

# Official Community Plan Amendment Application Checklist



Please note: a pre-application meeting with staff is required to determine additional application requirements.

## Required Items

- Digital Application Submission, including all Supporting Documentation
- Application Fee
- Completed Official Community Plan Amendment Application Form
- Certificate of Title
- Copy of any Relevant Covenants
- Location Plan
- Amendment Rationale
- Completed Checklist (dated and signed)

## Additional Items

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Servicing Report
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Form
<input type="checkbox"/>	<input type="checkbox"/>	Concept Plan
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Economic Impact Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Archaeological Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Tree Management Plan (TMP)
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan

Incomplete applications will be returned to the applicant.

I / we hereby declare that all of the above statements and the information and materials have been submitted in support of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (print name below)

Please be advised that further information may be required as a result of the application review process, therefore the above lists should not be considered an exhaustive list of requirements.

## Relevant Documents and Plans Must be Sealed by the Appropriate Professional. Documents and plans will not be accepted if they are bound or stapled. Plans must be folded.

### Certificate of Title (1 copy)

Copy of the Certificate of Title for subject land(s), and a copy of all relevant covenants, no older than two weeks at the time of application.

### Amendment Rationale (1 copy)

A written explanation that must include: description of the surrounding area; purpose of OCP amendment; and how the application is consistent with the objectives and policies of the Official Community Plan.

### Servicing Report (3 copies)

A report indicating the existing and proposed water, sanitary, and storm services.

### Traffic Study (3 copies)

To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

### Appointment of Agent Form (1 copy)

Required if the applicant is not the registered owner of the subject property. Please note if company search required.

### Geotechnical Report (3 copies)

To assess the suitability of the site if land stability problems and/or coal workings are present.

### Environmental Assessment (3 copies)

To include, but not limited to, watercourse, wildlife and bird habitat, wildlife corridors, species at risk, discharges to air and water, land disturbance and clearing, and proposed mitigation.

### Archaeological Assessment (3 copies)

Please contact the British Columbia Association of Professional Archaeologists ([www.bcapca.bc.ca](http://www.bcapca.bc.ca)).

### Tree Management Plan (3 full-scale copies/1 reduced 8.5" x 11" copy)

To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.

### Landscape Plan (3 full-scale copies/1 reduced 8.5" x 11" copy)

In accordance with Zoning Bylaw No. 4500, Part 17 - Landscaping.

### Site Plans (3 full-scale copies/1 reduced 8.5" x 11" copy)

Showing dimensions of all legal property lines, rights-of-way and easements, north arrow, scale, and date of plan; dimensions and setbacks of proposed and existing buildings; location, numbering and dimension of all off-street parking; existing and proposed access points to site; all watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries.