



## WHAT IS AN OFFICIAL COMMUNITY PLAN?

An [Official Community Plan \(OCP\)](#) is a document that outlines a community's long-term vision for growth and development. It includes policies and guidelines related to land use, transportation, housing, environment, infrastructure, parks, economic development, and more. Municipalities have the authority to develop an OCP under British Columbia's *Local Government Act* (LGA). The policies in the OCP guide the [Zoning Bylaw](#) land use regulations.

## WHEN IS AN OCP AMENDMENT APPLICATION NEEDED?

An OCP amendment application is required when a proposed development does not align with the objectives and policies outlined in the OCP or conform to the land use designation(s) of the OCP. An OCP amendment is the process of legally changing the land use designation on a parcel of land through an amending bylaw. Approval from Council is required to make any amendments, as well as a formal application and a Public Hearing.





## PRIOR TO SUBMITTING AN APPLICATION

Applicants should be well informed of the City of Revelstoke's policies and procedures before preparing an OCP amendment application. Prior to submitting an application, the applicant should consider:

- **Official Community Plan (OCP) – Land Use Designations** – Check the [City's Interactive Map](#) to identify the land use designation of the property and review the types of land uses allowed within that corresponding land use designation as well the policies in the OCP. This will help the applicant determine if their application aligns with the policy in the OCP and what might need to be amended.
- **Zoning Maps and Zoning Bylaw** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine if the application aligns with the zoning and if the zoning will need to be amended as well (which would require a rezoning application).
- **Development Application Procedures Bylaw** – Check the Development Application Procedures Bylaw to review the procedures for development in the City including information on OCP application process, application extensions, and the referral process.
- **Contact the Development Services Department** – Contact the Development Service department to set up a [pre-application meeting](#) with staff to discuss the potential OCP amendment application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

**NOTE:** Speaking to a private planning and design consultant can be useful when seeking advice on the type of development you want to undertake and how to maximize the value of the land. The City provides advise on process, applicable planning policy, and application submission requirements whereas a private planning and design consultant can provide advice on drafting development plans that meet the planning policies.



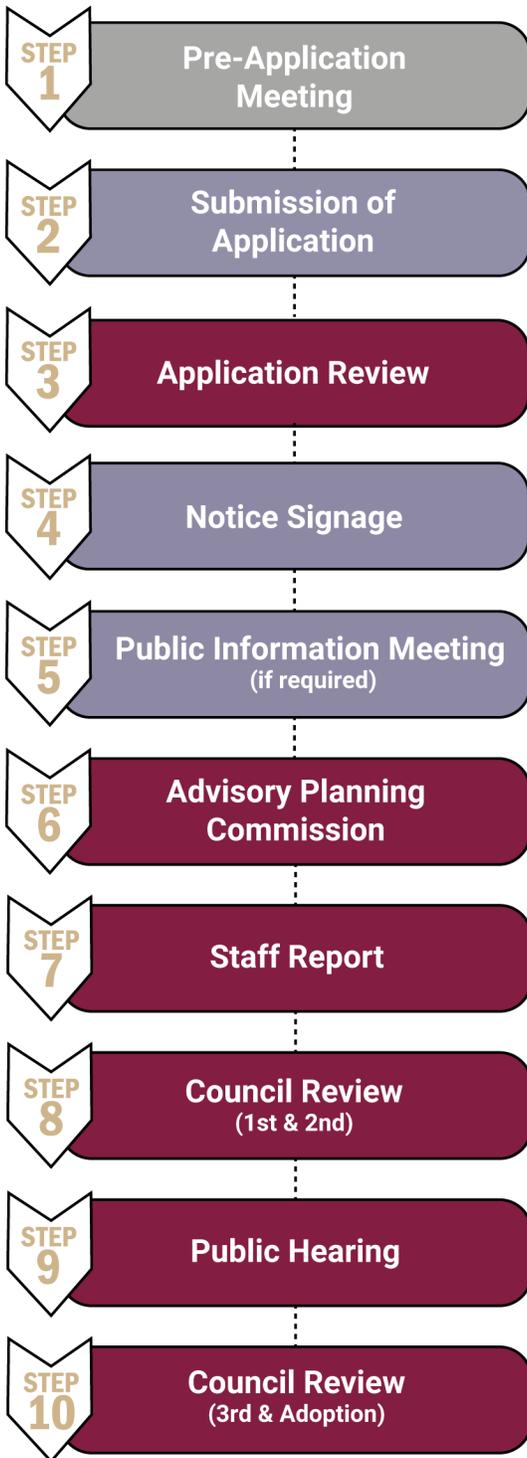
## OCF AMENDMENT APPLICATION COSTS

The cost of an OCP amendment application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with OCP amendment application may include:

- Actual cost of any third-party professional review of applications;
- Any plans needed to meet the application requirements (i.e. site plan, concepts);
- Public notification fees (i.e. signage, advertising);
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#));
- Professional reports (i.e. geotechnical assessment, servicing reports, planning rationale);
- Bonding requirements for landscaping and servicing agreements; and
- Legal fees (i.e. registry, covenants).



**OCP AMENDMENT  
 APPLICATION PROCESS**



**OCP PROCESSING TIMELINES**

The following processing timeline is established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

**OCP Amendment:** 6-12 months

**Legend**

- Applicant & City Responsibility
- Applicant Responsibility
- City Responsibility



## DETAILED APPLICATION PROCESS

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### STEP 1: PRE-APPLICATION MEETING

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Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavour to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

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### STEP 2: SUBMISSION OF APPLICATION

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Applicants can submit a OCP amendment [application form](#) and application fee in-person or electronically to the Development Services Department by emailing [development@revelstoke.ca](mailto:development@revelstoke.ca). It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

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### STEP 3: APPLICATION REVIEW

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The OCP amendment application is reviewed by the Development Services Department, other City departments and external agencies, and the Advisory Planning Commission to provide the applicant with comprehensive feedback on the application. As part of an initial review of the application, Staff will also advise the applicant whether or not a public information meeting is required.

Revised plans and additional documents may be required from the applicant or the applicant's architect, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

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### STEP 4: NOTICE SIGNAGE

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The applicant is required to post a [notice of application sign](#) on the property to notify other property owners and residents in the area of the application. Signs must be posted within 10 days from the staff member approving the sign mock-up.

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### STEP 5: PUBLIC INFORMATION MEETING (IF REQUIRED)

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Applicants may be required to hold a [public information meeting](#) for OCP amendment applications. It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The public information meeting is an opportunity for the applicant to get an understanding of the public's position on the application and address any issues early in the process.



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### STEP 6: ADVISORY PLANNING COMMISSION (APC)

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OCP amendment applications are reviewed by the APC prior to being considered by Council. The APC is an advisory body made up of members of the public appointed by Council. The APC reviews OCP and Zoning Bylaw amendments applications and advises Council of any inconsistencies or major community concerns with the applications. Staff will communicate with the applicant to ensure they are aware of when their application is going to the APC.

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### STEP 7: STAFF REPORT & AMENDING BYLAW

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Once staff have received all feedback from internal and external agencies and completed their review of the application, staff will prepare a report and the amending Bylaw for consideration by Council. The staff report takes into consideration any input received from other staff departments, referral agencies, and applicable policies in the OCP. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.

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### STEP 8: COUNCIL REVIEW (1ST & 2ND READING)

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Council will consider the proposed bylaw and make a decision. If Council is supportive of the amending bylaw, they have the option to give the bylaw First and Second Reading and refer the bylaw to a Public Hearing. If Council is not supportive of the amending bylaw, they may deny the bylaw or direct amendments / revisions to the application. Further amendments would require the applicant to pursue changes as directed by Council.

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### STEP 9: PUBLIC HEARING

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The [Public Hearing process](#) provides the public with the opportunity to speak or provide written submissions regarding the proposed OCP amendment. The purpose of the Public Hearing is to gather the opinions of the public, which Council will use as additional information to help them in their decision to give Third Reading to the amending bylaw.

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### STEP 10: COUNCIL REVIEW (3RD READING & ADOPTION)

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If Council continues to be supportive of the bylaw, they have the option to give the amending bylaw Third Reading right after the Public Hearing or at a future Council meeting. If Council grants Third Reading, then staff will prepare a report and the bylaw for Adoption to be presented at a future Council meeting for a final decision.



## QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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*This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.*

Photos provided by [Tourism Revelstoke](#).