Guidelines

## *OCP/Zoning Amendment*

An Official Community Plan (OCP)/Zoning amendment is a formal process to change the land use policies or regulations within a municipality's official planning documents. Property owners or developers might seek such an amendment when their proposed development or use of land doesn't align with the current zoning laws or OCP guidelines. This could be for various reasons, such as changing the type of buildings allowed on a property, adjusting density limits, or altering the use to better suit the owner's needs or market demands.

### Application Requirements:

- Proof of Ownership or written authorization from the current property owners allowing the applicant to apply on behalf of the owner.
- Explanation of the proposed amendment.
- Justification for the amendment.
- A sketch of the current land use and dimensions.
- A sketch of the proposed land use details.
- Previous reports of the property relating to its current condition and suitability for the proposed use/development.
- Impact assessment on the environment, traffic, and community.
- Public consultation strategy.
- Application fee payment.



# Guidelines

## *OCP/Zoning Amendment*

### **Process:**

#### **Pre-application Consultation:**

Schedule a meeting with the Village planning staff to discuss the proposal, understand requirements, and gather feedback.

#### **Formal Application Submission:**

Submit a formal application including all required documents (e.g., application forms, detailed proposal, justification report, site plans, etc.).

Pay the applicable application fees.

**Public Consultation:** Conduct public consultation as required by the Village. This may include public meetings, mail-outs, or other community engagement strategies.

#### **Staff Review and Recommendations:**

The planning staff will review the application against the OCP, zoning bylaws, and other relevant policies.

Staff may request additional information or modifications to the proposal.

Staff will prepare a report with recommendations for the Village Council or the appropriate advisory body.

#### **Council/Board Consideration:**

The proposal will be presented to the Village Council or relevant advisory body for consideration.

Additional public hearings may be scheduled as part of this process.

#### **Decision:**

The Council or advisory body will make a decision to approve, approve with conditions, or reject the amendment application.

If approved, the amendment process will proceed, which may include legal documentation and registration of the amendment.