

# Rezone & Official Community Plan Amendment (OCP) Application Checklist

**PROJECT ADDRESS:** \_\_\_\_\_

The checklist outlines the requirements for a complete Rezone and/or Official Community Plan (OCP) Amendment application submission. The requirements are dependent on the nature and complexity of the Rezone and/or OCP Amendment application. Development and Engineering Services front counter staff will provide advice and guidance on information requirements for your application.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Requirements	Submitted (Please Check)		Remarks (if any)
	Yes	No	
1. A completed application form			
2. A current (within 30 days) State of Title Certificate <ul style="list-style-type: none"> <li>• Copies of encumbrances shown on the title (except those relating to mortgages)</li> <li>• Where the owner(s) is a numbered company, a company search (within 30 days) listing the names of officers and directors</li> </ul>			
3. Does the proposed development comply with any easement, covenant, agreement or contract? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
4. Fee (\$750 for Rezoning or OCP revision or \$500 for a Zoning text or OCP text or \$100 for an OCP amendment in conjunction with a Rezoning plus \$173.60/public notice sign)			
5. Contaminated Site Profile application <ul style="list-style-type: none"> <li>• Site Profile Form or:</li> <li>• Site Profile Schedule 2 Use (<b>Referral Fee \$100.00</b>)</li> </ul>			
6. Brief written overview of the project and explain how the project meets the intent of the Official Community Plan. Outline/explain any unusual features/irregularities, and explain any background research done.			
7. Is the subject property located in an identified Hazard Area? (ie landslip, flood plain, riparian area). Yes <input type="checkbox"/> or No <input type="checkbox"/>			
8. Is the subject property located in a Development Permit Area (DPA)? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
9. Geotechnical Survey (where applicable)			
10. Preliminary Traffic Assessment (where applicable)			
<b>Site Plan - Items 11 to 22 should be in the form of a data sheet on the site plan with metric dimensions (1 full sized with metric dimensions, and 2 extra plan reductions to 11"x 17")</b>			
11. Architect/Designer phone/fax number/email address			
12. Name of Registered Owner			
13. Address of Subject Property			
14. North arrow, scale and date of plan			
15. Site Area			
16. Site Coverage			
17. Total Floor Area / number of dwelling units			
18. Floor Space Ratio			
19. Building Height (from average finished grade to mid-point of roof)			
20. Yard Setbacks, including Mass Factor if applicable (Reference the Zoning Bylaw (#87-65))			
21. Off-Street Parking Calculations (Reference the Zoning Bylaw (#87-65))			
22. Amenity Area Calculation, where applicable (Reference the Zoning Bylaw (#87-65))			
23. Dimension and show all property lines, rights of ways and easement with dimensions			
24. Dimensions of setbacks for the proposed and existing buildings			
25. Layout and numbering of all off-street parking and loading spaces/docks			
26. Existing and proposed access points to site and off-street parking and loading areas			
27. Show water bodies, watercourses and any other significant natural features including			
<b>Engineering</b>			
28. Engineering Pre-Design Submission per the Subdivision and Development Bylaw			

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## REZONE AND OCP AMENDMENT APPLICATIONS

### PUBLIC NOTICE SIGN REQUIREMENTS

Effective October 19, 2009, the City of Penticton has awarded L&L Signs & Neon a three year contract to produce, erect, photograph and remove public notice signs as they relate to Rezone and OCP Amendment Applications. The City of Penticton will make the necessary arrangements with L&L Signs and Neon on your behalf.

#### **Fee & Location:**

- A fee of **\$173.60** (\$155.00 plus applicable taxes) per public notice sign is paid to the City of Penticton at the time the Rezone and/or OCP Amendment Application is made.
- The number of signs required is determined prior to the application being submitted to City Hall.
  - A public notice sign shall be located on each street frontage of the site in order to inform the public about the nature and purpose of the Rezone and/or OCP Amendment Application. Small corner sites may be permitted to have only one sign.
  - If you have any questions/concerns about the number of public notice signs required for your application, please phone Heather McDonald, Planning Clerk at (250) 490-2523 or email [heather.mcdonald@penticton.ca](mailto:heather.mcdonald@penticton.ca).

#### **Timing & Posting:**

It is the applicant's responsibility to ensure the public notice sign is in place for the required period of time and that it is not vandalized or stolen.

- After Council has given first reading to the Zoning Bylaw and/or OCP Amendment, the sign(s) shall be erected on site not less than ten (10) days prior to the Public Hearing. This means, that if your application has been given first reading at a regular Monday evening Council meeting the sign will be erected by L&L Signs and Neon on the site by 12 Noon Thursday following Council.

- The sign shall be removed by L&L Signs & Neon three (3) days following the Public Hearing.
- If the sign is vandalized or stolen, please contact Heather McDonald, Planning Clerk at (250) 490-2523 or email [heather.mcdonald@penticton.ca](mailto:heather.mcdonald@penticton.ca). Arrangements will be made with L&L Signs and Neon to repair or replace the sign.

**Fee to Repair the Sign:**

- The fee, payable to The City of Penticton to repair the sign is \$50.40 (\$45.00 plus applicable taxes). *This fee must be paid immediately so as to not delay the Public Hearing process.*

**Fee to Replace the Sign:**

- The fee, payable to The City of Penticton to replace the sign is \$112.00 (\$100.00 plus applicable taxes). *This fee must be paid immediately so as to not delay the Public Hearing process.*

**Public Notice Sign Checklist**

- Please complete the Public Notice Sign Checklist enclosed as it forms part of your Rezone and/or OCP Amendment Application.



**REZONE AND OCP AMENDMENT APPLICATIONS**

**PUBLIC NOTICE SIGN CHECKLIST**

*Please submit this form with your Rezone and/or OCP Amendment Application*

**Civic Address(es):** \_\_\_\_\_  
\_\_\_\_\_

- Rezone Application**
- OCP Amendment Application**
- Rezone & OCP Amendment Application**

**Contact Information**

Information To Be Printed On The Public Notice Sign (Generally this is the applicant)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone # (with area code):** \_\_\_\_\_

**Number of Signs Required:** \_\_\_\_\_

*To be completed by the Planning Department*

**Application #:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_  
(\$155.00 per sign plus applicable taxes = \$173.60 per sign)

**Date Paid:** \_\_\_\_\_ **Cheque #:** \_\_\_\_\_