

## Application for OCP Amendment

An [Official Community Plan](#) (OCP) is the City's vision for the future growth and development of the community, reflecting the ideas and input of the people who live and work in Port Coquitlam. The vision, communicated through the Plan, will be realized over time by the changes we see in our community as new development occurs, new residents settle here and new businesses are established. An OCP Amendment application looks to change the designation of a property or policies of the OCP. For more information about OCP amendments, visit [www.portcoquitlam.ca/business](http://www.portcoquitlam.ca/business).

### TO BE COMPLETED BY APPLICANT

*I/We hereby make application and provide information under the provisions of the pertinent Bylaws and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Amendment, if approved.*

Application Date: \_\_\_\_\_

Property Owner (if site specific): \_\_\_\_\_

Owner Address (incl. postal code): \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**Applicant (Primary Contact)** ☐ Owner (same as above)

Applicant Name: \_\_\_\_\_

Applicant Address (incl. postal code): \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

### AMENDMENT DETAILS

Legal Description of Property: \_\_\_\_\_

PID: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Current Zoning of the Property: \_\_\_\_\_

Current OCP Designation: \_\_\_\_\_

Proposed Site Area: \_\_\_\_\_

Proposed # of Dwelling Units: \_\_\_\_\_

Description of Proposed Amendment: \_\_\_\_\_

## OCP AMENDMENT APPLICATION CHECKLIST

The following materials are required as part of the OCP Amendment Application. All requirements must be submitted in order to process an OCP Amendment Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated within 6 months of application date</li> <li><input type="checkbox"/> Include description of any restrictions on title.</li> </ul>		
Letter of Authorization	If the registered owner is not the applicant, include the authorization documentation: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u></li> <li><input type="checkbox"/> Copy of an Option to Purchase <u>OR</u></li> <li><input type="checkbox"/> Copy of Purchase under Registered Agreement.</li> </ul>		
Written Submission	<p>The submission should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An explanation of the proposal</li> <li><input type="checkbox"/> Why the proposed amendment is in the public interest.</li> <li><input type="checkbox"/> Current and proposed development permit area designation.</li> <li><input type="checkbox"/> Current and proposed OCP policy and development permit area designation.</li> <li><input type="checkbox"/> Clear depiction of the implications of amending existing policy including: <ul style="list-style-type: none"> <li>• Social benefits and impacts</li> <li>• Environmental benefits and impacts</li> <li>• Economic benefits and impacts</li> </ul> </li> <li><input type="checkbox"/> Supporting documentation such as: <ul style="list-style-type: none"> <li>• Traffic analysis</li> <li>• Parking study</li> <li>• Social impact statement</li> </ul> </li> </ul> <p><u>Please note:</u> The terms of reference for any consultants' reports must be reviewed <u>prior</u> to a study being undertaken to ensure a comprehensive analysis.</p>		

# CITY OF PORT COQUITLAM

Community Consultation	<input type="checkbox"/> Consultation is required for an OCP amendment, as stated in s. 879 of the Local Government Act, the "... local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected." <input type="checkbox"/> Consultation must be early and ongoing. <input type="checkbox"/> The City must: <ul style="list-style-type: none"> <li>Specifically determine if consultation is required with other government agencies.</li> <li>Consider involvement by: <ul style="list-style-type: none"> <li>Local residents groups.</li> <li>Interest groups such as the Business Improvement Association and;</li> <li>Neighbouring property owner and residents.</li> </ul> </li> </ul>		
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## APPLICANT ACKNOWLEDGEMENT

*The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)*

## OFFICE USE ONLY

Permit #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

☐ Cheque
☐ Cash
☐ Visa
☐ MC
☐ AMX
☐ Interac
CSR Initials: \_\_\_\_\_