



**District of Clearwater**  
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## Development Services Guide

# ZONING & OFFICIAL COMMUNITY PLAN AMENDMENTS

### What is a Zoning Amendment?

An application to change the permitted density, parcel size and/or uses on a parcel of land, which may include:

- a site specific amendment to an existing zone to allow a density, parcel size, use or condition of use not permitted within the existing zone; or
- a Land Use Contract (LUC) amendment (modification, variance or discharge).

### What is an Official Community Plan (OCP) Amendment?

An application to change the OCP designation of a parcel to permit a development or land use not recognized under the existing OCP designation. An OCP amendment may also be required in conjunction with a zoning amendment.

### Who Can Apply For a Zoning and/or OCP Amendment?

A property owner or agent having written authorization from the property owner may submit an application.

### Where is an Application Obtained & Submitted?

An application package can be obtained from the District of Clearwater office or from the District's website [www.districtofclearwater.com](http://www.districtofclearwater.com) and must be submitted to the District office along with all applicable fees and additional information for processing and referral.

### How Much will an Application Cost?

The application fee for a zoning or OCP amendment is \$1500.00. The fee for an OCP amendment in conjunction with a zoning amendment is \$1750.00. Additional information including professional reports may be required to support your application; all costs related to the application are the responsibility of the applicant.

## How Long will an Application Take?

An application will take approximately 6 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

## Who Approves a Zoning and/or OCP Amendment?

District of Clearwater Council may approve a zoning and/or OCP amendment application by bylaw.

## What Happens to your Application?

Thompson-Nicola Regional District (TNRD) Planning Services is under contract to manage the Zoning and/or OCP Amendment application process for the District of Clearwater (DOC); however, final approval rests with DOC Council.

The process described below will involve more detailed procedures, correspondence and/or requirements. Please contact TNRD Planning Services before you submit a zoning and/or OCP amendment application. Planning staff are available to discuss the nature of your proposal, the process involved, possible alternatives and to answer any questions you may have.

### TNRD Planning Services

Phone: 250-377-8673  
Toll Free (in BC): 1-877-377-8673  
Fax: 250-372-5048  
Email: [planning@tnrd.bc.ca](mailto:planning@tnrd.bc.ca)

## Application Process:

### 1. Pre-Application Meeting:

You are encouraged to contact Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

### 2. Submit Application:

Complete and submit the Development Application Form including required documents, plans and all applicable fees to the District of Clearwater office.

### 3. Planning Review:

Your application will be forwarded to TNRD Planning Services in Kamloops for processing after it is submitted to the District office. Planning Services will perform an initial review of your application and request additional information if required.

### 4. Posting of Notice:

You will be required to post a notification sign on the property under application in accordance with the requirements established under Bylaw No. 1390. Planning Services will provide written instruction detailing what information must be included, when the sign must be posted and requirements related to verification of sign posting.

**5. Application Referral:**

Planning Services will refer your application to applicable government and non-government agencies, the District's consulting engineer and Public Works Department where applicable, and property owners/occupiers within a 100 metre radius of the subject property.

**6. First Reading:**

Your application will be forwarded for first reading by Council at a regularly scheduled Council meeting. Council may:

- authorize your application to proceed to Public Hearing;
- require additional information;
- specify conditions which must be met prior to advancing your application to Public Hearing; or
- refuse your application and/or invite you to appear as a delegation at the next regularly scheduled Council meeting.

**7. Public Hearing:**

If authorized by Council, your application will be forwarded to Public Hearing. A Public Hearing provides you and members of the public who believe their interest in property may be affected an opportunity to present their opinions. A Notice of Public Hearing will be advertized in the newspaper and will be sent to property owners/occupiers within a 100 metre radius of the subject property.

**8. Second & Third Readings:**

If the application successfully passes the Public Hearing process, it will be considered for second and third readings by Council at a regularly scheduled Council meeting. Council may:

- authorize your application to proceed to the Ministry of Transportation and Infrastructure for provincial approval if required;
- require additional information;
- specify conditions which must be met prior to advancing your application; or
- refuse your application.

**9. Reconsideration & Adoption:**

This is the final step in the application process; if the application successfully passes second and third readings it will be considered for reconsideration and adoption by Council at a regularly scheduled Council meeting. You will receive written notification of Council's decision. If your application is approved, you may proceed with the next step of your development provided all other necessary municipal and provincial agency approvals have been obtained.

**Please Note:**

Your application will be processed in accordance with Development Approval Procedures Bylaw No. 1948.

Any professional reports required to support your application must be submitted both electronically and in hard copy.

*\* An application is a process of evaluation and does not automatically ensure approval of your proposal.*