

# OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION FORM



CITY OF WILLIAMS LAKE

OFFICE USE ONLY  
Application/File No. \_\_\_\_\_

## Applicant and Registered Owner Information

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is the:  Owner  Tenant  Designer / Contractor  Other Authorized Agent

Registered Owner's Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Application Details

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
*Lot Block District Lot Plan*

Legal Description Cont'd

Size of Property (area, number of parcels): \_\_\_\_\_

Present OCP Designation: \_\_\_\_\_

Present Zoning Designation: \_\_\_\_\_

Description of Existing Use/Development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed OCP Designation: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Commencement Date of Proposed Project: \_\_\_\_\_

**Reasons and Comments in Support of Application**

***Please give reasons and comments in support of application below. Use separate sheet if necessary.***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application Requirements**

***At time of application, please provide the following as required:***

- Proof of ownership (a title search dated no more than 30 days prior to submission of the application) and copies of any applicable charges on title;
- A completed Site Disclosure Statement (Contaminated Sites) form and \$100 Site Disclosure Statement fee (note - this is not required if already on file);
- An application fee of \$850 for the OCP Amendment, not including a deposit of \$400 (refundable upon removal of Development Proposal Notice) for a total of \$1250. Fees should be made payable to the City of Williams Lake and are considered GST exempt;
- A dimensioned site plan drawn to a minimum scale of 1:1000 showing the parcel which requires a rezoning, as well as any proposed buildings, structures, vehicle access, parking lot layout, and site landscaping;
- A dimensioned sketch plan drawn to a minimum scale of 1:1000 of the proposed subdivision, where subdivision is contemplated (note - separate application is required for subdivision);
- Any elevations, cross-sections, or detailed drawings which may be relevant; and

- 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.

## Development Proposal Notice

The City of Williams Lake requires that the applicant or developer post a Development Proposal Notice (sign) on the subject property. A sign is not required for an application that only involves textual amendments to the Official Community Plan (OCP) or Zoning Bylaw. The City has a number of 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 OCP or Zoning Amendment, in addition to the application fee(s), the applicant shall pay a refundable deposit of \$400. The applicant is responsible to pick up the sign from the City works yard during normal business hours and provide all materials necessary for installation. Sign installation should be done in a sound manner, capable of withstanding wind and weather. The 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 parcel line of the subject property adjacent to the public street.

All signs shall be installed by the applicant within 14 days after first reading of the OCP or Zoning Amendment and a minimum of 10 days prior to the Public Hearing, remaining in place continuously until the Public Hearing is held. Following installation, the applicant is responsible to contact the Development Services Division of City Hall so 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 the City shall not be liable for failure of the sign, or supporting structure, or any injury to any person, or property, resulting therefrom.

After the Public Hearing, the sign must be removed within 7 days and returned to the City works yard in the condition it was received. If the sign is not removed, or is returned in poor condition, 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.

If you have any questions, please contact Development Services at (250) 392-1765 or [development@williamslake.ca](mailto:development@williamslake.ca).

**Declaration and Authorization**

***If the registered owner is also the Applicant, the owner should sign as the Applicant below. If an Agent is submitting this application on the owner's behalf, the Agent must complete the declaration and the authorization below must be completed by the registered owner.***

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

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

---

***By completing this section, the registered owner(s) understand that the Agent will be the point of contact with the City of Williams Lake.***

I/We consent to this application filed by the agent listed in this application. This application is made with my full knowledge and consent.

Signature of Registered Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

---

*For Office Use Only:*

- \_\_\_ Application form duly completed
- \_\_\_ Site Profile completed and received
- \_\_\_ Proof of Ownership (title search) received
- \_\_\_ Attachments received
- \_\_\_ Application fee received
- \_\_\_ Application signed by applicant and authorization from owner provided (if required)

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_