

Community Planning and Development
238 10th Ave N
Creston BC
V0B 1G0

This package contains information for Official Community Plan (OCP) and Zoning Amendment applications within the Town of Creston:

- Amendment Flow Chart
- Submission Checklist
- Application Form
- Owner Authorization
- Zoning Data Table
- Site Disclosure Statement

To submit an application, email all of the required documents to communityservices@creston.ca, or submit paper application at Town Hall.

A complete application will aid in the processing time of your application. Only a **complete** submission will be accepted. Incomplete applications will be returned to the Applicant.

The application must be completed with all supporting material submitted as required.

When do I need an Official Community Plan or Zoning Amendment?

- If a Property Owner or developer wishes to use or develop land in a way that is not currently permitted under the existing OCP or Zoning Bylaw. This could include changes in the type of allowed buildings, density, or usage (e.g., residential to commercial).
- If your vision or objective for a project has evolved and no longer aligns with the OCP or Zoning Bylaw requirements.
- To accommodate changes in infrastructure, such as transportation networks, or the need for new public services that demand alterations in land use planning.
- To correct any inconsistencies, anomalies, or outdated policies in the current planning documents that may hinder appropriate development or land use planning.

How long does it take to get an Official Community Plan or Zoning Amendment?

Processing of a **complete** application typically takes up to 100 business days depending on complexity.

Who decides whether my application is approved?

The final decision on your application is made by Town Council.

Amendment Application Process

The following outlines the sequence of events that can be expected during the application process.

Phase	Responsible Party	Action
1. Initial Application Submission	Applicant	<input type="checkbox"/> Contact Community Planning and Development to discuss proposal. <input type="checkbox"/> Submit the complete application with supporting materials and fees (made payable to the Town of Creston) to communityservices@creston.ca .
	Community Planning and Development	<input type="checkbox"/> Provides Applicant with Development Notification Sign template.
2. Initial Processing	Applicant	<input type="checkbox"/> Installs Development Notification Sign. <input type="checkbox"/> Hosts Public Information meeting. <input type="checkbox"/> Provides to the Director the Public Information meeting minutes, in writing.
3. Application Review and Notification	Community Planning and Development	<input type="checkbox"/> Review the application and public process. If satisfactory, proceed with processing and review. Request additional information, if required. <input type="checkbox"/> Submit for referrals, as required.
4. Further Review and Processing	Development Review Team	<input type="checkbox"/> Review the application and send a letter to the Applicant with comments and necessary changes.
	Applicant	<input type="checkbox"/> Submit revised application, if required.
	Community Planning and Development	<input type="checkbox"/> Prepares a report for Committee of the Whole (COTW).
	COTW	<input type="checkbox"/> Reviews the application, may request additional information.
	Council	<input type="checkbox"/> Considers application.
	Council	<input type="checkbox"/> Holds a Public Hearing, if required.
5. Post Decision Actions	Council	<input type="checkbox"/> Makes final decision.
	Community Planning and Development	<input type="checkbox"/> Notify Applicant of the decision. <input type="checkbox"/> Issues permits, files notices, or takes other actions as required based on the decision.
6. Compliance and Enforcement (if applicable)	Manager of Building and Bylaw	<input type="checkbox"/> Building use, permits must comply with Creston's Building Bylaw, Zoning Bylaw, and other applicable Bylaws.

The following must be provided for an application to be considered complete:

- Completed application form including the applicable fees and the authorizing signature(s) as required.
- A Surveyors Certificate prepared by BC Land Surveyor unless waived by the **Director**.
- Copy of current Title Certificate from within the last 15 days including any covenants and charges.
- Project Description and Rationale, including review of applicable Official Community Plan policies.
- A Site Plan which contains the following minimum information about the subject property:
 - Location map, including neighbouring land uses;
 - Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - Significant physical features and topographic information, and all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - North arrow and drawing scales;
 - Dimensions for all elevations and site plans;
 - Details of proposed uses and buildings, including type and location of units;
 - Roads, existing and/or proposed;
 - Open space; and,
 - Zoning Data Table.
- Completed 'Site Disclosure Statement', as per the *Local Government Act* and *Environmental Management Act* for the **Site** or identification of the applicable exemption in accordance with the Contaminated Sites Regulation.
- Additional information as may be required by the Director, including, in accordance with the Delegation of Authority Bylaw No. 1855, 2017 and in accordance with policies contained within the Town's Official Community Plan.

Applicant and Owner Information

Applicant Name: _____
Last First Initial

Applicant Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Registered Owners' Name(s): _____
Last First Initial

Property Owner Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Zoning Amendment Specifications (if applicable)

Proposed Amendment to the text of the Town of Creston Zoning Bylaw:

***must include exact section numbers, as identified in the Zoning Bylaw.**

Site Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Existing Use: _____ Proposed Use: _____

Official Community Plan Specifications (if applicable)

Proposed Amendment to the text of the Town of Creston Official Community Plan:

***must include exact section numbers, as identified in the Official Community Plan.**

Site Address: _____
Street Address *Apartment/Unit #*

City *Province* *Postal Code*

Existing Land Use Designation: _____ Proposed Land Use Designation: _____

Acknowledgement and Signature(s)

Applicant Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Note: Where the Applicant is not the sole Registered Owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the Owner(s).

The Town of Creston collects your personal information for the purpose of processing your Amendment application. The legislated authority to collect your personal information is Section 26 (c) of the [Freedom of Information and Protection of Privacy Act](#). If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

Applications Fees

Permit fees are as found in *Schedule 7 of Fees and Charges Bylaw No. 1763, 2011*, as amended from time to time.

Owner Authorization of Application

Property Owner
Name:

Last

First

Middle Initial

Property Owner
Mailing Address:

Street Address or PO Box

Apartment/Unit #

City

Province

Postal Code

As Owner(s) of the land described in this application, I/we hereby authorize _____ to act as Applicant in regard to this Official Community Plan and/or Zoning Amendment Application.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

ZONING TABLE			
Existing		Proposed	
Zone:		Zone:	
OCP Land Use Designation:		OCP Land Use Designation:	
Use		Use	
Lot area (m ²)		Lot area (m ²)	
Total gross floor area (m ²)		Total gross floor area (m ²)	
Commercial floor area (m ²)		Commercial floor area (m ²)	
Density (units per hectare)		Density (units per hectare)	
Lot coverage (%)		Lot coverage (%)	
Open Site space (%)		Open Site space (%)	
Height of building (m)		Height of building (m)	
Number of storeys		Number of storeys	
Parking stalls (number) on Site		Parking stalls (number) on Site	
Bicycle parking number (storage and rack)		Bicycle parking number (storage and rack)	
Building Setbacks (m)		Building Setbacks (m)	
Front setback		Front setback	
Rear setback		Rear setback	
Interior side setback (may have 2)		Interior side setback (may have 2)	
Exterior side setback		Exterior side setback	
Residential Use Details		Residential Use Details	
Total number of units		Total number of units	
Unit type, e.g., 1 bedroom		Unit type, e.g., 1 bedroom	
Minimum unit floor area (m ²)		Minimum unit floor area (m ²)	
Total residential floor area (m ²)		Total residential floor area (m ²)	

Site Disclosure Statement Waiver

I, _____, hereby acknowledge that the *Environmental Management Act, 2003*, requires property owners or operators to submit a Site Disclosure Statement if any of the industrial or commercial purposes or activities listed in Schedule 2 of the Contaminated Sites Regulation are known to have taken place on the property.

Legal Description of the property:

Based on my personal knowledge of the property in question, I do not believe that the property is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the Contaminated Sites Regulations. Accordingly, I elect not to complete and submit a Site Disclosure Statement, as outlined in Section 40 (1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____