

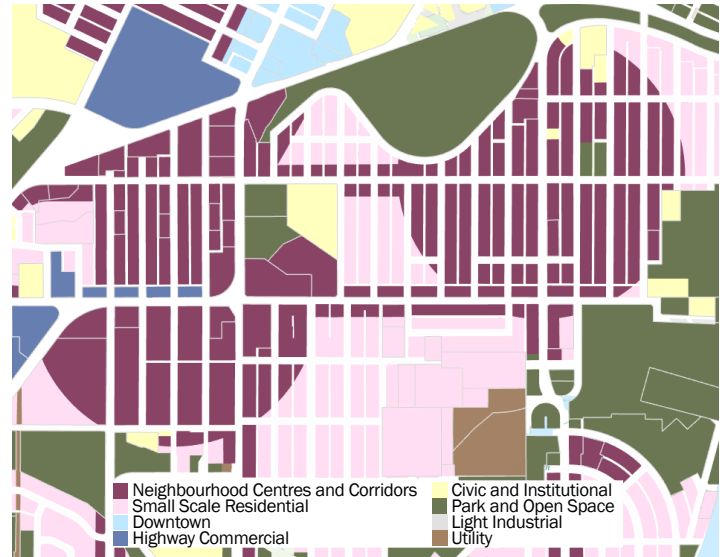
# A Guide through the Process: Zoning Bylaw & OCP Amendments

## What is the OCP?

The Official Community Plan (OCP) is a statement of objectives and policies that guide decisions on planning and land use management in the City of Prince George. The OCP assigns designations to areas in the City that define the approximate or desired location of:

- Anticipated housing needs.
- Commercial, industrial, institutional, agricultural, recreational, and public utility land uses.
- Present and proposed public facilities.
- Sand and gravel deposits.
- Phasing of any major road, sewer and water systems.
- Hazardous lands or environmentally sensitive areas.
- Development permit areas.

All municipal bylaws enacted or works undertaken must be consistent with the OCP. The image to the right depicts OCP Schedule 12: Future Land Use Plan designations found on [PGMap](#).



## What is zoning?

Zoning bylaws may divide the whole or part of an area into zones, name each zone and establish the boundaries of those zones.

Each zone has specific regulations for:

- Use and density of land, buildings and other structures.
- Siting, size and dimensions of buildings and other structures and permitted uses.
- Location of uses on the land and within buildings and other structures.
- Shape, dimensions and area of all parcels of land created by subdivision (this can include establishing minimum and maximum parcel sizes).

The image to the right shows zone classes found on [PGMap](#).



## When do I need to change land use?

### OCP Amendment

If the proposed zoning bylaw amendment is not in line with the current OCP designation, an OCP amendment will be required. An OCP amendment will proceed concurrently with the rezoning application. This application stream triggers both a public consultation and public hearing process.

### Zoning Bylaw Amendment

Where a property owner proposes to use or develop land outside of the use and density permissible by the current zoning class, a zoning bylaw amendment will be required.

All land use changes are subject to Council approval. When required, OCP and Zoning Bylaw amendments and applications must be approved before development can start. If you are unsure of what uses are permitted on your property, contact a planner in the Planning and Development Department at 250.561.7611 or by email at [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca).

## Who is involved in the rezoning process?

Interested parties will be called upon to offer comment or make decisions about the Zoning Bylaw and OCP amendment applications. These parties will be involved at different stages throughout the application process.

### Planning Division

The Planning Division oversees the Zoning Bylaw and OCP Amendment processes. This division is responsible for reviewing the proposal with consideration to existing land use management policies, identifying and contacting relevant City departments for comment, and providing a recommendation to Council based on this review. Additionally, the Planning Division will be the point of contact throughout the application process to ensure all conditions or requirements are satisfied.

### Other Departments (Internal and External)

Depending on the scope and purpose of the land use change, the Planning Division will contact external agencies for comment. External agencies may include Northern Health, RCMP, the Ministry of Environment, the Ministry of Agriculture, or the Ministry of Transportation and Infrastructure. Internal divisions such as Land Use Planning, Infrastructure and Subdivision Services Building Inspection and Transportation Services may also provide feedback.

### Council

Zoning Bylaw and OCP Amendments can only be adopted through City Council. After relevant information is presented, it is ultimately Council's decision to approve or deny the land use change.

### Public

Members of the public wanting to provide comment on a Zoning Bylaw Amendment application may submit written correspondence to Council. Where an OCP Amendment is proposed, a public hearing will be held in advance of Council's consideration of third reading. As per the requirements set out in the Local Government Act and "City of Prince George Development Procedures Bylaw No. 9423, 2023", the City of Prince George will mail or otherwise deliver a public notice to property owners and tenants whose interests may be affected by this application. Written submissions received in response to the public notice for this application will be provided to Council for their consideration at the time the application is being considered.

## How much does it cost?

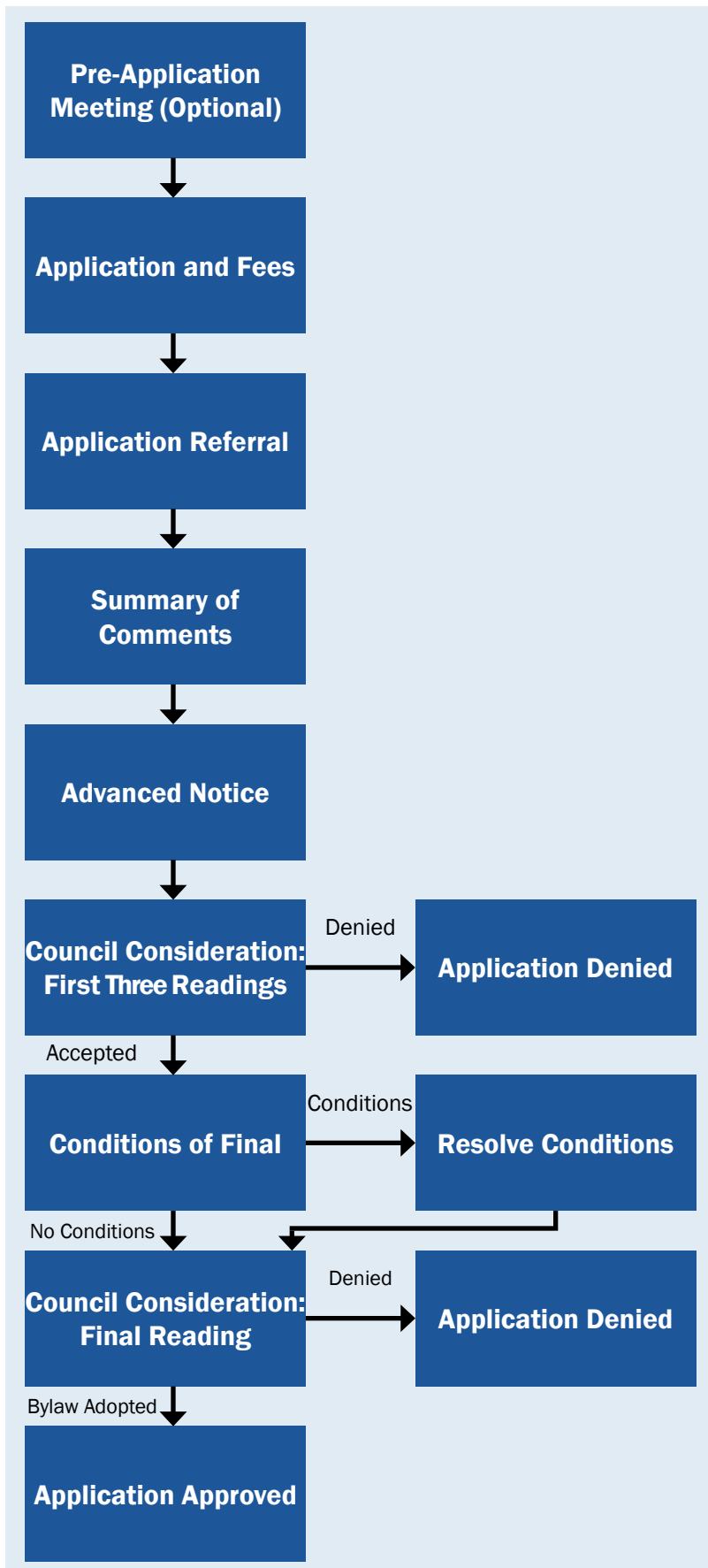
<b>Pre-Application Meeting</b> (as requested by applicant, to be paid prior to meeting)	\$250/hour
<b>Processing Fee</b> (applies to all applications)	\$100
<b>Any Schedule OCP Amendment</b>	\$2,000 + \$50/100m <sup>2</sup> site area + Notification
<b>Schedule A Rezoning:</b> to any rural, rural residential, or one or two-family residential zone with potential to create 3 lots or fewer <i>OR</i> an amendment to any other Schedule A Zoning Bylaw	\$1,400 + \$50/100m <sup>2</sup> site area* + Notification
<b>Schedule A Rezoning:</b> to any rural, rural residential, or one or two-family residential zone with the potential to create 4 lots or more <i>OR</i> a rezoning to any commercial, business & industrial, recreation & institutional, or multiple-family zone	\$2,000 + \$50/100m <sup>2</sup> site area* + Notification
<b>Any other Schedule Rezoning</b>	\$1,400 + \$50/100m <sup>2</sup> site area* + Notification
<b>Zoning Bylaw Text Amendment Only</b>	\$1,400 + Notification
<b>Creation of Site Specific ("Z") Zone</b>	Additional \$1,000
<b>Notification</b>	\$950

\* Site area will only be charged once where an OCP and Zoning Bylaw Amendment applications are submitted concurrently.

## How long will it take?

Depending on the complexity of the application and other legislative requirements, a Zoning Bylaw or OCP Amendment may take a 4-6 months. Where qualified professional reporting is required as a condition, timelines may be extended.

## What are the steps in the rezoning process?



### Applicant Steps

#### Pre-Application Meeting (optional)

A pre-application meeting is not required but may be helpful for an applicant to understand the application process and requirements. At the pre-application meeting, the applicant will meet with a planner to discuss application options and requirements. To make the most out of a pre-application meeting, the applicant should be prepared with the parcel information, a detailed proposal description, any preliminary drawings, and estimated development times. Please note that Administration cannot indicate support of an application at a pre-application meeting.

#### Application and Fees

The applicant will work with a Planner to submit a completed application, including fees and required documentation. An application checklist can be found at the end of this guide.

### City Steps

#### Application Referral

The application is referred to relevant internal departments and external agencies for review and comment.

#### Summary of Comments

A Planner will provide the applicant with a summary of the referral comments, indication of support or non-support, and any additionally required information or conditions associated with the application.

#### Council Consideration (First Three Readings)

A Staff report with recommendations and a drafted bylaw is prepared for Council's consideration. Council receives the application at the next available Council meeting and, if accepted, the bylaw is given First Three Readings.

#### Resolve Conditions

If there are any conditions of Final Reading, at this stage they are finalized. This may include professional reporting or external agency approvals.

#### Council Consideration (Final Reading)

Where required conditions have been satisfied, Council receives the application at the next available Council meeting and, if accepted, the bylaw is given Final Reading and adoption. Final Reading may be given at the same meeting as First Three Readings in cases where there are no conditions and the purpose of the application is to facilitate a residential use as a majority use on the site.

# What are the steps in the Official Community Plan amendment process?

## Applicant Steps

### Pre-Application Meeting (optional)

A pre-application meeting is not required but may be helpful for an applicant to understand the application process and requirements. At the pre-application meeting, the applicant will meet with a planner to discuss application options and requirements. To make the most out of a pre-application meeting, the applicant should be prepared with the parcel information, a detailed proposal description, any preliminary drawings, and estimated development times. Please note that Administration cannot indicate support of an application at a pre-application meeting.

### Application and Fees

The applicant will work with a Planner to submit a completed application, including fees and required documentation. An application checklist can be found at the end of this guide.

## City Steps

### Application Referral

The application is referred to relevant internal divisions and external agencies for review and comment.

### Summary of Comments

A Planner will provide the applicant with a summary of the referral comments, indication of support or non-support, and any additionally required information or conditions associated with the application.

### Council Consideration (First and Second Reading)

A Staff report with recommendations and a drafted bylaw is prepared for Council's consideration. Council receives the application at the next available Council meeting and, if accepted, the bylaw is given First and Second Reading.

### Public Consultation

Extended Consultation occurs, this may involve a larger notification area or public meeting. If there are any conditions of Public Hearing, they must be completed during or prior to the public consultation.

### Public Hearing

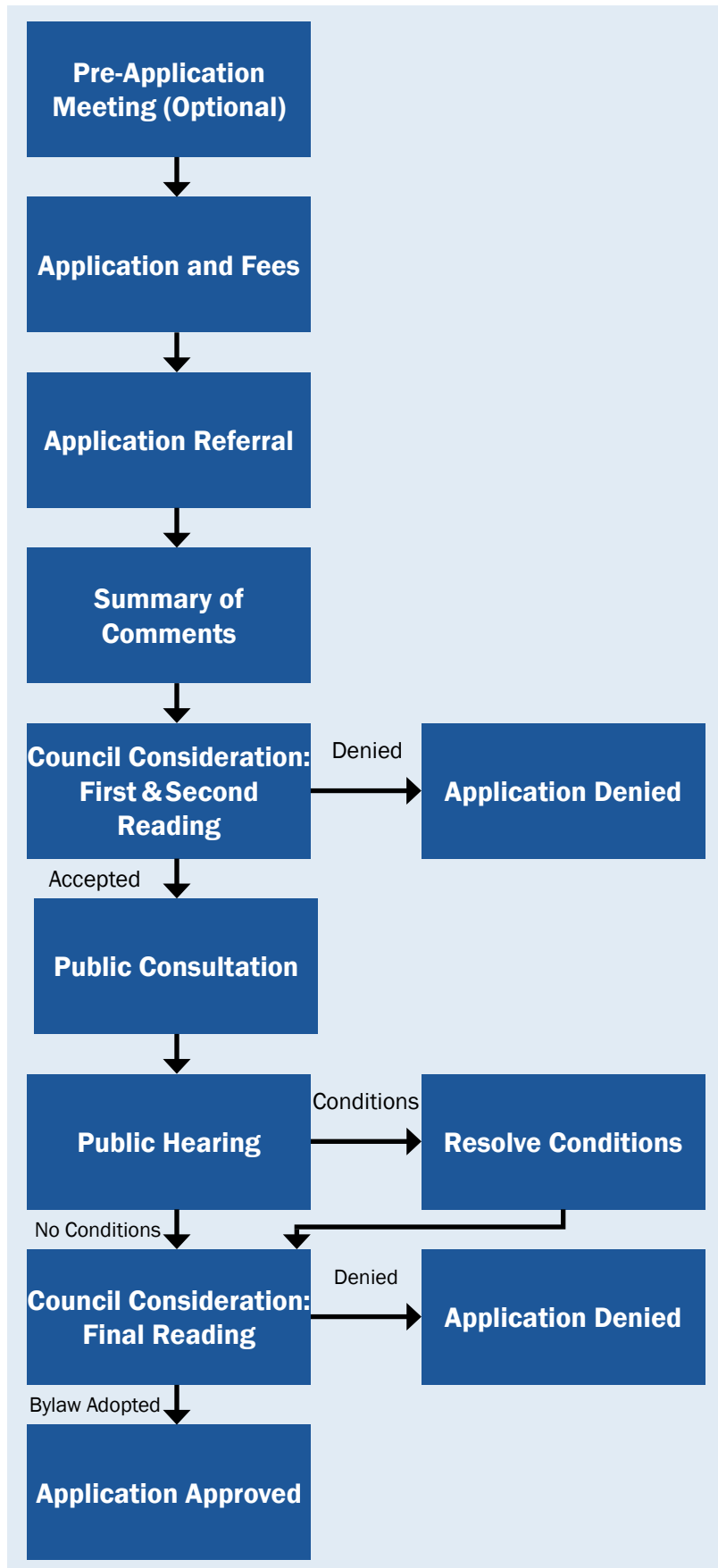
At this stage, the applicant and any member of the public may address Council regarding the application. The application is considered for Third Reading by Council.

### Resolve Conditions

If there are any conditions of Final Reading, at this stage they are finalized. This may include professional reporting or external agency approvals.

### Council Consideration (Final Reading)

Where required conditions have been satisfied, Council receives the application at the next available Council



## What do I need to submit?

- Application Form
- Application Fee
- Site Disclosure Statement
- Title
- Corporate Registry (for all named/numbered companies)
- Signed Appointment of Agent Form (if applicable)
- Maps, plans and documents in support of application (if applicable)

Please note:

Incomplete applications will be returned to the applicant. Relevant documents and plans must be sealed by a Professional in the applicable field.

## Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at: 250.561.7611 or [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca)

**Please note that administration support of the application cannot be determined at a pre-application meeting.**

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.

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Planning and Development Services | p: 250.561.7611