



Official Community Plan & Zoning Amendments

What is an Official Community Plan and Zoning Bylaw?

An Official Community Plan (OCP) establishes the community vision for the plan area, and contains statements of goals, objectives, and policies to implement that vision. These policies are used to guide decisions on planning and land use management.

The Zoning Bylaw is the most important regulation used to manage the use and development of land and to implement the goals and objectives of the Official Community Plan. This bylaw applies to most privately owned land within the RDBN, and some Crown Lands. The zoning bylaw divides areas and properties into zones. Each zone contains regulations regarding the permitted uses on the land; the density of those uses; and the number, size, and siting of buildings and structures on the land.

Rezoning is the process to amend the zone applied to a specific property. A rezoning application is made to the RDBN by a property owner when they want to use the property or develop to a density which is not permitted in the zone for the property. The Regional District Board is the approving authority for all applications.

When a rezoning application is made the RDBN looks to the policies in the OCP to help evaluate the application and determine if the proposed change should be supported. The application is also

reviewed for its potential impact on the character of the immediate area.

An OCP amendment application will be required if a proposed rezoning is not adequately consistent with an area's OCP.

An application to amend an Official Community Plan or the Zoning Bylaw must follow a process that is outlined in the *Local Government Act* and the Regional District's Development Procedures Bylaw. A bylaw amendment must receive three readings and adoption from the Regional District Board. A public hearing is required between first and third readings to allow the public an opportunity to provide their opinions on the application to the Board.

The time required to process an OCP amendment or rezoning bylaw may vary considerably depending on the scope of the proposed development, the agencies referred as part of the review process, and the number of issues that need to be addressed. Generally, the process can be expected to take a minimum of four months. If an OCP amendment or rezoning bylaw is not adopted within a period of 24 months after the date of first reading, the bylaw will expire. A new application will be required to proceed with the amendment that was the subject of the lapsed bylaw.

RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
Email inquiries@rdbn.bc.ca
Website www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-1220

The Application Process

1

Speak with Planning Staff

Prior to submitting an application, applicants are encouraged to speak with Planning Department staff about the proposed development. Staff can provide information on the application requirements and the review process. This will help ensure that a complete application is submitted and prevent unnecessary delays.

2

Submit Application

To start the rezoning/OCF amendment process, a complete application with the required supporting documents and fees must be submitted to the RDBN.

3

Referral Process

Once an application has been received, it may be referred to First Nations, municipalities, and the local Advisory Planning Commission for their comments. Agencies, such as the Ministry of Transportation, Ministry of Environment, Agricultural Land Commission, and Northern Health Authority may also be sent referrals. Referral responses are to be provided within 21 days.

4

Staff Report

Staff review all of the information related to an application and prepare a report. The staff report includes a summary of the proposed development, an analysis of the potential impacts, and a recommendation on the proposed bylaw amendment. The staff report also includes a draft bylaw and a list of actions to be undertaken as part of the process.

5

1st and 2nd Reading

The staff report and amendment bylaw/s are sent to the RDBN Board for consideration. If the Board gives the bylaw first and second reading the application will proceed to the next step. If the application is denied, the file is closed, a portion of the application fee is refunded, and the application does not proceed to a public hearing.

6

Post a Sign

If a bylaw amendment receives first and second reading, the applicant must post a sign on the property at least 10 days before the public hearing. The purpose of the notification sign is to advise nearby residents about the application considered by the RDBN Board. The sign has to conform to certain standards regarding size, location, and materials. The sign can be rented from the Planning Department or made to specifications by the applicant.

7

Public Hearing

Before the bylaw can proceed to third reading a public hearing is held. In addition to the sign on the property, two notices are placed in consecutive issues of a newspaper and a notice is mailed or delivered to nearby property owners/tenants to advertise the public hearing.

The purpose of the public hearing is to allow those who feel their interests are affected by the bylaw to comment on the application. A report of the public hearing is prepared and submitted to the Regional District Board for consideration.

8

3rd Reading and Adoption

A staff report, report of the public hearing, and any written submissions are presented to the RDBN Board and the Board may give the amendment bylaw third reading or deny the application. Substantial changes to the bylaw may require an amended second reading and another public hearing. If the bylaw receives third reading, the applicant will be notified of any actions required to be taken prior to adoption of the bylaw.

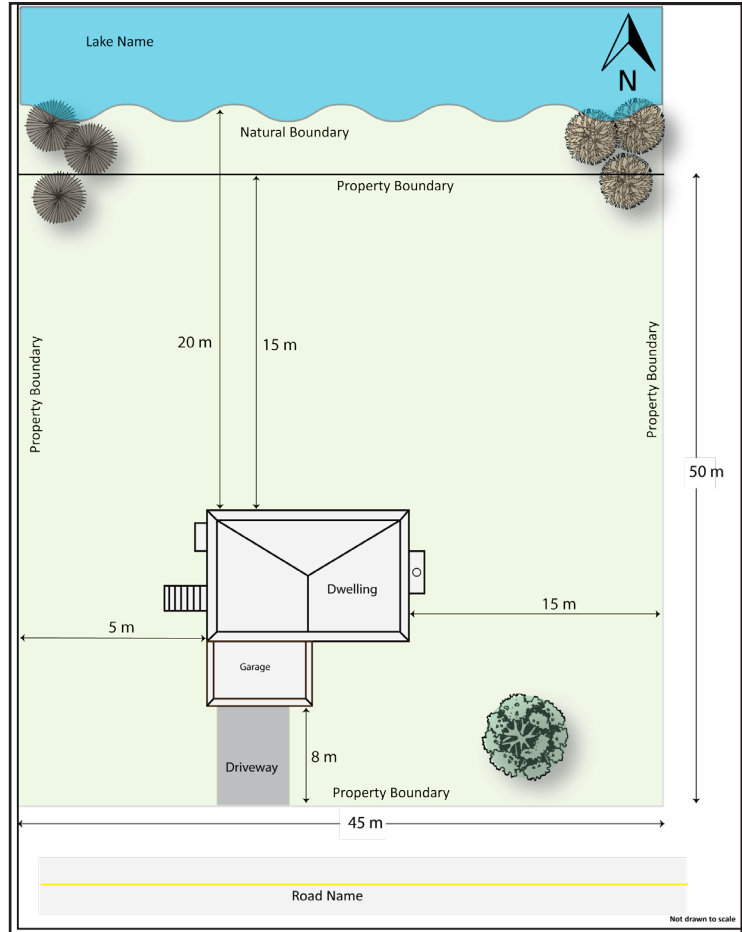
Once conditions of approval have been satisfied, the RDBN Board will consider adopting the bylaw.



Application Checklist

- ✓ Copy of the Certificate of Title, and relevant charges, dated within 30 days of the date of the application
- ✓ Letter of Authorization signed by all registered property owners if the agent is not the owner
- ✓ Application fee
- ✓ Completed and signed application form, Contaminated Sites Regulation Questionnaire
- ✓ Site plan drawn to a scale showing the following: (as appropriate)

- Boundaries and dimensions of parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest parcel line
- Location and name of road(s) adjacent to the property
- Existing and proposed parking and driveways
- Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
- Proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the parcel(s)
- North arrow and scale



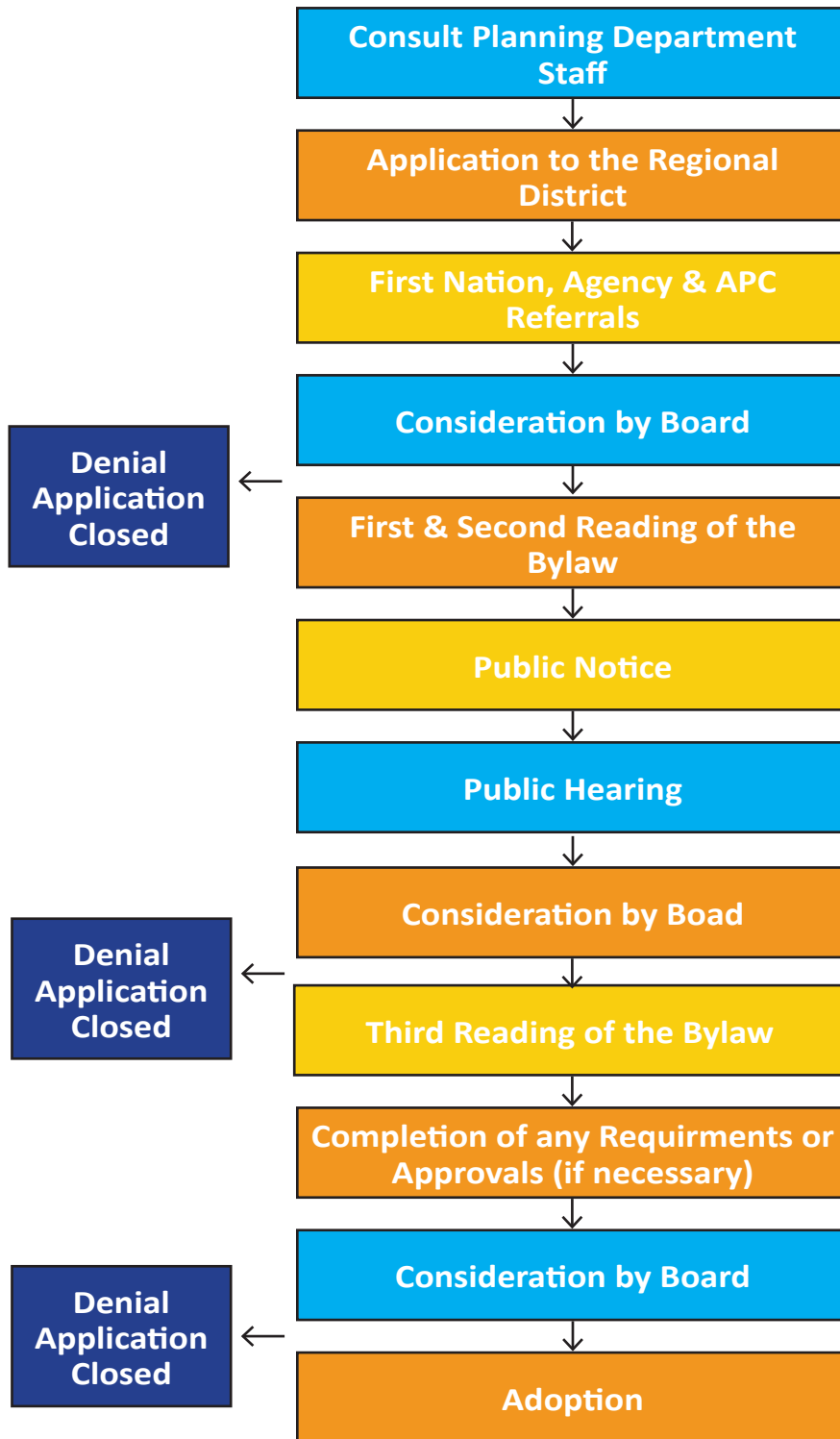
Fee Schedule

Schedule A to Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020

Official Community Plan Amendment	\$1,000
Zoning Bylaw or Land Use Contract Amendment	\$1,000
Combined OCP/Zoning Bylaw of Land Use Contract Amendment	\$1,500

*For applications to legalize an existing bylaw contravention the fee is increased by an additional 50% (see Section 5.8).

The Approval Process



RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
Email inquiries@rdbn.bc.ca
Website www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-1220