

OCP & REZONING APPLICATION PROCESS

Applications for amendment to the Official Community Plan, 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 No. 4940, 2017 and Council's Preliminary Development Proposal & Public Consultation Policy 02-80-377, 2017.

Refer to Fees and Charges Bylaw No. 5025, 2019 for applicable application costs.

For application submission requirements, refer to the Planning Submission Checklist and Development Application Form.

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 and 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 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 staff require.
3. **Preliminary council report** (at staff's discretion): 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 policy 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. **Referral process:** Staff refer the application to all applicable District departments, government ministries and advisory bodies for review (Design Review Committee, Advisory Committee on Disability Issues, etc.)
7. **Public information meeting** (at staff's discretion): Applicant hosts an optional public meeting to receive feedback on the formal application.
8. **Permission to Proceed Council Report:** Staff prepare report for Council consideration and either recommend the application proceeds to Public Hearing (First Reading) OR be rejected. This recommendation is based on existing bylaws and policies; staff are obligated to prepare a package for Council to consider, regardless of the recommendation.
9. **First Reading:** The first time Council considers the application. Council may:
 - a. Give First Reading of the Bylaw and 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 information meeting:** Applicant hosts public information meeting. Public input is provided to applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process.
11. **Public hearing notification:** The applicant is required to post a notice of application site sign within 5 days after Council first considers the application. Staff advise on placement, size, and content of the sign posts. District issues Public Hearing notification including letters delivered to 100 metres within the site, newspaper ads and website updates.
12. **Public hearing occurs:** All public input is presented to Council for their consideration. The Public Hearing is an opportunity for Council to hear from a broad the public directly; not to enter into debate or discuss the merits of the application during the Public Hearing.
13. **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 requests changes if desired; or
 - c. reject the application.

14. **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.
15. **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.
16. **Final adoption of bylaw:** Adoption of application if Council approves.