

APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT



City of Williams Lake
450 Mart Street
Williams Lake, British Columbia V2G 1N3

Application/File No. _____

The information requested in this form is required to expedite the application and assist the staff in preparing a recommendation.

This form is to be completed in full and submitted with all requested information and Application Fees. For Assistance, please refer to the Guide to Official Community Plan Amendments.

1. **Applicant & Registered Owner**

Applicant's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

Registered Owner's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

2. **Subject Property**

Legal Description in Full: _____

Location (street address of property, general description or map): _____

Size of Property (area, number of parcels): _____

Present OCP Designation: _____

Description of the Existing Use/Development: _____

Proposed OCP Designation: _____

Description of Proposed Development: _____

Approximate Commencement Date of Proposed Project: _____

3. **Reasons and Comments in Support of Application**

4. **Attachments**

The Applicant shall submit the following plans and information at time of application:

- A dimensioned sketch plan drawn to a minimum scale of 1:1000 showing the parcel(s), to be redesignated and the location (dimensioned from property lines) of existing buildings, structures and any natural features on or adjacent to the property.
- A dimensioned site development plan drawn to a minimum of 1:1000 showing proposed buildings, structures, vehicle access, parking layout (with individual parking stalls clearly indicated) and site landscaping.
- A contour map (plan) drawn to a minimum scale of 1:1000 with a contour interval of one metre (1 m), if warranted by the topographic condition of the property.
- A dimensioned sketch plan drawn to a minimum of 1:1000 of the proposed subdivision, where subdivision is contemplated (note – separate application required for subdivision)

Note: In some circumstances, where a development proposal is relatively simple, the above requested information may be combined on one plan.

- Proof of Ownership (a title search dated no more than 30 days prior to submission of the application).
- Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination and remediation studies.

5. **Application Fee** (GST Exempt Service – GST Reg. No. R106930670)

An Application Fee of \$850 for the Official Community Plan Amendment, plus a deposit of \$400 (refundable upon removal of Development Proposal Notice) for a total of \$1250 (made payable to the City of Williams Lake), shall accompany the application.

Every application for amendment to the Official Community Plan in conjunction with an amendment to the Zoning Bylaw shall be charged a fee of \$1150 (not including a \$100 fee for assessment of Site Profile, if required) plus a \$400 deposit (refundable upon removal of Development Proposal Notice), for a total of \$1550.00

6. **Development Proposal Notice**

The City of Williams Lake requires that the applicant or developer post a Development Proposal Notice (sign) on the lands that are the subject of the application. A sign is not required for persons making applications for textual amendments to the OCP or Zoning Bylaws. The City has a number of such pre-printed signs available on a "first come, first served" basis. The signs are constructed of aluminum for durability and are 2.4 metres by 1.2 metres (8 feet by 4 feet) in size.

At time of application for an Official Community Plan or Zoning Amendment, in addition to the application fees(s), the applicant shall pay a refundable deposit of \$400. The applicant is responsible to pick up the sign from the stores office at the City Worksyard, 555 Second Avenue North, during normal business hours, and provide all materials necessary for installation in a sound, workmanlike manner, capable of withstanding wind and weather. A sign shall not interfere with pedestrian or vehicular traffic, or obstruct visibility from the streets or driveways so as to create a hazard. The sign is to be centrally located on the subject's site's parcel line adjacent to the public street the property abuts.

All signs shall be installed by the applicant within 14 days after first reading of the OCP or Zoning Amendment and shall remain in place continuously until the Public Hearing is held. Following installation, the applicant is responsible to contact the City Planning Department such that an inspection can be made to confirm the sign is suitably located on the subject property for visibility by the public. During possession of the sign, the applicant accepts all responsibility for its installation and maintenance and there shall be no liability on the part of the City for failure of the sign, or the supporting structure, or any injury to any person, or property, resulting therefrom.

After the Public Hearing, the sign must be removed within seven days and returned to the stores office at the City Worksyard in an undamaged condition. If the sign is not removed, or is returned in such a condition that it is not reusable, the City will retain the \$400 deposit as compensation to cover removal costs or sign replacement. Should the application be defeated at first reading, the deposit will be returned to the applicant.

Failure to post the sign shall result in the postponement of the Public Hearing and any costs incurred by the City for public notification as a result of such postponement shall be the responsibility of the applicant.

Once the Sign is erected, the applicant must call the City of Williams Lake so that staff can inspect the notice.

7. **Application**

I/We make application pursuant to the *Local Government Act* for the above amendments to the City of Williams Lake Official Community Plan. The information provided in support of this application is accurate and complete to the best of my/our knowledge.

This application is made with my full knowledge and consent.

_____ Date

_____ Registered Owner's Signature

Where the Applicant is not the Registered Owner, the Application must be signed by the Registered Owner or a signed letter of authorization from the Registered Owner must accompany the application.

For Office Use Only

- ___ Application Form duly completed
- ___ Proof of ownership (title search) received
- ___ Attachments received
- ___ Application fee received
- ___ Application signed by Registered Owner or letter of authorization provided

_____ Date

_____ Signature of Official

Comments: _____

Development Proposal Sign inspected and approved.

_____ Date

_____ Signature of Official