



OFFICIAL COMMUNITY PLAN AND/OR REZONING APPLICATION PROCESS

Applications for amendment to the Official Community Plan (OCP), Zoning Bylaw and/or concurrent Development Permits will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver [Development Procedures Bylaw](#) and Council's Preliminary Development Proposal & Public Consultation Policy.

Refer to the [Fees and Charges Bylaw](#) for applicable application costs.

Refer to our [Submitting a Development Application](#) webpage for the Planning Submission Checklist and Development Application form which includes the submission requirements.

About OCP amendments and rezoning applications

The *Official Community Plan (OCP)* is a general statement of the broad objectives and policies of District Council respecting the form and character of existing and proposed land development and associated services. The zoning bylaw is a detailed tool of implementation that regulates the use of buildings and land within the District. Any change to the zoning bylaw must comply with the *OCP*. If a proposed use or density is not permitted by the zoning bylaw, then an application to amend the zoning bylaw is required. For proposals that are broadly supported by the *OCP* but require an amendment to amend a site-specific development provision an *OCP* amendment may be required. A concurrent development permit is typically processed with rezoning and *OCP* amendment proposals.

Processing steps for OCP amendments and rezoning applications

1. Initial inquiry

Applicant makes an initial inquiry by telephone or email to the Planning Department regarding their development proposal. Staff provide an overview of the relevant policy considerations, process and application forms.

2. Preliminary development proposal

Applicant submits a detailed preliminary proposal to staff for review. Staff provide feedback, direction, and application requirements for a formal application. The applicant revises plans accordingly and resubmits as many times as necessary.

3. Preliminary council report (dependant on District policy)

For amendment applications that are proposing a significant departure from the *Official Community Plan* and/or zoning bylaw in terms of use, height, density, or location within a local area plan boundary or are being considered under *OCP* policies 2.1.15 or 2.1.7—staff will prepare a preliminary report consideration by Council.

4. Preliminary public information meeting

The applicant advertises and notifies surrounding property owners based on the requirements in the *Preliminary Development Proposal & Public Consultation Policy* and hosts a preliminary public information meeting. The public provides input on the development proposal to the applicant. District staff are in attendance to observe and answer questions related to District regulations.

5. Formal application submission

Applicant revises proposal based on public input and submits a formal application to staff. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.

6. Review process

Staff prepare internal and external referrals by distributing an information and referral memo to all applicable District departments, government ministries, and relevant advisory bodies as necessary for review. Applicant receives feedback from the review process, outlines additional information requirements, and/or possible revisions. Applicants revises and updates their proposal in response to staff comments.

7. Public information meeting

Applicant hosts public information meeting. Public input is provided to the applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process.

8. Council report

Once required revisions are completed by the applicant to respond to staff advice and public input, staff prepare a report for Council consideration that provides an analysis of the project and recommendations to Council. Recommendations are based on existing bylaws and policies; staff are obligated to prepare a package for Council to consider regardless of the recommendation.

Note: Amendments to section 464 of the *Local Government Act* in 2023 now state that a local government cannot hold a public hearing in the following circumstances:

- 1 (a) where an official community plan is in effect for the area that is the subject of the zoning bylaw, and
- (b) the zoning bylaw is consistent with the official community plan, and either:
 - (i) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, or
 - (ii) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

9. First reading

The first time Council considers the application. Council may:

- a. give first reading of the bylaw and, where applicable, set a public hearing date; or
- b. refer the proposal back to staff for modifications or request further information; or
- c. reject the application

10. Public hearing notification (where applicable)

The applicant is required to post a notice of application site sign. Staff advise on the placement, size, and content of the signage. District issues public hearing notification including letters delivered to 100 metres within the site, newspaper ads, and website updates.

11. Public hearing occurs (where applicable)

All public input is presented to Council for their consideration. The public hearing is an opportunity for Council to hear from the public directly; not to enter into debate or discuss the merits of the application during the public hearing.

12. Second and third reading

Council considers the application and may:

- a. give second and third reading; or
- b. refer the proposal back to staff and request changes if desired; or
- c. reject the application

13. Provincial referral and approval

Ministry of Transportation and Infrastructure (MoTI) approval is required for zoning amendments that are within 800 metres of a controlled access highway.

14. Applicant fulfills conditions

Applicant fulfills any conditions requested by Council. This may include any legal documents, such as covenants, development agreements, housing agreements, and statutory right of ways which must be registered on title. Other requirements may include technical documents and servicing agreements.

15. Final adoption of bylaw

Adoption of application if Council approves.

16. Building permit application

Once an OCP and/or rezoning is approved, the applicant will need to apply for a building permit.