



APPLICATION FOR AN AMENDMENT TO THE OFFICIAL COMMUNITY PLAN

Municipal Contact: _____

Phone: (250) 997-9221

Application No.: _____ Date Received: _____

Fax: (250) 997-5186

Applicant: _____ Phone: _____ Fax: _____

Address: _____

Email: _____ Postal Code: _____

Registered Owner: _____

(if not applicant)

Address: _____

Postal Code: _____

Email: _____ Phone: _____ Fax: _____

SUBJECT PROPERTY

Legal Description: _____

Street Address: or General Description: _____ Parcel Size: _____

Current OCP Designation: _____ Current Zoning Designation: _____

Current Land Use/Development: _____

OFFICIAL COMMUNITY PLAN POLICY

Description of Proposed OCP Designation:

Description of Proposed Development/Land Use:

Approximate Commencement Date of Proposed Project:

ADDITIONAL INFORMATION: (Reasons and comments in support of the application. Use separate sheet or attach plans if required.)

REQUIRED DOCUMENTATION

- Application fee \$500
- Certificate of Title (dated no later than 30 days prior to submission)
- Authorization of Owner (if applicable)
- Dimensioned Sketch Plan (see reverse for required content)
- Dimensioned Site Development Plan (see reverse for required content)
- Contour Map (minimum of 1:1000 scale) (if applicable)
- Area Development, Neighbourhood or Detailed Site Area Plan (if applicable)
- Other Studies/Reports (if applicable)

I/We _____ make application to the District of Mackenzie to amend the

(Applicant's Signature)

Official Community Plan and **agree to install a sign on the subject property informing the public of this application within seven (7) days after the Second Reading of the application.** I further agree to allow the District of Mackenzie to enter onto the subject property to install a sign informing of any Public Hearing that may take place with respect to the application. I further agree to allow the agents of the District of Mackenzie to enter onto the subject property to inspect the land and buildings.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

(Date)

(Applicant's Signature)

This application is made with my full knowledge and consent.

(Date)

(Registered Owner's Signature)

FOR OFFICE USE ONLY

- Application Form Complete
- Application Fee Received
- Certificate of Title Received
- Authorization of Owner Submitted (if applicable)
- Dimensioned Sketch Plan Submitted (see reverse for required content)
- Dimensioned Site Development Plan Submitted (see reverse for required content)
- Contour Map Submitted (minimum of 1:1000 scale)
- Area Development, Neighbourhood or Detailed Site Area Plan Submitted (if applicable)
- Other Studies/Reports Submitted

Application Checklist:

The Applicant must submit the following:

- Dimensioned Sketch Plan drawn to a minimum scale of 1:1,000 showing the following:
 - parcel or parcels to be amended (re-designated)
 - location (with dimensions from property lines) of existing buildings, structures and any natural features on or adjacent to the property

- Dimensioned Site Development Plan drawn to a minimum scale of 1:1,000 showing the following:
 - any proposed buildings or structures
 - parking layout (with individual parking stalls clearly indicated)
 - vehicle access
 - site landscaping

General Overview of Process:

