

## What should I submit?

You should submit the completed application package – including the Official Community Plan and/or Zoning Bylaw amendment application form and any additional documents. **Below are a few typically required additional documents:**

- **Letter of Intent**

A letter outlining the Official Community Plan and/or Zoning Bylaw amendment you are requesting (e.g., rezoning), what the amendment is for, and why Council should consider approving it.

Documents will form part of permit and be used to prepare a Report to Council. The application form and examples of additional documents can be found at [princerupert.ca](http://princerupert.ca) or at City Hall.

## Our Vision

Prince Rupert,  
a world-class port city that is:

VIBRANT  
RESILIENT  
SUSTAINABLE  
PROSPEROUS  
ACTIVE AND VITAL  
SAFE AND BEAUTIFUL  
HEALTHY AND ACTIVE  
PROUD OF ITS HERITAGE  
INCLUSIVE AND EQUITABLE  
PROUD OF ITS COMMUNITY  
NESTLED CAREFULLY IN NATURE  
A PLACE THAT PEOPLE WANT TO BE

## Contact

For more information or to setup a pre-application meeting, contact the City's Planning Department:

**Phone:** (250) 627 0946

**Email:** [planning@princerupert.ca](mailto:planning@princerupert.ca)

THE CITY OF

**PRINCE RUPERT**

**Official Community Plan  
and/or Zoning Bylaw  
Amendment**

**Application Guide**



[princerupert.ca](http://princerupert.ca)

## What is an OCP amendment?

An Official Community Plan (OCP) amendment is a bylaw that is introduced to change the City's OCP Bylaw. The OCP is an important bylaw that describes the City's long-term vision of community and land development. It includes, without limitation, land use designations for the City.

Zoning Bylaw amendment applications for rezoning must be consistent with the OCP's land use designation. For example, Council can only approve a rezoning to a residential zoning if the property has a residential land-use designation in the OCP. This is why OCP amendments often go hand-in-hand with Zoning Bylaw amendments.

## What is a Zoning Bylaw amendment?

A Zoning Bylaw amendment is a bylaw that is introduced to change the City's Zoning Bylaw. The Zoning Bylaw is an important bylaw that prevents overcrowding of land and ensures appropriate building forms. It identifies parcels of land as belonging to certain 'zones,' with these zones having regulations related to use and density and the siting, size, and dimensions of buildings and structures.

Typically, Zoning Bylaw amendment applications are made to rezone a property (i.e., from a single-family to multi-family residential zone) or to add a permitted land use within the current zone for a specific site.

The Zoning Bylaw may instead be varied through a Development Variance Permit in cases unrelated to use or density.

## What is the process?

### Application steps:

#### 1. Pre-application

- Meeting (in-person, online, phone) to discuss the proposal and required additional documents
- Follow-up meeting or email exchange to ensure application package is satisfactory and ready for property owner authorization

#### 2. Submit Application Package

- Provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone)



### What happens after submission:

1. Internal/External Review
2. Applicant Installs Sign On Development Site
3. Neighbourhood Consultation
4. Planner Prepares and Delivers Report to Council
5. MoTI Approval (if required)
6. Council 1st & 2nd Readings
7. Public Hearing
8. Council Considers 3rd & Final Reading\*

\*If there are conditions to be secured and if MoTI approval is required, final reading will be considered at the subsequent Council meeting.

## Do I need another permit/approval?

- **Development Permit in DPAs**  
A Development Permit (DP) is necessary after a Development Variance Permit (DVP) and prior to a Building Permit or Subdivision Approval if any portion of the land falls within any of the City's six Development Permit Areas. Refer to the Development Permit Application Guide and relevant portions of the Official Community Plan to identify if your property requires a Development Permit.
- **Building Permit**  
A Building Permit must be issued prior to development/demolition and a Subdivision Approval must be issued prior to subdivision.

## Are there any fees?

### Official Community Plan and/or Zoning Bylaw Amendment Application

- Fees are required for Official Community Plan and/or Zoning Bylaw amendment applications, inquire at the front counter for details

### Title Search

- A fee for each PID (Parcel Identifier) linked with the property
- If provided by applicant, it needs to be dated to within 30 days of the application intake date