



**Cariboo Regional District**  
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Telephone: (250)392-3351, Toll Free: 1-800-665-1636  
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Website: [cariboord.ca](http://cariboord.ca)

## ZONING & OFFICIAL COMMUNITY PLAN AMENDMENTS Development Services Guide

*\*An application is a process of evaluation and does not automatically ensure approval of your proposal.*

### **What is a Zoning/Official Community Plan (OCP) Amendment?**

A rezoning or OCP Amendment is an application to change the zoning or OCP designation of a property. This change may include such things as a change to the permitted land use, density, lot coverage, and is often a requirement prior to subdivision approval.

In some cases only a rezoning or an OCP amendment is required, while in other cases it is required for both a rezoning and an OCP amendment in conjunction with one another. If the area has a Land Use Contract (LUC) it may need to be amended (modification, variance) or discharged.

Some more complex proposals may require a text amendment to the OCP or the zoning bylaw. While others may require a special exception zone, which can be developed in consultation with staff to permit or restrict certain uses or regulations that are currently not provided under standard property zones.

### **Who can apply for a zoning and/or OCP amendment?**

A property owner(s) or agent having written authorization from the property owner(s) may submit an application.

### **Where is an application obtained and submitted?**

An application package can be obtained from Planning Services or from the CRD website [cariboord.ca](http://cariboord.ca) and must be submitted along with all applicable fees and information for processing and referral.

### **How long will an application take?**

An application will take approximately 8 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

### **Who approves a Zoning and/or OCP amendment?**

The CRD Board of Directors may approve a zoning and/or OCP amendment application by bylaw.

## **What is the Shoreland Management Policy?**

The CRD implemented the Shoreland Management Policy in 1983 to aid the preservation of the water quality of lakes and watercourses within the CRD and to integrate any shoreland developments with their natural surroundings. It is also the aim of the CRD to provide shoreline access to the general public where appropriate and to reduce conflict with adjacent landowners.

The CRD, with your help, is committed to ensuring that our local shorelines are preserved for the use of generations to come.

## **Does the Shoreland Management Policy apply to me?**

All lakes and watercourses within the CRD have been given a sensitivity rating as an indication of the capability of a water body to assimilate additional nutrients (principally phosphorus) without a negative effect of the water quality.

All rezoning applications within 150 metres of a low sensitivity lake, 200 metres of a moderate sensitivity lake, 250 metres of a high sensitivity lake or within 100 metres of a contributing watercourse to a lake are required to comply with the Onsite Effluent Disposal Guidelines and Riparian Buffer guidelines in Appendix III of the Shoreland Management Policy. The Adoption of a rezoning for a shoreline property will be subject to the applicant offering to enter and entering into a restrictive covenant on the title of the subject property, with all costs associated with the registration of the covenant being borne by the applicant.

During the rezoning application process the applicant must provide this office with photographs of the riparian vegetation for each proposed lot for future reference. The Cariboo Regional District will encourage property owners to submit photographs of clearing and/or thinning to this office to document compliance.

For more information refer to the CRD's Shoreline Management Policy which is located on the CRD's website or can be obtained from Planning Services.

## **What happens to your application?**

A summary of the Application process is shown below:

### Application Process:

#### *1. Pre-Application Meeting:*

You are encouraged to meet with Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

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#### *2. Submit Application:*

Complete and submit the Development Application Form including required documents, plans and all applicable fees to the CRD.

3. *Planning Review:*  
Planning Services will perform an initial review of your application and request additional information if required.
4. *Application Referral:*  
Planning Services will refer your application to the Advisory Planning Commission (APC) for your area, as well as any applicable government and non-government agencies.
5. *First and Second Reading:*  
Your application, along with a report from the planning staff that has evaluated your application against the current policies and bylaws of the CRD will be forwarded for first and second reading by the CRD Board of Directors at a regularly scheduled Board meeting. The CRD Board of Directors may:
  - Approve your application in principle and thus allow it to proceed to Public Hearing;
  - Require additional information;
  - Specify conditions which must be met prior to adoption; or
  - Refuse your application.
6. *Notice of Development Sign:*  
You will be required to post a notification sign on the property. Planning Services will provide written instruction detailing what information must be included, when the sign must be posted and requirements related to verification of sign posting.
7. *Public Hearing:*  
After the first and second reading your application will be forwarded to Public Hearing. A public hearing provides you and members of the public who believe their interest in property may be affected an opportunity to present their opinions. A Notice of Public Hearing will be advertised in the newspaper and will be sent to property owners/occupiers within a 100 metre radius of the subject property.
8. *Third Reading:*  
Once an application has had a public hearing, it will be considered for third reading by the CRD Board of Directors at a regularly scheduled Board meeting, at which point the board will take into consideration the results from the Public Hearing. The CRD Board of Directors may:
  - Require additional information;
  - Specify additional conditions which must be met prior to adoption; or
  - Refuse your application.Once the application has received third reading, it may be required to be forwarded to the Ministry of Transportation and Infrastructure or the Ministry of Community, Sport and Cultural Development for Ministry approval if required. In addition, any conditions of adoption will need to be completed before it can be advanced for adoption (e.g. – covenants)
9. *Adoption:*  
This is the final step in the application process. Once all requirements have been completed and regulatory bodies have signed off on the bylaw, then the application will be considered by the CRD Board of Directors for adoption at a regularly scheduled Board meeting. You will receive written notification of the CRD Board of Directors' decision. If your application is approved, you may proceed with the next step of your development.

**Please Note:**

Your application will be processed in accordance with Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw which includes a detailed fee and fee refund schedule.