A Guide to the

Official Community Plan (OCP)

Bylaw Amendment Process in the City of Armstrong

What is an Official Community Plan?

An Official Community Plan (OCP) is a planning document that is adopted by the City of Armstrong (City) in the form of a Bylaw. The intent of an OCP is to guide Council decisions with respect to policies relating to residential and commercial development, agricultural, economic development, transportation, infrastructure, recreational land uses, and environmental considerations. An OCP also identifies where future development should occur within a community, including the approximate location and phasing of major roads, sewer and water systems.

When do I need an OCP Amendment application?

An OCP Amendment is required to change the long term future land use designation for a subject property. If the zone that is proposed is not supported by the current future land use, an OCP Amendment is required to change the future land use. OCP amendment applications may be accompanied by a rezoning application. Staff will formally review the application in terms of items such as nearby future land uses, access, location in the city, and size of the subject property. A recommendation will be made based on the staff review and presented to Council for consideration.

Procedure for re-designating your property

1. Prior to submitting an application the property owner should discuss details of the application with staff to determine the designation of the property and what they would like the property to be re-designated as.

2. An OCP amendment application form and application fee is submitted to the City Hall office. An application is made by submitting all required plans and documentation, as described in detail on the OCP amendment form. Ensure that all submission requirements are met prior to submitting your application. Incomplete applications will cause delays with your project. These requirements may vary, but generally include:
   - Certificate of title of the subject property
   - Description of present and proposed zoning, OCP designations, and uses
   - Map/sketch of the property and proposal

3. All applications are sent out for a comprehensive review process to both internal and external agencies. This may include BC Assessment, Ministry of Transportation, Interior Health, First Nations and others.

4. Staff prepare a Report and OCP amendment (taking into consideration policies of the Official Community Plan and regulations of the Zoning Bylaw) to be considered by Council.

5. Council will make a decision regarding the application:
   - If the application is NOT SUPPORTED by Council, a letter is sent to the applicant advising of the decision.
   - If the application is SUPPORTED, 1st and 2nd readings may be given and the bylaw is referred to a Public Hearing.
- A sign must be posted by the applicant on the property indicating an OCP re-designation has been proposed.

- The public hearing will then be scheduled and advertised in local newspapers, and letters sent to nearby landowners (located within 30m of subject property) advising them of the upcoming Public Hearing; this process provides the public with the opportunity to speak or to provide written submissions regarding the proposed re-designation.

- The purpose of the Public Hearing is to gather the opinions of the public which Council uses to help them in their decision on whether to give 3rd reading of the bylaw or not.

- If Council does NOT give 3rd reading, a letter is sent to the applicant advising that the bylaw has been rejected. The file is then closed.

- If Council gives 3rd reading to the bylaw, the bylaw is brought back to Council for 4th and final reading.

- In order for your proposal to receive 4th and final reading, any requirements in the Council resolution will need to be met.

- If Council gives 4th and final reading and the OCP Amendment Bylaw is adopted, a letter is then forwarded to the applicant advising that the property is now re-designated.

- If Council does NOT ADOPT the OCP Amendment Bylaw, a letter is then forwarded to the applicant advising that the application was rejected and the file is closed.

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**Timing**

The OCP amendment process normally takes approximately **six to twelve months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of staff, the timing of Council meetings, and the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

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**Information**

Please direct any further inquiries to:

City of Armstrong  
PO Box 40, 3570 Bridge Street  
Armstrong, BC V10 1B0

T: 250-546-3023 | F: 250-546-3710  
E: info@cityofarmstrong.bc.ca

*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Planning Department.*