



# Official Community Plan (OCP) Amendment & Rezoning Application Checklist

**NOTE:** The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

This application is for a:  OCP Amendment       Rezoning       OCP Amendment & Rezoning

## Must Have Items:

- Complete Application Form**  
The [Development Application Form](#) must be fully completed and signed by all property owners.
- Letter of Rationale**  
A written explanation that must include (1) description of the surrounding area; (2) purpose of rezoning; and (3) how the application relates to the goals and objectives of the [Official Community Plan](#).
- Site Disclosure Statement**  
The Province of BC requires all development permits to include a completed Site Disclosure Statement.
- Site Plan Prepared By BC Land Surveyor**  
The plan should include:
  - North Arrow and Scale
  - Location and dimensions of all lot lines
  - Location of all existing and proposed buildings and structures
  - Location of all watercourses including creeks, streams, rivers, and ditches
  - Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants
- State of Title**  
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

## Staff May Also Request:

- Arborist Report**  
A report by a Qualified Professional describing the health, dimensions, and potential issues including hazardous trees.
- Archaeological Assessment**  
Please refer to the [BC Archaeology Branch](#) to confirm site significance.
- BC Company Search**  
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

### **Building Elevations**

Provide elevations for all four sides of the building(s), including siding materials, windows, and doors. Plans should also indicate proposed height of building(s).

### **Environmental Assessment**

Prepared by a Qualified Environmental Professional and should consider nearby watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

### **Fire Hazard Interface Assessment**

Identify areas of high risk or potential for fire hazard including assessment and mitigation possibilities.

### **Geotechnical Report**

Provide a report prepared by an engineer confirming the site may be used safely for the use intended.

### **Landscape Plan**

Must be prepared by a BC Landscape Architect and include the following:

- Property boundaries
- Proposed plantings including species, size, quantity, and location
- Irrigation
- Surface material including paving treatments
- Fencing and/or retaining walls
- Cost estimate

### **Plan of Proposed Subdivision**

To confirm adequate access for evacuation, emergency responders and fire protection for all parcels.

### **Shadow Study**

A shadow study may be used to illustrate the impact of development in terms of sun and daylight access to the surrounding context including surrounding buildings, the public realm, public and private open space.

### **Traffic Study**

The study should be prepared by an Engineer with experience in traffic studies, and should consider impacts to area traffic patterns, and additional loads on local and major intersections.