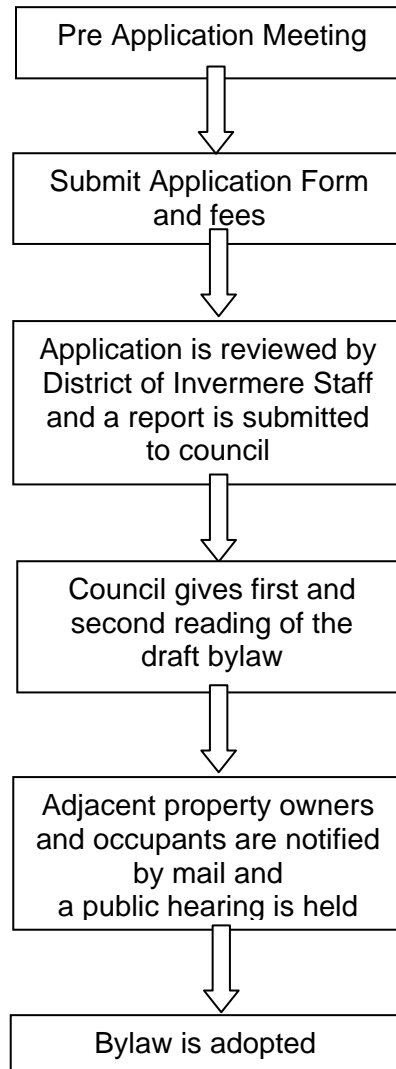




Your Guide to

OCP

Amendments



Understand what's involved in your Rezoning Application
Read our [5 Steps to OCP Amendment](#)

In this brochure:

- What is the OCP?
- An overview of the OCP Amendment processes
- Where to obtain additional information you may require

NOTE: *This brochure is a general guide to the OCP Amendment process in the District of Invermere. It is provided for your convenience only, and is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to development approval if the steps indicated are followed.*

The District of Invermere Official Community Plan (OCP)

What is an Official Community Plan?

Official Community plans are intended to guide future development within a community. A plan provides a degree of certainty about the location and nature of community change for residents and landowners. The OCP is a **long term** plan.

Community plans act as a guide to municipal council and staff when making decisions regarding zoning, development and servicing required to manage growth. The policies within a community plan also help guide decisions of the building industry.

The District of Invermere Official Community Plan has been prepared with the involvement of council, local businesses, and residents of Invermere and the Upper Columbia Valley.

When do you need to apply for an OCP amendment?

Should you find that your development proposal is not currently allowed within the OCP, you must apply to the District of Invermere for a change in the land use designation or in the text of the OCP bylaw.

Looking to develop?

The District of Invermere welcomes new developments that contribute to and benefit our growing community. We will take the time to work with you to ensure you get the information and resources you need for your application.

Please check out some of these important resources before submitting your application. Then call us and we'll work together on the next steps.

- **Invermere Official Community Plan (OCP):** Determine whether your property is located in a Development Permit Area. This plan sets out objectives for land use, servicing and the form and character of development.
- **Zoning Bylaw 1145, 2002:** Determine whether your proposed use is permitted within the zoning bylaw for your land. If not, a rezoning application, Development Variance Permit (DVP), and/or and OCP amendment may be necessary.

How long will the application process take?

Because every project is unique, no definitive timeline can be provided. Factors that influence the speed of processing are the complexity of the project, the number of applications already in progress, and your ability to provide necessary information.

Simple applications may take several months, while complex applications involving a Development Permit and Servicing Agreement may take much longer to finalize. Approvals required from outside agencies such as Transportation and Highways and Fisheries and Oceans may also extend this process.

Generally speaking, you can expedite the process by providing as much information about your proposal as possible, discussing it with Development Services Staff; and employing consultants like planners, architects, engineers, landscape architect, and surveyors.

How much will it cost?

An OCP Amendment application costs \$650 plus the costs of advertising.

STEP 1:

Schedule a Pre-Application Meeting

- Call **250.342.9281** to schedule your meeting with Development Services Staff
- This meeting determines how District policies and plans might affect your proposal. We'll review an outline of the process you'll need to follow, and give you an understanding of the potential involvement of other government agencies.
- One person (either you or a member of your design team) should be assigned the task of coordinating the application process. The submission of complete, high quality plans, will assist in the successful and timely consideration of the OCP Amendment Application.
- If your project will involve signage of *any kind*, discuss it with staff at this meeting. All signage in the District must comply with the Sign Bylaw and a signage permit is required.

Please note: information obtained in your meeting should not be used as a basis for making financial or other commitments without first obtaining your own advice

STEP 2:

Complete and Submit the APPLICATION FORM

- The Application Form details all items that must be included in your application depending on the type of application you are making.
- Ensure that the application fee is submitted together with the completed application form. A guide is enclosed in the development application form to help you estimate your fees. Other costs will be determined once your application is submitted
- If appropriate, please include a written statement describing the proposal.
- The District of Invermere will *not* process incomplete applications

STEP 3:

Circulation and Review of APPLICATION and PREPARATION OF STAFF REPORT

- The Director of Development Services will report on your application to Council, with reference to the relevant planning policies, and will then notify you as to the date and time that council will review your application, the proposed staff recommendation, and a summary of the proposed conditions which may be attached to the amendment.
- The Director of Development Services will also inform you and Council if the application has been referred to the Planning Committee or other agencies, and will include the recommendations and comments received to date.

STEP 4:

Council's FIRST & SECOND READINGS of the draft bylaw

- Where the Council agrees to give further consideration of your application, staff will prepare and submit to Council a draft OCP amendment for reading.
- Council may render a number of decisions at this time, including:
 - They may **refuse to give reading to the draft bylaw** (process stops here – application is rejected)
 - They may **require that a public hearing be held**, and will set a date for the Hearing and for the third and final reading of the draft bylaw

STEP 5:

PUBLIC HEARING

- A minimum of 10 days prior to the **Public Hearing**, notices will be mailed to all property owners and tenants within 100 meters of your property. Notices will also be placed in 2 consecutive issues of a local newspaper. You are responsible for the costs of advertising associated with your application.
- At the public hearing you are given the opportunity to present a summary of your proposal, and the public is also welcome to present their concerns and comments at that time.
- The public hearing is the last opportunity for Council to receive input from you or the public before making a final decision on the bylaw. Council is *not permitted* to receive or consider any further representations on the bylaw unless another public hearing is held.

At a regular council meeting following the public hearing, Council considers the input provided at the Public Hearing, and decides to either:

- Allow the application to proceed by giving the bylaw third reading;
- Require that the bylaw or development plans be amended; or
- Deny the application

Should Council decide to allow the application to proceed to adoption, additional steps may be required, including:

- Preparation and approval of site servicing drawings (by a professional engineer)
- Completion of a development agreement and associated securities and fees
- Filing of section 219 covenants, property consolidation, road dedication, rights-of-way, survey plans etc...
- Approvals from external agencies

STEP 6:

Bylaw ADOPTION

When all development issues have been resolved and approvals granted, the bylaw will be forwarded to Council adoption. After the Council meeting a letter confirming Council's decision will be mailed to you.

What's the Next Step?

Apply for a **DEVELOPMENT PERMIT, SUBDIVISION PERMIT, BUILDING PERMIT** and/or a **SIGN PERMIT**

Development Permits

- If your property is located in a Development Permit Area, you will need to apply for a Development Permit (see our Guide to Development Permits)

Subdivision and/or Lot Consolidation

- If you wish to subdivide your property following a zoning bylaw amendment, you will need to apply for a permit to subdivide (see our Guide to Subdivision)

Building Permits

- Following the issuance of the development permit, you may apply to the Development Services Department for a Building Permit. In addition to BC Building Code requirements, the specific conditions of the Development Permit must also be satisfied prior to the issuance of a Building Permit. Site work may not begin until the Development Permit and Building permit have been issued. If you have questions or concerns, please contact the District of Invermere at **250.342.9281** to arrange a pre-construction meeting. Also note that, where required, Development Cost Charges (DCCs) must be paid prior to issuance of a Building Permit.

Signage Permits

- In order to maintain a high quality aesthetic character and form in the District of Invermere, Council has established a Sign Bylaw (No. 1044, 2001) which clearly details the permitted visual and dimensional characteristics and location of signs within the municipality.
- You **must** obtain a Sign Permit in order to legally place a sign on your property or business. Development Services Staff will discuss sign regulations with you at your pre-meeting (Step 1).

Questions?

We've got answers!

We are here to help make this process as smooth as possible. If you have questions about the *Development Permit Process*, please contact the District Office at:

District of Invermere

914 – 8th Avenue

PO Box 339

Invermere, BC V0A 1K0

Phone: 250.342.9281

Fax: 250.342.2934

This brochure is not a legal document. Any contradiction, dispute or difference between the brochure and applicable District of Invermere By laws, plans, policies, or guidelines will be resolved by deference to the bylaws or other official documents