

Application Guide: Official Community Plan Amendment



What is the Official Community Plan?

The Official Community Plan (OCP) is the Village's comprehensive plan to capture the vision and values of the community used to guide future growth and development. Contained within the OCP are land use designations, and special planning areas which provide further detail on the desired type and character of future development. All land within the village is assigned a land use designation as shown within the OCP. Any development or building permit issued by the Village, or any subdivision approved by the Approving Officer, must be in accordance with the OCP.

When is an Official Community Plan Amendment Required?

An OCP amendment application is required when a proposed development does not conform to the land use designation of the OCP. An OCP amendment is the process of legally changing the land use designation on a property. An application to change the land use designation will be reviewed within the context of all relevant OCP policies. The rationale for a proposed OCP amendment must be carefully considered and well thought out by the applicant.

Additional Applications

Most OCP amendments will also require a Rezoning Application. A Development Permit Application may also be required. If the OCP amendment is to facilitate the creation of new lots, a Subdivision Application will be required.

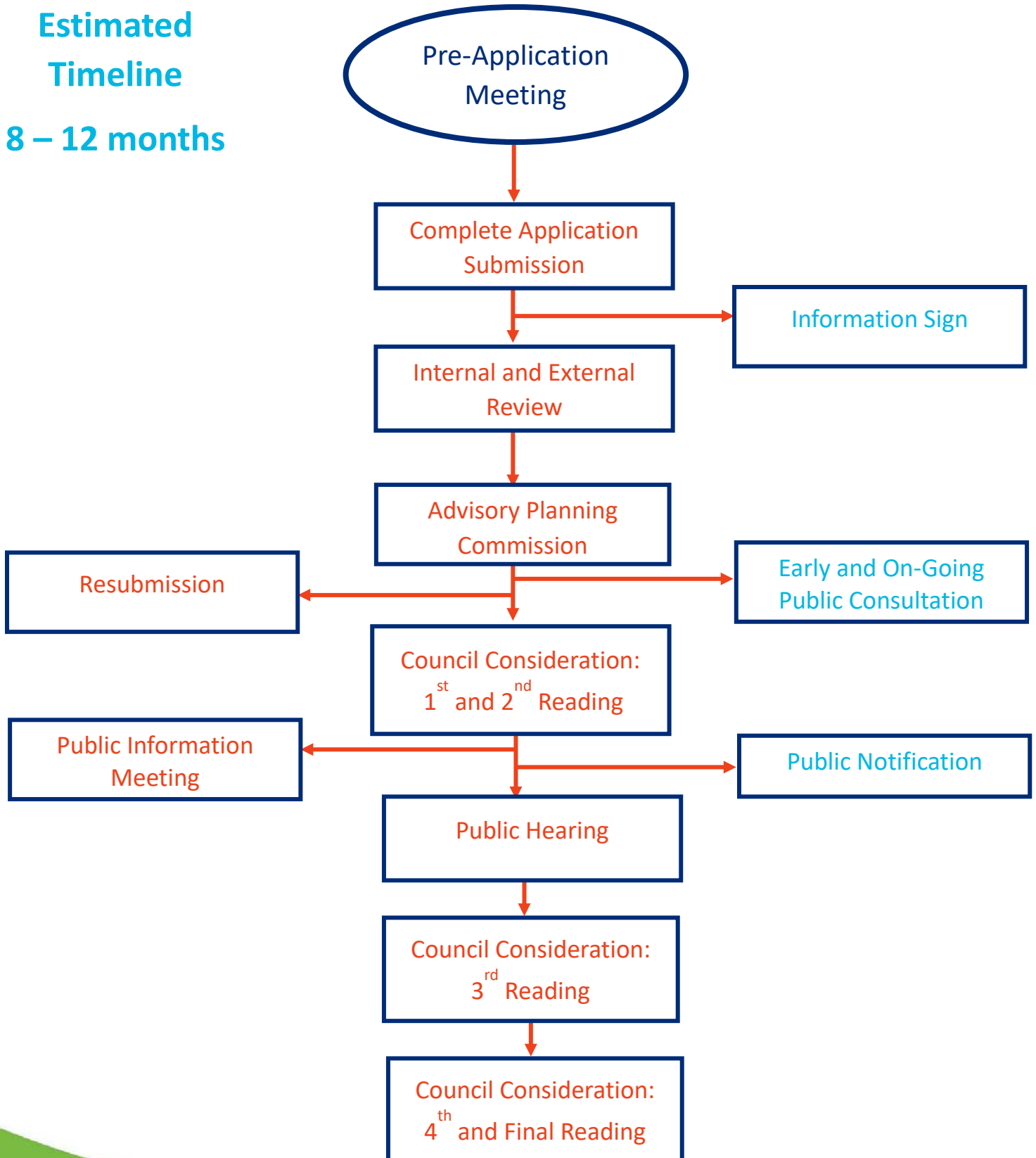
Application Fees

Application Fee	\$900.00
Combined OCP and Rezoning application fee	\$1200.00
Residential	\$250.00 for each additional lot/dwelling in excess of the first 10 lots or dwelling units proposed
All other uses	\$250.00 for each additional 100m ² of floor area in excess of the first 1000m ²
Servicing Review Deposit	Water: \$3000.00 Sanitary: \$3000.00
Public Notification	\$750.00 per public hearing
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

Application Guide: Official Community Plan Amendment

Estimated
Timeline

8 – 12 months



Application Guide: Official Community Plan Amendment

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Information Sign

An Information Sign image file will be provided to the applicant by Staff. The applicant is responsible for the printing, posting, removal and any other costs. The sign must be posted within 14 days.

4. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

5. Advisory Planning Commission

Staff may refer the application to an Advisory Planning Commission. The applicant is required to speak to their application and answer any questions posed by the Commission.

6. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

7. Early and On-going Public Consultation

As per Section 475 of the Local Government Act, Council must provide Staff with direction on the required level of public engagement to ensure early and on-going public consultation.

8. First and Second Bylaw Reading

Staff will provide an introduction of the application to Council and schedule a Public Hearing Date. Four readings are required to pass a Bylaw.

9. Public Information Meeting

A Public Information Meeting may be required. The applicant is required to advertise and host the meeting to present their proposal to the public and answer questions.

10. Public Notification

Notice of Council's intention to amend the OCP shall be pursuant to Section 466 of the *Local Government Act*. Notice of the meeting will be published in 2 consecutive issues of a newspaper and mailed to properties at a distance of no greater than one hundred (100) meters from the subject lands.

11. Statutory Public Hearing

Staff will provide a brief presentation to outline the application. The applicant is strongly encouraged to speak to their application. Any member of the public impacted by the proposal is welcome to speak towards the application.

12. Third Bylaw Readings

Council considers the bylaw amendment for third reading. Council may provide third reading, refer the application back to staff for more information or refuse third reading thus rejecting the application.

13. Fourth and Final Bylaw Readings

Council considers the bylaw amendment for fourth and final reading. Council may provide fourth and final reading, refer the application back to staff for more information or refuse the reading thus rejecting the application.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

Email: developmentservices@pemberton.ca

Phone: 604-894-6135

Application Guide: Zoning Bylaw Amendment



What is a Zone?

Zoning provides land use certainty and is used to shape the places we live, work and play to ensure development is in the best interest of the community. All land within the village is assigned a zone as shown on the [Village of Pemberton Zoning Map](#). Zoning is a tool to regulate land use and the form of development – it defines permitted uses, development density, and other regulations including building height, lot coverage and required off street parking. Any development or building permit issued by the Village, or any subdivision approved by the Approving Officer, must be in accordance with the Zoning Bylaw.

When is a Rezoning Application required?

If the proposed development or use is not permitted under the existing zone, then the property owner may apply for a change in zoning. Rezoning is the process of legally changing the zoning on a property. Any Zoning Bylaw amendment must be in accordance with the Village's Official Community Plan.

Community Amenity Contributions

Community Amenity Contributions (CACs) may be obtained through the rezoning process. Staff utilize a combination of density bonus zoning and case by case negotiation to determine CACs. In-kind contributions through a land use agreement registered on title are also permitted.

Application Fees

Application Fee	\$900.00
Residential	\$250.00 for each additional lot/dwelling in excess of the first 10 lots or dwelling units proposed
All other uses	\$250.00 for each additional 100m ² of floor area in excess of the first 1000m ²
Servicing Review Deposit	Water: \$3000.00 Sanitary: \$3000.00
Public Notification	\$750.00 per public hearing
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

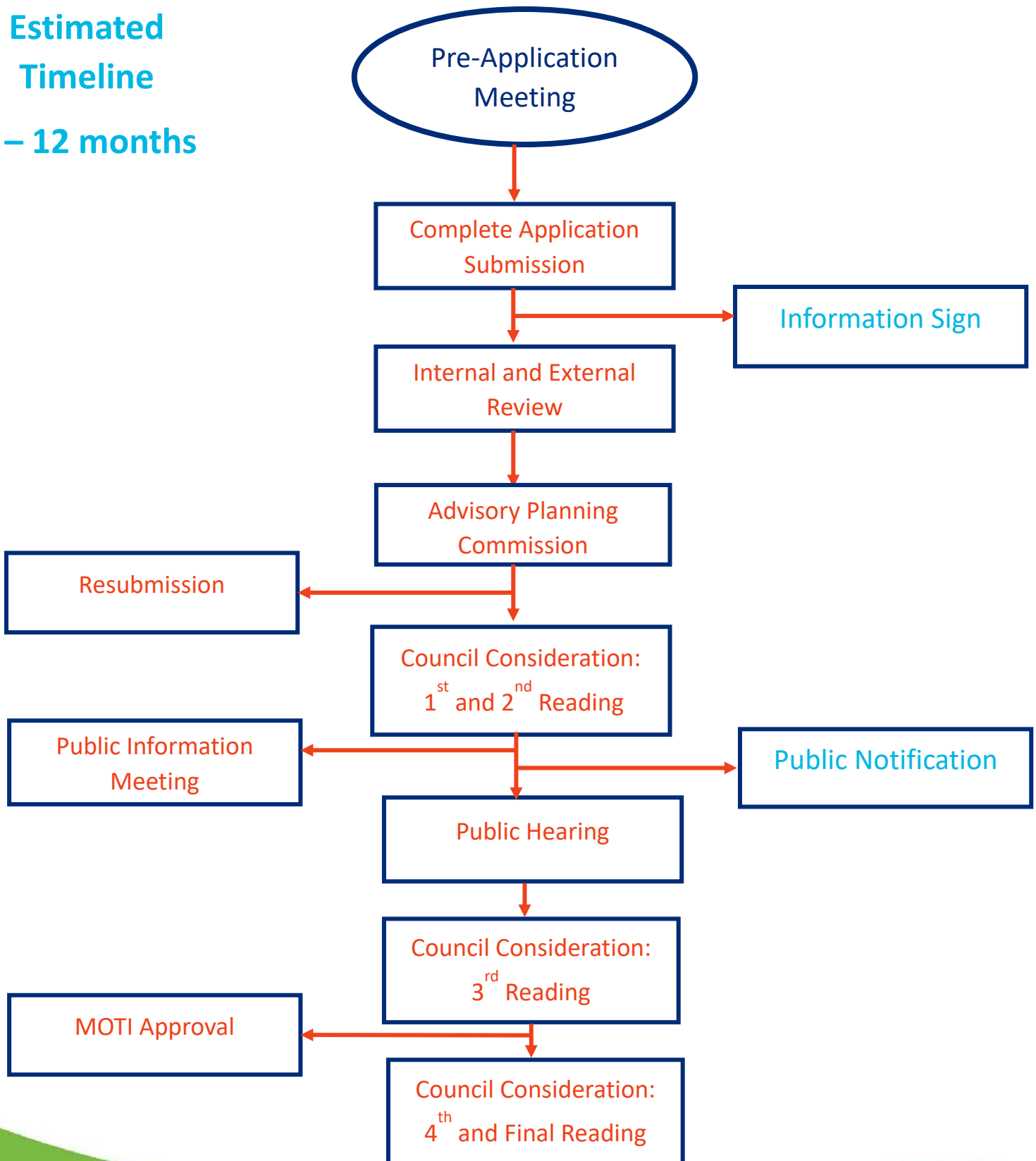
Other Applications

Depending on the location of the subject lands a Development Permit may also be required. If the intention of the Zoning Bylaw amendment is to create a new lot, a subdivision application is also required.

Application Guide: Zoning Bylaw Amendment

Estimated
Timeline

8 – 12 months



Application Guide: Zoning Bylaw Amendment

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Information Sign

An Information Sign image file will be provided to the applicant by Staff. The applicant is responsible for the printing, posting, removal and any other costs. The sign must be posted within 14 days.

4. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

5. Advisory Planning Commission

Staff may refer the application to an Advisory Planning Commission. The applicant is required to speak to their application and answer any questions posed by the Commission.

6. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

7. First and Second Bylaw Reading

Staff will provide an introduction of the application to Council and schedule a Public Hearing Date. Four readings are required to pass a Bylaw.

8. Public Information Meeting

A Public Information Meeting may be required. The applicant is required to advertise and host the meeting to present their proposal to the public and answer questions.

9. Public Notification

Notice of Council's intention to amend the Zoning Bylaw shall be pursuant to Section 466 of the *Local Government Act*. Notice of the meeting will be published in 2 consecutive issues of a newspaper and mailed to properties at a distance of no greater than one hundred (100) meters from the subject lands.

10. Statutory Public Hearing

Staff will provide a brief presentation to outline the application. The applicant is strongly encouraged to speak to their application. Any member of the public impacted by the proposal is welcome to speak towards the application.

11. Third Bylaw Readings

Council considers the bylaw amendment for third reading. Council may provide third reading, refer the application back to staff for more information or refuse third reading thus rejecting the application.

12. MOTI Approval

Zoning Bylaw Amendments that are located within 800m of a control access highway require approval from the Ministry of Transportation and Infrastructure.

13. Fourth and Final Bylaw Readings

Council considers the bylaw amendment for fourth and final reading. Council may provide fourth and final reading, refer the application back to staff for more information or refuse the reading thus rejecting the application.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

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Phone: 604-894-6135

Application Guide: Development Permit



What are Development Permit Areas?

The Village of Pemberton Official Community Plan (OCP) designates Development Permit (DP) areas for one or more of the following purposes:

- Protecting the natural environment;
- Protecting development from hazardous conditions;
- Protecting farming;
- Revitalization of an area in which commercial use is permitted; and
- Establishing objectives for the form and character of commercial, industrial, intensive residential and multi-family development.

For each of the Development Permit Areas, the OCP provides Development Permit Guidelines which are used to review applications.

When is a Development Permit Application Required?

A DP is required for land within a designated DP area prior to:

- The subdivision of land;
- constructing, adding to, or altering a building or structure; or
- altering land within an area designated for protection of the natural environment, or protection of development from hazardous conditions.

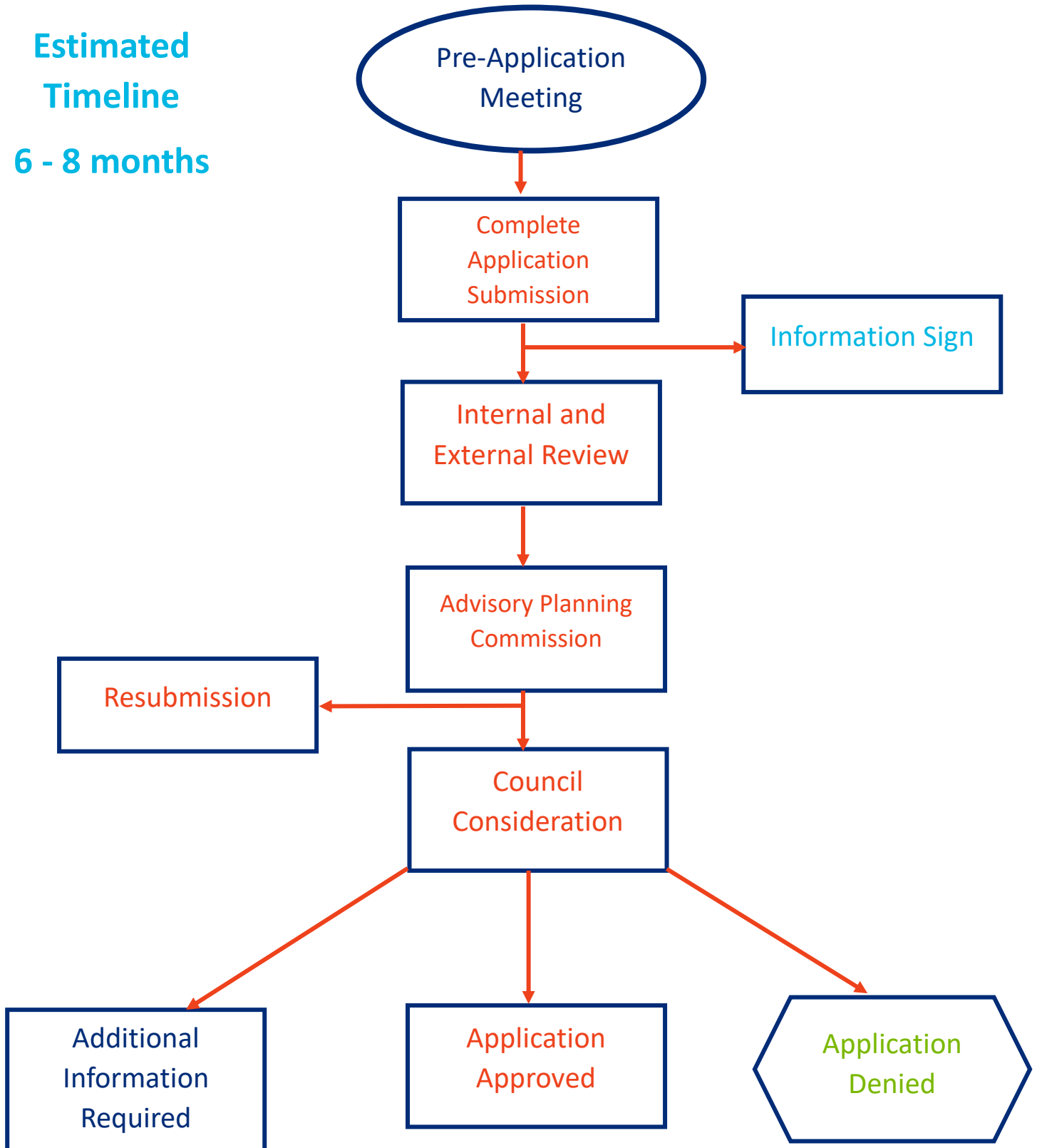
Activities that are exempt from development permit requirements are outlined within the Village of Pemberton Official Community Plan.

Application Fees

Major Development Permit for Form and Character	\$900.00
Residential	\$250.00 for additional lot/dwelling in excess of the first 10 lots or dwelling units proposed
All other uses	\$250.00 for each additional 100m ² of floor area in excess of the first 1000m ²
Servicing Review Deposit	Water:\$3000.00 Sanitary:\$3000.00
Major Development Permit for Environmental Protection	\$600.00
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

Application Guide: Development Permit

**Estimated
Timeline**
6 - 8 months



Application Guide: Development Permit

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Information Sign

An Information Sign image file will be provided to the applicant by Staff. The applicant is responsible for the printing, posting, removal and any other costs. The sign must be posted within 14 days.

4. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

5. Advisory Planning Commission

Staff may refer the application to an Advisory Planning Commission. The applicant is required to speak to their application and answer any questions posed by the Commission.

6. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

7. Council Consideration

Staff will provide a recommendation report to Council. The applicant is strongly encouraged to speak to their application and answer any questions posed by Council.

8. If Authorized

The Development Permit will be sent to the applicant once all conditions have been satisfied. A temporary use permit may be renewed once.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.
Email: developmentservices@pemberton.ca
Phone: 604-894-6135

Application Guide: Minor Development Permit



What is a Minor Development Permit?

Minor Development permits are development permit applications that have been delegated by Council to the Manager of Development Services for approval.

Application Fees

Minor DP for Environmental Protection	\$600.00
Minor DP for Land Constraints	\$400.00
Minor DP for Enhancement of Agriculture	\$400.00
Minor Development Permit	\$200.00
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

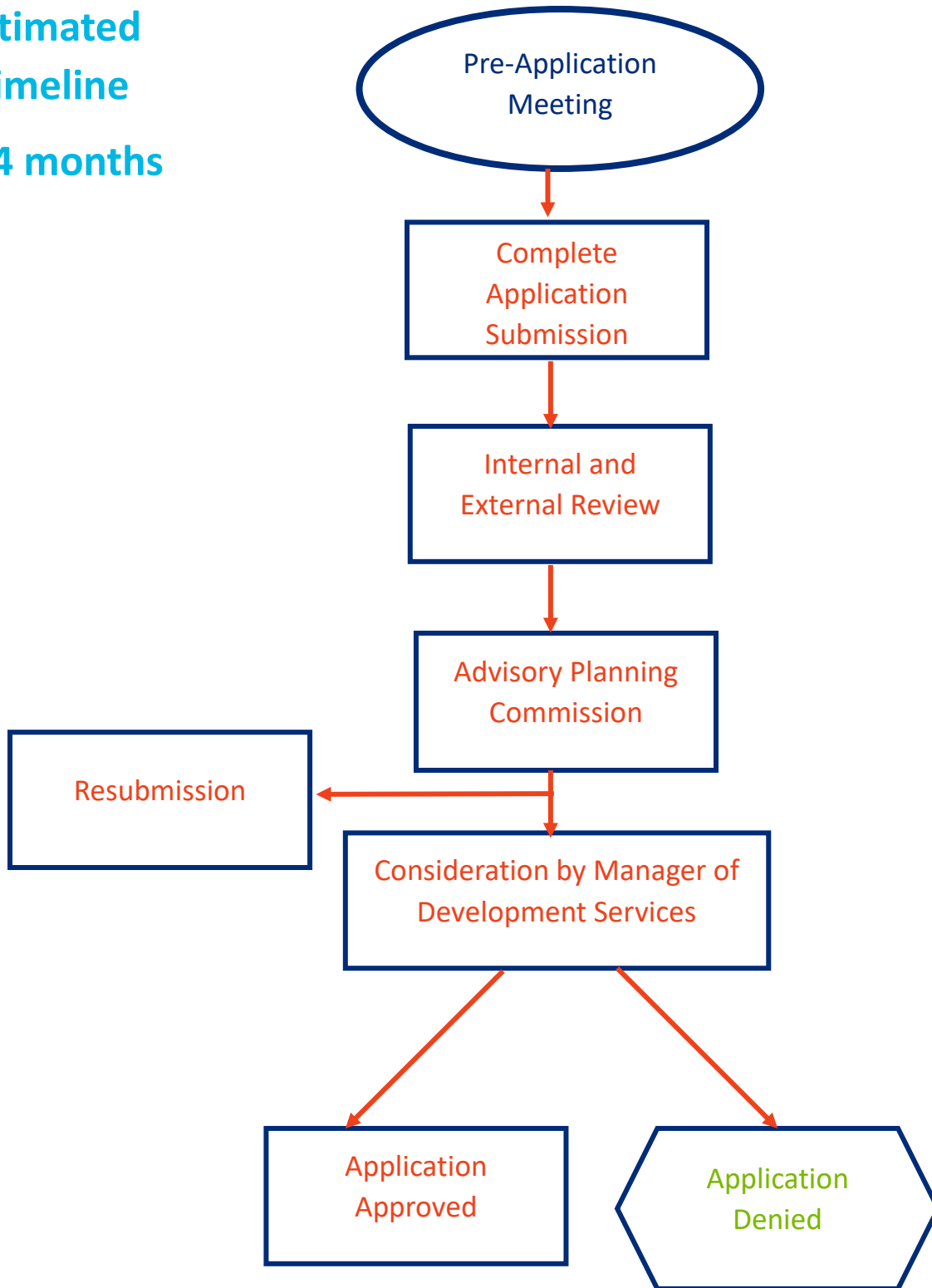
When is a Minor Development Permit Required?

- a) Minor amendments to Major Development Permits issued by Council;
- b) Development Permits required for site clearing and grading;
- c) Development Permits under the following Development Permit Area No.1 – Environmental Protection, where subject lands are located in a Riparian Area; Development Permit Area No. 2 – Land Constraints; and Development Permit Area No. 3 – Enhancement of Agriculture;
- d) Development within Development Permit Areas No. 4, 5 & 6 for the form and character of development involving:
 - i. exterior repainting of an entire building, or an entire part of a building whereby the colours differ from the approved Development Permit or the existing colour;
 - ii. landscape changes or new landscaping, including both installation of planting materials (but not seasonal planting) and installation of permanent planters, guardrails, rock stacking and other hard landscaping;
 - iii. changes to not more than two (2) exterior building or roofing materials;
 - iv. exterior lighting alterations or installation of additional exterior lighting;
 - v. non-structural exterior building repairs that alter the building appearance;
 - vi. new exterior windows or doors that alter the exterior appearance of the building;
 - vii. placement of exterior communications equipment that are visible from a public road and project more than three (3) meters from the roof or face of the building;
 - viii. additions to buildings or structures, where the total interior floor area is increased by 20 m² or less;
 - ix. new buildings or structures for storage or refuse and recycling facilities which conform to the Village requirements;
 - x. new buildings or structures with a total interior floor area of 20 m² or less;
 - xi. Comprehensive Sign Plans and issuance of a Development Permit for the signs where a sign is consistent with the Village Sign Bylaw;
 - xii. storage container approval and renewal; or
 - xiii. any other exterior changes to a property that the Manager deems to be minor in terms of the impact on the subject and adjacent properties.

Application Guide: Minor Development Permit

Estimated
Timeline

3– 4 months



Application Guide: Minor Development Permit

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

4. Advisory Planning Commission

Staff may refer the application to an Advisory Planning Commission. The applicant is required to speak to their application and answer any questions posed by the Commission.

5. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

6. Manager of Development Services Consideration

The Manager of Development Services has been delegated the authority by Council to approve Minor Development Permits.

7. If Authorized

The Minor Development Permit will be sent to the applicant and Notice of Permit will be forwarded to the Land Title and Survey Authority of BC for registration on Title.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

Email: developmentsservices@pemberton.ca

Phone: 604-894-6135

Application Guide: Development Variance Permit



When is a Development Variance Permit required?

A Development Variance Permit (DVP) is required when a property owner, or an agent acting on behalf of the property owner, wishes to have requirements of the Zoning Bylaw, Subdivision and Development Servicing Bylaw, or Sign Bylaw changed. A DVP may not vary the use or density of the land, the application of a zoning bylaw in relation to residential rental tenure, or a flood plain specification.

What is the difference between the Board of Variance and a Development Variance Permit?

The Board of Variance addresses appeals for minor variances where compliance with the Zoning Bylaw would cause undue hardship. If you are requesting a significant variance and/or your reason for requesting a variance does not include a hardship rationale, a DVP application is more suitable.

Talk with your Neighbours

Consultation with your neighbours who may be affected by the proposed development variance permit application is strongly encouraged. Obtaining neighbours input better enables an applicant to address any concerns and/or modify their application before significant time and investment are made in the review process.

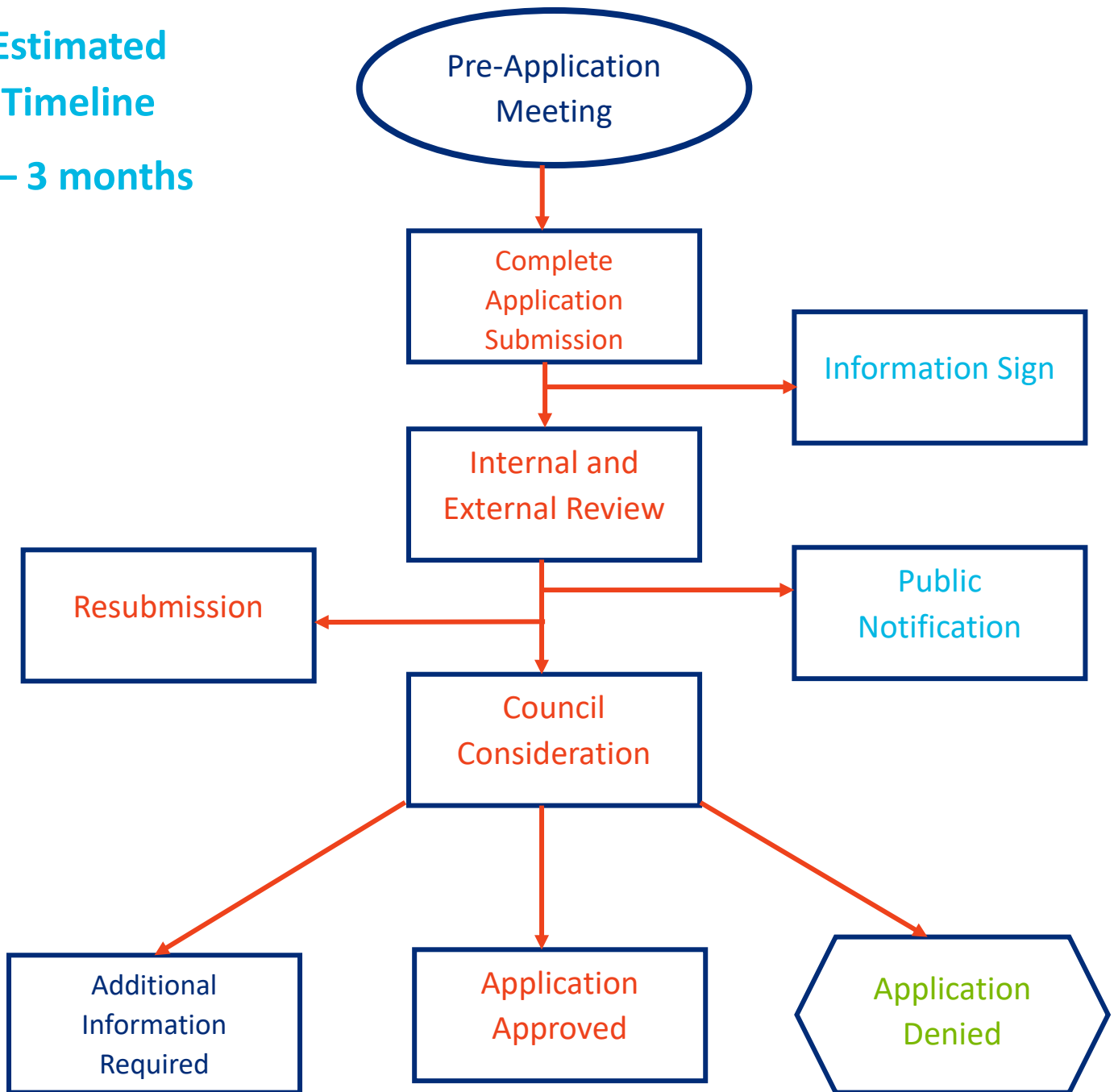
Application Fee

Application Fee	\$450.00
Public Notification Fee	\$500.00
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

Application Guide: Development Variance Permit

Estimated
Timeline

2 – 3 months



Application Guide: Development Variance Permit

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Information Sign

An Information Sign image file will be provided to the applicant by Staff. The applicant is responsible for the printing, posting, removal and any other costs. The sign must be posted within 14 days.

4. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

5. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

6. Public Notification

At least 10 days prior to the application being considered by Council, property owners within 100 metres of the subject lands will be notified of the application. The application will be made available for the public.

7. Council Consideration

Staff will provide a recommendation report to Council. The applicant is strongly encouraged to speak to their application. Members of the public also have the opportunity to speak towards the application.

8. If Authorized

The Development Variance Permit will be sent to the applicant and Notice of Permit will be forwarded to the Land Title and Survey Authority of BC for registration on Title.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

Email: developmentsservices@pemberton.ca

Phone: 604-894-6135

Application Guide: Temporary Use Permit



What is a Temporary Use Permit?

A Temporary Use Permit (TUP) is an approval from Council for a temporary land use that does not conform to the Zoning Bylaw.

Temporary commercial and industrial uses are allowed within all commercial, institutional and industrial zones.

A TUP may be issued for up to 3 years and can be renewed once by Council for an additional 3 years. The TUP sets out the terms and conditions of the use and may require securities to ensure these terms and conditions are adhered to.

When is a TUP Required?

A TUP may do one or more of the following:

- Allow a use not permitted by the Zoning Bylaw.
- Specify conditions under which the use may be carried on.
- Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

TUP Considerations

In considering the issue of a Temporary Use Permit, Council or shall consider the following:

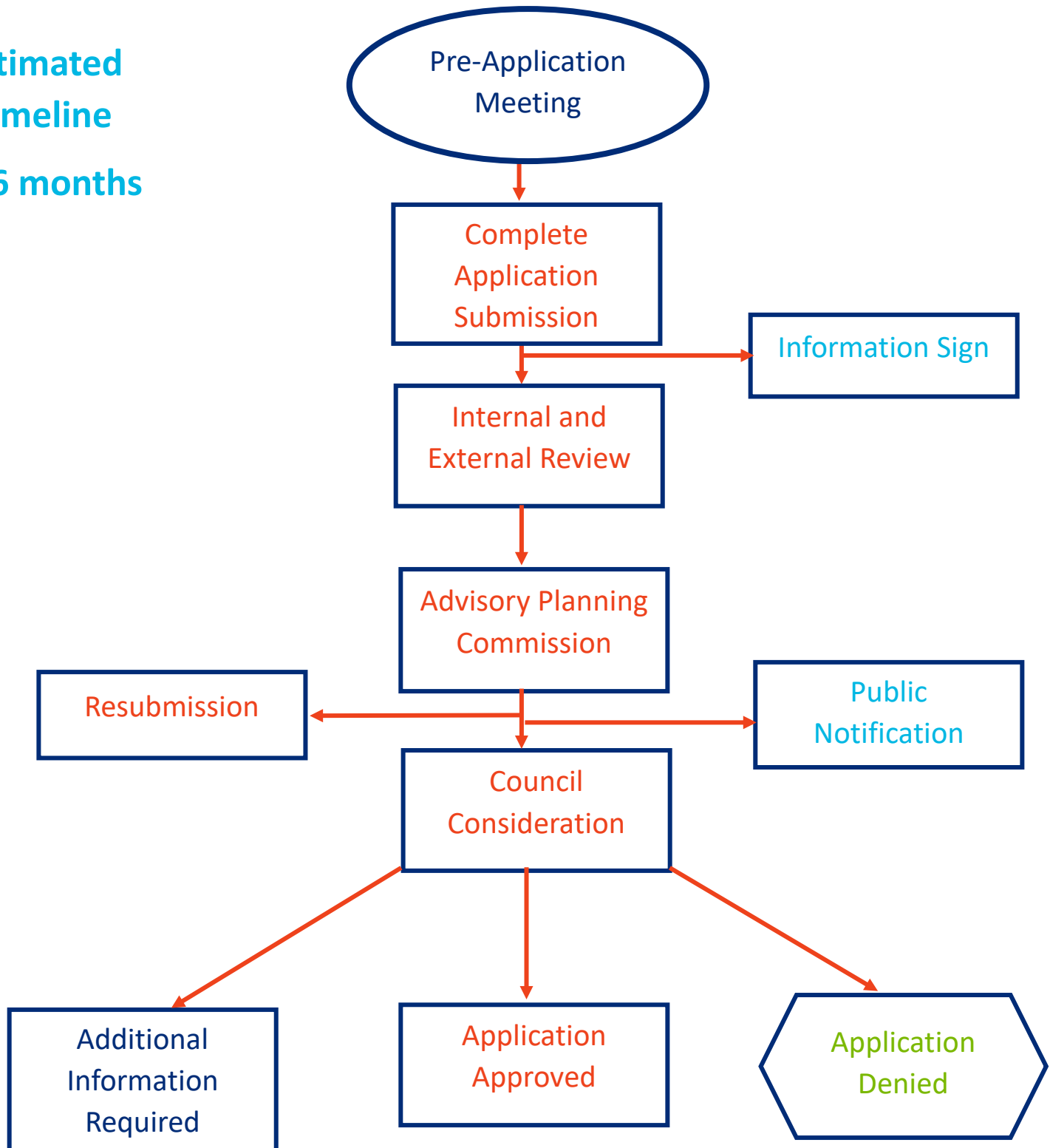
- Whether the proposed use is consistent with the Official Community Plan designation for the land;
- Whether the proposed use is consistent with any other relevant Village of Pemberton policies;
- In the case of any proposed use that is not consistent with any such plan or Council policy, the nature and extent of any community benefit from the use;
- Whether the proposed use is of a temporary nature or whether it would be more appropriate for the Village to consider permitting the use by rezoning;
- The suitability and compatibility of the proposed use with the surrounding area, including its operation, function, appearance and intensity of use; and
- The impact of the proposed use on the operation of adjacent uses, including future land uses permitted by the Zoning Bylaw and designated by the Official Community Plan.

Application Fee

Application Fee	\$450.00
Public Notification Fee	\$500.00
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee

Application Guide: Temporary Use Permit

**Estimated
Timeline**
4– 6 months



Application Guide: Temporary Use Permit

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Information Sign

An Information Sign image file will be provided to the applicant by Staff. The applicant is responsible for the printing, posting, removal and any other costs. The sign must be posted within 14 days.

4. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

5. Advisory Planning Commission

Staff may refer the application to an Advisory Planning Commission. The applicant is required to speak to their application and answer any questions posed by the Commission.

6. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

7. Public Notification

As per the *Local Government Act*, notice of Councils consideration will be advertised in the newspaper. The application will be made available for the public.

8. Council Consideration

Staff will provide a recommendation report to Council. The applicant is strongly encouraged to speak to their application and answer any questions posed by Council.

9. If Authorized

The Temporary Use Permit will be sent to the applicant once all conditions have been satisfied. A temporary use permit may be renewed once.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

Email: developmentsservices@pemberton.ca

Phone: 604-894-6135

Application Guide: Subdivisions



Subdivision

A subdivision is the process of changing or creating new property boundaries and the process requires approval from the Approving Officer for registration of the new subdivision at the Land Office. This also includes bare land strata.

Application Fees

Subdivision	\$500.00	+\$150.00 for each additional lot created
Bare Land Strata	\$500.00	
Tentative Approval Letter Extension	\$200.00	
Cost Recovery	Based on actual costs for Staff and consultant time plus a 10% administration fee	

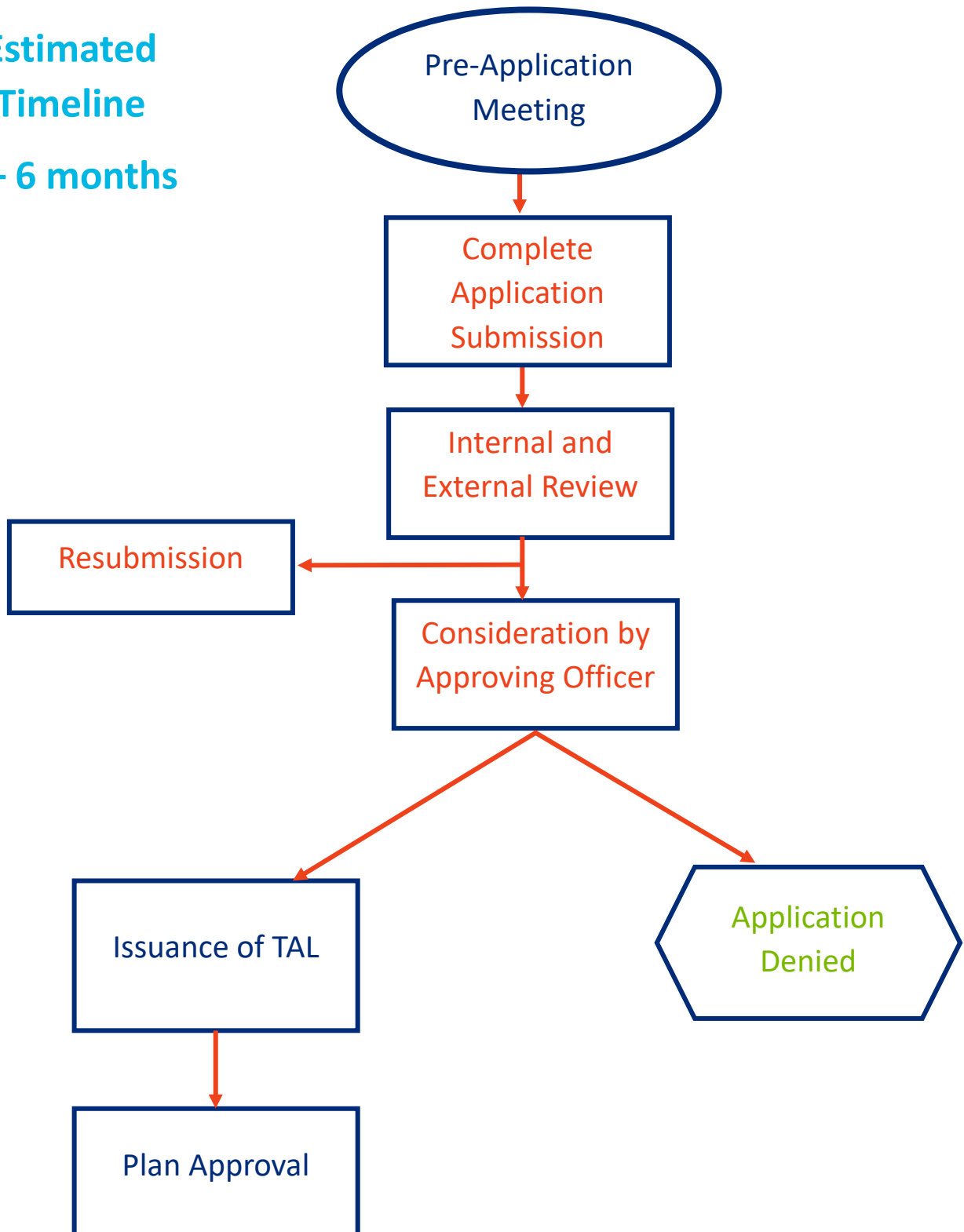
Role of the Approving Officer

The Approving Officer is a municipal employee appointed by council to review and approve subdivisions. *The Local Government Act*, the *Land Title Act*, and the *Strata Property Act* of British Columbia, provide authority to a legally appointed Approving Officer. The Approving Officer is responsible for ensuring that:

- The subdivision complies with all applicable federal and provincial regulations & statutes and municipal bylaws.
- All lots are adequately serviced with water, sanitary sewer, and storm.
- The property has adequate roads/ traffic flow, access, and pedestrian interconnectivity with adjacent lands.
- The subdivision meets the minimum requirements under the Zoning Bylaw (e.g. lot size, frontage, depth etc.)
- The subdivision supports future development of neighbouring properties.
- Natural features and amenities (i.e. trees, environmentally sensitive areas, landmarks etc.) are protected.
- The subdivision is consistent with the requirements of the Official Community Plan, and Village Guidelines and Policies.

Application Guide: Subdivisions

**Estimated
Timeline**
4– 6 months



Application Guide: Subdivisions

1. Pre-Application Meeting

Contact the Development Services Department to organize a meeting to review your proposal, applicable policies and confirm the application requirements.

2. Complete Application Submission

Application forms are distributed by Staff. Submit the completed application including required supporting documents and the application fee. Staff will notify the applicant to deem the application complete.

3. Internal and External Review

The application will be sent to internal departments and external agencies for review and comment.

4. Resubmission

Based on the comments provided the applicant may be required to adjust their proposal or provide additional information.

5. Consideration by the Approving Officer

The Approving Officer will review the application and either deny the application or proceed to issue a Tentative Approval Letter.

6. Issuance of Tentative Approval Letter

A Tentative Approval Letter (TAL) will be issued by the Approving Officer and will outline the conditions that must be met for the subdivisions or lot consolidation to be finalized. If substantial construction does not start prior to expiry of the TAL, an extension can be requested.

7. Plan Approval

Once the applicant has demonstrated they have met all the requirements identified in the TAL and applicable statutory requirements the subdivision or lot consolidation plan will be registered on title.

Contact Development Services

Planning Staff are available to answer questions, discuss your proposal, and to arrange a pre-application meeting.

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Phone: 604-894-6135

Information Signs

Information Sign Requirements

- Staff will provide the applicant with an information sign template
- The applicant is responsible for printing, posting, removal and any other costs
- The sign should be posted within 14 days
- The sign should be 6' x 4' and should be mounted on posts to be 4' above grade, with the posts driven into the ground and braced.
- Typically, chloroplast is used but this material is not required.
- The sign must be placed in the most visible location to be clearly legible from the adjoining street or land and be clear of all site obstructions.
- Once the sign is posted the applicant should send a photo to Staff.
- No later than 14 days before Council considerations, the applicant shall confirm the sign accurately reflects the application and amend as necessary.

Which applications require Information Signs?

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Major Development Permit
- Development Variance Permit
- Temporary Use Permit

