



Regional District of Central Okanagan
Planning Services Department
1450 KLO Road, Kelowna, BC, V1W 3Z4
Phone: (250) 469-6227,
Fax: (250) 762-7011
Email: planning@cord.bc.ca
www.regionaldistrict.com

Opportunities to Provide Your Comments

Rezoning Applications and Official Community Plan Amendment Applications

Your comments are important!

The Local Government Act of British Columbia provides the option for property owners to make applications to change the zone (the set of land uses permitted on a property), or the Official Community Plan future land use designations for a particular property. The comments of residents who feel affected by those decisions are important. There are opportunities available to provide ideas and input before decisions are made on an application. Both the rezoning and Official Community Plan (OCP) amendment applications have the same notification and input process. The purpose of this brochure is to let you know how you can provide your comments for consideration in decisions.

What is a rezoning?

The zoning bylaw consists of mapping that indicates a zone on all properties in the Regional District along with a written list of permitted uses for each zone. One zone might allow for residential uses, or another zone for retail stores, or another for industrial uses for example. Each zone also has a set of regulations such as the number of residential units permitted, building height, or setbacks from property lines. To change from one zone to another requires an application and is typically called a rezoning.

A brochure further explaining rezoning and the application process can be picked up at the Regional District Planning Services Department office. The brochure is also available at www.regionaldistrict.com in the Regional District Planning Services Department section in "Applications".



What is an Official Community Plan (OCP) amendment?

An OCP provides the Regional Board, advisory groups, and the community with a set of policies that guide decisions about future growth and land development. As well as written policies, the OCP also contains a map that shows several broad designations (or categories) of potential future land uses on all properties in the Regional District. Land use applications, such as rezonings, need to take into account the OCP policies and OCP future land use designation on the property. A rezoning and OCP designation amendment may be considered simultaneously.

A brochure further explaining OCP's and the OCP amendment application process can be picked up at the Regional District Planning Services Department office. The brochure is also available at www.regionaldistrict.com in the Planning Department section in "Applications".

Frequently asked questions:

Why are public notices and meetings done a certain way?

The Local Government Act of the Province of British Columbia requires, by law, that notifications occur in a certain way at specific points in the application process. The required timing and form of notification and meetings varies depending upon the type of application.

What notifications are there?

Both types of applications have the same notification requirements. There are three common ways that you would find out that there is an application:

- A sign is posted on the property,
- A written notice from the Regional District of the public hearing is mailed to all properties within 100 metres of the property under application.
- A public hearing is advertised in local newspapers and on the Regional District website www.regionaldistrict.com.

How do I look at an application?

Applications are available to review at the offices of the Regional District Planning Services Department. Having the application number or legal description from a written notice or copied from the sign will help to identify the correct file.

How do I provide my comments?

There are two ways to provide comments:

First Opportunity – Provide written comments directly to the application file by submitting them to the Planning Services Department

Comments can be submitted in writing directly to the Regional District Planning Services Department at any time before the official public hearing. Letters can be mailed, faxed or dropped off at the Planning Services Department.

All written input submitted before closure of the public hearing is forwarded to the Regional Board to review when considering a decision on the application.

Second Opportunity- Attend the official public hearing

Every rezoning or OCP amendment application requires a public hearing in front of the Regional Board. The location and time of the public hearing is in the notice mailed to neighbouring property owners, or is available from the Planning Services Department, or on the Regional District website.

Everyone who wishes will be given an opportunity to speak, or, written comments can be submitted at the public hearing. Once the public hearing is officially closed, by law, no additional information or comments can be received. *Your comments must be received either before or at the public hearing in order for them to be considered.*

Who makes the decisions?

Ultimately, the Regional Board has the authority to adopt a bylaw that would change a zone or the OCP designation on a property. All input received before closure of the public hearing such as letters, public hearing minutes, advisory committee comments, application material, and staff reports are considered in their decision.

Are meetings that are set up by the applicant “official”?

Sometimes an applicant may set up a meeting not involving the Regional District to have discussions with affected residents. This allows the applicant and residents an opportunity to explain opinions and ask questions in an informal way. The applicant can better understand the issues, discuss options, and consider amending his application in response.

While such meetings can be fruitful, they are not official Regional District meetings and public comments are not recorded or submitted as part of an official process. Taking advantage of the opportunities outlined in this brochure will ensure that your ideas and comments are considered in decisions about the application.

For more information...

For more information, please contact staff at the Planning Services Department at (250) 469-6227.

This brochure is for convenience only. It is general in nature, and is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.