

Last revised: April 2026

Official Community Plan Amendment Guide

What is an Official Community Plan Amendment?

An Official Community Plan (OCP) amendment is a type of application that is required when a property owner wants to develop their property in a manner that does not align with the vision outlined in the City's OCP. For example, proposing a high-density development (6 storey apartment building) in an area designated for low density development.

What is the Application Process?

Official Community Plan Amendment Application Process	
Step 1: Pre-Application Meeting	Before applying, it is recommended a pre-application meeting be booked with a Planner to discuss the application. More information here .
Step 2: Submit Application	Applications can be submitted to planning@pentiction.ca . Once a complete application is made an application fee invoice will be provided. After the application fee has been paid, the application will be assigned to a Planner for review. Application forms can be found here .
Step 3: Referral Period	The application is referred to the City's Technical Planning Committee (TPC) (internal staff from various City departments) to review the application against relevant bylaws and policies. Meetings are held biweekly.
Step 4: Comments to Applicant	After the TPC meeting the Planner will compile the comments received into a TPC Outcome Letter and provide them to the applicant. The TPC Outcome Letter may include comments that need to be addressed before the application can proceed further.
Step 5: Endorsement of Public Engagement Strategy	At a Regular Council Meeting, Council will consider endorsement of a Public Engagement Strategy. Staff will then engage with citizens and stakeholders through notices, webpages, feedback forms, and information sessions. Following the engagement period, staff will report back to Council on the feedback received at First Reading (see Step 6).
Step 6: First Reading	The application is scheduled for Council to consider first reading of the OCP Amendment Bylaw at a Regular Council Meeting. Each reading is passed by a resolution of Council. Council may choose to deny or approve readings or make changes to the proposed OCP amendment bylaw at each reading.
Step 7: Public Hearing	A public hearing is required for OCP amendment applications. The applicant must post a public notice sign on the property at least 10 days before the hearing. Notice will also be mailed out to property owners and occupants within 100m of the subject property. At the public hearing, residents and the applicant are provided an opportunity to provide comments to Council.
Step 8: Second & Third Reading	After the public hearing, Council will decide whether to give second and third reading to the OCP amendment bylaw. Third reading may be given with conditions that need to be addressed before the OCP amendment bylaw can be scheduled for adoption. Conditions (if applicable) must be addressed within 2 years, or the application will be closed.

Step 9: Adoption	Once any required conditions have been addressed, Council will consider adoption of the OCP amendment bylaw at a Council Meeting. Should Council choose to adopt the OCP amendment bylaw, the application is approved.
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Note: Processing times vary depending on the complexity of the project and the volume of applications being considered by the Planning Department.

Have questions? We're here to help. Please contact the Planning Department at 250-490-2501 or planning@penticton.ca for more information.