

Official Community Plan/Zoning Bylaw

Required Information

OCP Bylaw 3475, 2012

Zoning Bylaw 3250, 2006

For a complete explanation please refer to the Official Community Plan Bylaw 3475, 2012. Development Services staff is available for a pre-application meeting to assist you with your proposal before submitting your application.

The Official Community Plan is a policy document to guide decisions on planning and land use within the City of Campbell River.

The Zoning Bylaw divides the City into zones with established boundaries, and regulates the use of land, location of uses on land, the size of parcels created by subdivision, and the density of development.

Official Community Plan and Zoning amendment bylaws change the land use designation or zoning provisions for a property, or for the text contained in the body of the document. These two types of applications follow similar processes and are frequently processed together when both require amendment.

Application Process

Official Community Plan	Zoning Bylaw
Application received	Application received
Circulated	Circulated
Neighborhood Public Meeting	Neighborhood Public Meeting
Erect development proposal sign (14 days prior to Council meeting)	Erect development proposal sign (14 days prior to Council meeting)
Report to Council for 1st & 2nd Reading	Report to Council for 1st & 2nd reading
Public Hearing	Bylaw sent for Ministry of Highway's Approval (within 800 metres of a highway)
Council for 3rd & Final adoption	Public Hearing
Text and/or map amended	Council for 3rd & Final adoption
	Text and/or map amended

Neighbourhood Public Meeting

A neighbourhood public meeting is a meeting held by the owner/applicant to discuss and answer any questions relating to the proposed development or project, to be held at a location that will be suitable to accommodate and provide information to all adjacent land owners within 100 metres of the limits of the subject land under consideration. Staff will provide the applicants with the mailing lists for property owners in the notification area. The applicant must present the results of the Neighbourhood Public meeting to the Development Services Department prior to Council's consideration of approval.

Development Application Fees

Upon the submission of an application for a permit, renewal or amendment of a permit, the applicant shall pay the City of Campbell River an application fee in the amount set out in Schedule 'A' of Bylaw No. 3266, as shown below. Any refunds applicable shall be made in accordance with Schedule 'B', of Bylaw No. 3266, also shown below.

DEVELOPMENT CATEGORY	APPLICATION FEE
OCP Amendments	\$2000.00 plus \$500.00 Public Hearing Fee plus GST
Zoning Amendments	\$2000.00 plus \$500.00 Public Hearing Fee plus GST
OCP/Zoning Combined application	\$3200.00 plus \$500.00 Public Hearing Fee plus GST
Fees for Additional Public Hearings on Revised Application (by applicants)	\$500.00 plus GST
Amendment or Discharge of Existing Land Use Contract: 1. In conjunction with associated Rezoning; or 2. No associated rezoning	1. \$400.00 plus GST 2. \$800.00 plus \$500.00 Public Hearing Fee plus GST

Development Proposal Sign Requirements

In the case of applications to amend an Official Community Plan or a Zoning Bylaw, the applicant is responsible for erecting a development proposal sign to the specifications outlined in Bylaw 3266, 2006. The sign(s) must be posted no less than 14 days before an application's first scheduled appearance before Council.

Specifications:

The Notice of Development Sign(s) shall be a minimum of 1.8 metres × 1.2 metres (6 feet × 4 feet) in size and constructed of 1.3 cm (1/2 inch) plywood or other durable material with a dark blue background and white lettering. It will include a Site Map that is white with dark blue or black highlights. Lettering will be in legible sans serif font with:

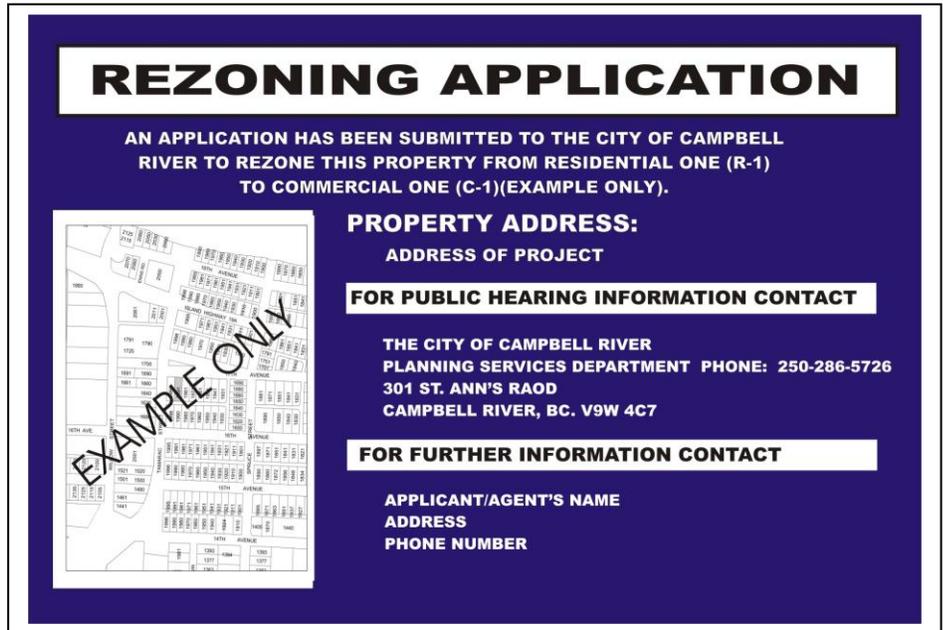
- Headings and sign copy not less than 7.62 cm (3 inches) in height.
- Map lettering not less than 3.8 cm (1.5 inches) in height.
- Adjacent land uses to the subject property are to be indicated on the plans.

Where the sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 122 centimeters from the ground.

Locations:

The notice shall be posted in a location unobstructed to view from the street:

- a) no further than six metres from the property line abutting a street; and
- b) where property abuts two or more streets, excluding lanes, a sign shall be posted no further than six metres from each abutting street or alternatively from the intersection point of the two streets at a 45 degree angle; or
- c) where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the City of Campbell River.



Timing:

The sign(s) must be posted no less than 14 days before the application's first scheduled appearance before Council.

Posting:

It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same, maintaining them in good condition. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.

***Note:** *City-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposal signs.*

Report to Council

The report to Council on the proposed development application includes:

- A full assessment of the proposal under application, including comments and recommendations from applicable City Departments and external agencies;
- An outline of options available to Council;
- A recommendation for the application to proceed or to be denied, and;
- A notation of any conditions that must be addressed.

A copy of the report is faxed or mailed to the applicant for their information. The applicant has the opportunity to appear as a delegation before Council to present the proposal and answer any questions at the Council meeting at presentation of the bylaw for 1st & 2nd readings.

Public Hearing

Applications are subject to a statutory Public Hearing held before Council. The owners of all properties located within 100 meters of the subject property are formally notified. All persons who believe that their interest in the property is affected by the proposal shall be afforded a reasonable opportunity to be heard or to present written submission respecting matters contained in the proposal. Please note that legal considerations prevent Council from receiving any representations made after the closing of the Public Hearing.

In the case of applications to amend a Zoning Bylaw, Council may waive requirements for holding the Public Hearing in accordance with the provisions of Section 893 of the Local Government Act:

- a) where the proposed zoning amendment is in compliance with the applicable Official Community Plan policies; and
- b) where no significant objections or issues as determined by Council were received at the Neighbourhood Public Meeting.

Ministry of Highway's Approval (*Zoning Amendment Bylaw only*)

If the subject property is located within 800 meters of a provincial controlled access highway, or if the application is for a zoning text amendment which affects the use of lands within 800 metres of a provincial controlled access highway, the zoning amendment bylaw must have approval from the Ministry of Transportation before it can receive final approval from City Council. Staff does endeavor to obtain this approval prior to consideration for adoption.

Final Adoption

If the majority of Council members are satisfied that the proposal is beneficial to the community, and all legal requirements and conditions have been met, Council has the authority to formally adopt the proposal under application. A letter notifies the applicant when the Bylaw is adopted and the file is closed.

Refundable Amounts

Where an application and amending bylaw has been refused by the City of Campbell River Council, the Land Use Services Department shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal, including any reasons for rejection where applicable, and including any applicable refunds as outlined in Schedule "B" of Bylaw 3266.

- a) Development Fees that are refunded prior to the file/application circulation are eligible for the cost of the Development Fee **less** 10% for administration.
- b) Development Fees that are refunded after circulation and prior to Development Services Department report to Council for consideration are eligible for the cost of the Development Fee **less** 30% for administrative costs.
- c) Development Fees that are refunded at or after Council has completed 1st and 2nd reading of a bylaw but prior to scheduling of the public hearing are eligible for the cost of the Development Fee **less** 60% for administrative costs.
- d) No development fees will be refunded after an application has had a public hearing or the public notification has been completed.

Re-Application

Subject to Section 895(3) of the Local Government Act, re-application for an amendment or permit that has been refused by Council or an Approving Authority at the City of Campbell River shall not be considered within a six (6) month period immediately following the date of refusal. The Land Use Services Department will immediately consider and process a "new" application or "revised" application that is significantly different from an amendment or permit that has been refused by Council or Approving Authority.

Please refer to the Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas to assess what applies to your proposal and set up an appointment for a pre-application meeting with the Land Use Services Staff who will be happy to assist you in filling out your application.

The City will not process incomplete applications. All submissions must include the following information:

- Complete application package signed by the registered owner(s) of the subject property.
- Agent or Consultant Authorization - If an agent/consultant is applying on behalf of the registered owner(s), Section b) needs to be filled and all owners must have signed under AGENT OR CONSULTANT/ OWNER AUTHORIZATION.
Please note the City shall deal exclusively with the agent/consultant with respect to all matters pertaining to the proposed application, unless the City is advised in writing that the agent is no longer acting on behalf of the owners.
- British Columbia Land Title for the subject property dated no more than five days prior to the date of application.
- Application Fee and Registration Fee for the Development Permit is to be paid at time of submission.
- Completed Schedule 1, Site Profile (*attached*), or Schedule 2 for Commercial and Industrial uses (*please request a copy of Schedule 2 from Land Use Services*) as per the Waste Management Act, for the subject property.
- Written statement of intent outlining the proposed use of the subject property and the reasons/rationale for the proposal, including how it will benefit the surrounding neighbourhood.
- Concept Plans, if required, are to include the following information:
 - Site Plan of sufficient detail and scale to show building design and parking layout, relationship to adjoining lands and development, site access, landscaping, buffer treatment, and any other information which may be deemed relevant to the proposal.
 - Elevation drawings of sufficient detail to show the form and character of the proposed development.
 - One (1) set of 8^{1/2}× 11 drawings and one (1) set of full size drawings to scale.
 - One digital copy of all plans and drawings of the proposal.
- Assessment reports, as required.

PUBLICATIONS AND FORMS

The following publications and forms are available through the City of Campbell River's website at:

<http://www.campbellriver.ca/Business/DevelopingCampbellRiver.aspx>

Publications and Forms:

- OCP/ZON Application Package
- Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas
- Zoning Bylaw 3250, 2007. Form, Character & Performance Development Permit Guidelines

Although the City of Campbell River tries to assure the accuracy of all information here, you should confirm all information with the Planning staff at the Land Use Services Department