



OFFICIAL COMMUNITY PLAN & ZONING AMENDMENTS

An Official Community Plan (OCP) establishes the community vision and contains statements of goals, objectives, and policies to implement that vision. These policies are used to guide decisions on planning and land use management.

The Zoning Bylaw is the most important regulation used to manage the use and development of land and to implement the goals and objectives of the Official Community Plan. The Zoning Bylaw divides areas and properties into zones. Each zone includes regulations regarding the permitted uses on the land; the density of those uses; and the number, size, and siting of buildings and structures on the land.

Rezoning is the process to amend the zone applied to a specific property. A rezoning application is made by a property owner when they want to use the property or develop to a density which is not permitted in the zone for the property. The Village of Burns Lake Council is the approving authority for all applications.

When a rezoning application is made the OCP is evaluated to help determine if the proposed change should be supported. The application is also reviewed for its potential impact on the character of the immediate area. An OCP amendment application may be required if a proposed rezoning is not adequately consistent with an area's OCP.

An application to amend an Official Community Plan or the Zoning Bylaw must follow a process that is outlined in the *Local Government Act*, the Development Procedures Bylaw, and the Public Notice Bylaw. A bylaw amendment must receive three readings and adoption from the Regional District Board. For most applications a public hearing is required prior to third reading to allow the public an opportunity to provide their opinions on the application to the Board. Under section 461(3) of the *Local Government Act* a public hearing can not be held for certain residential rezonings.

The time required to process an OCP amendment or rezoning bylaw may vary considerably depending on the scope of the proposed development, the agencies referred as part of the review process, and the number of issues that need to be evaluated. Generally, the process can be expected to take a minimum of four months. If an OCP amendment or rezoning bylaw is not adopted within a period of 24 months after the date of first reading, the bylaw will expire. A new application will be required to proceed with the amendment that was the subject of the lapsed bylaw.

Application Process

1 **Speak with RDBN Planning Staff***

Applicants are encouraged to consult RDBN Planning Department staff before applying to ensure they understand requirements and avoid delays.

2 **Submit Application**

To start the OCP/Zoning Bylaw amendment process, a complete application with the required supporting documents must be submitted to the RDBN. Fees are paid to the Village of Burns Lake after submission of application to the RDBN.

3 **Referral Process**

Once an application is received, the Planning Department may request input from First Nations, Village of Burns Lake departments, and relevant government agencies.

4 **Staff Report**

Staff review all application materials, including comments from external agencies and Village of Burns Lake departments. Prepare a report for Council with recommendations. An amendment bylaw is also drafted.

5 **Public Notice for Residential Development Zoning Bylaws (only applicable for S.464(3) bylaws)**

- If a zoning amendment bylaw is for residential development and meets the requirements of Section 464(3) of the *Local Government Act*, a public hearing is not permitted and notice of first reading is conducted prior to Council consideration.

6 **1st and 2nd Reading**

The staff report and amendment bylaw(s) are sent to the Village of Burns Lake Council for consideration. If Council gives the bylaw first and second reading the application will proceed to the next step. If the application is denied, the file is closed, a portion of the application fee is refunded, and the application does not proceed to a Public Hearing or consideration of third reading. A bylaw may not be drafted if staff are not recommending support of the application.

7 **Post a Sign**

If a bylaw amendment proceeds the applicant must post a sign on the property at least 10 days before the Public Hearing or Council meeting. The purpose of the notification sign is to advise nearby residents about the application considered by the Village of Burns Lake Council. The sign must conform to certain standards regarding size, location, and materials. The sign can be borrowed from the Village of Burns Lake or made to specifications by the applicant.

8 **Public Hearing (not applicable for S.464(3) bylaws)**

Before third reading, a Public Hearing is held. Notice is provided via the local newspaper, the Village website and Facebook page, and by mail or delivery to nearby property owners and tenants. If a Public Hearing is not required, the same notifications inform the public that the application is under review prior to first reading. The Public Hearing allows affected parties to provide input.

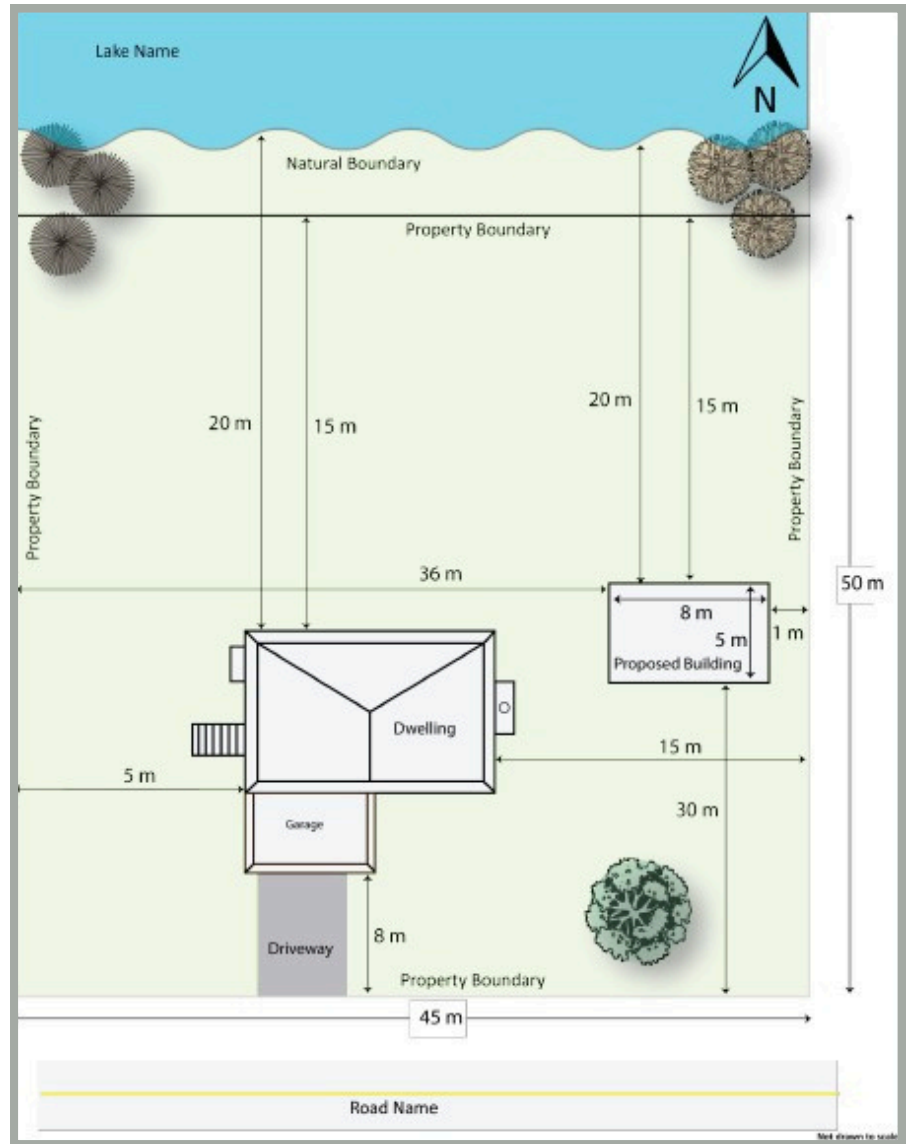
9 **3rd Reading and Adoption**

The Board may grant third reading to the application or deny the application. If third reading is granted, the applicant will be notified of any required conditions. Once these are met, the Council will consider adopting the bylaw(s).

Application Checklist

- Copy of the Certificate of Title or Title Search, and relevant charges, dated within 30 days of the date of application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee (paid to the Village of Burns Lake after application is submitted to the RDBN)
- Completed and signed application form
- Site plan drawn to scale showing the following as appropriate:

- Boundaries and dimensions of the parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site, including measurements from all proposed and existing structures to the nearest parcel line.
- Location and name of road(s) adjacent to the property
- Existing and proposed parking and driveways
- Topographic features, water bodies and waterways, including measurements from all proposed and existing structures to the natural boundary, stream centre line, or top of bank, whichever is applicable
- North arrow and scale



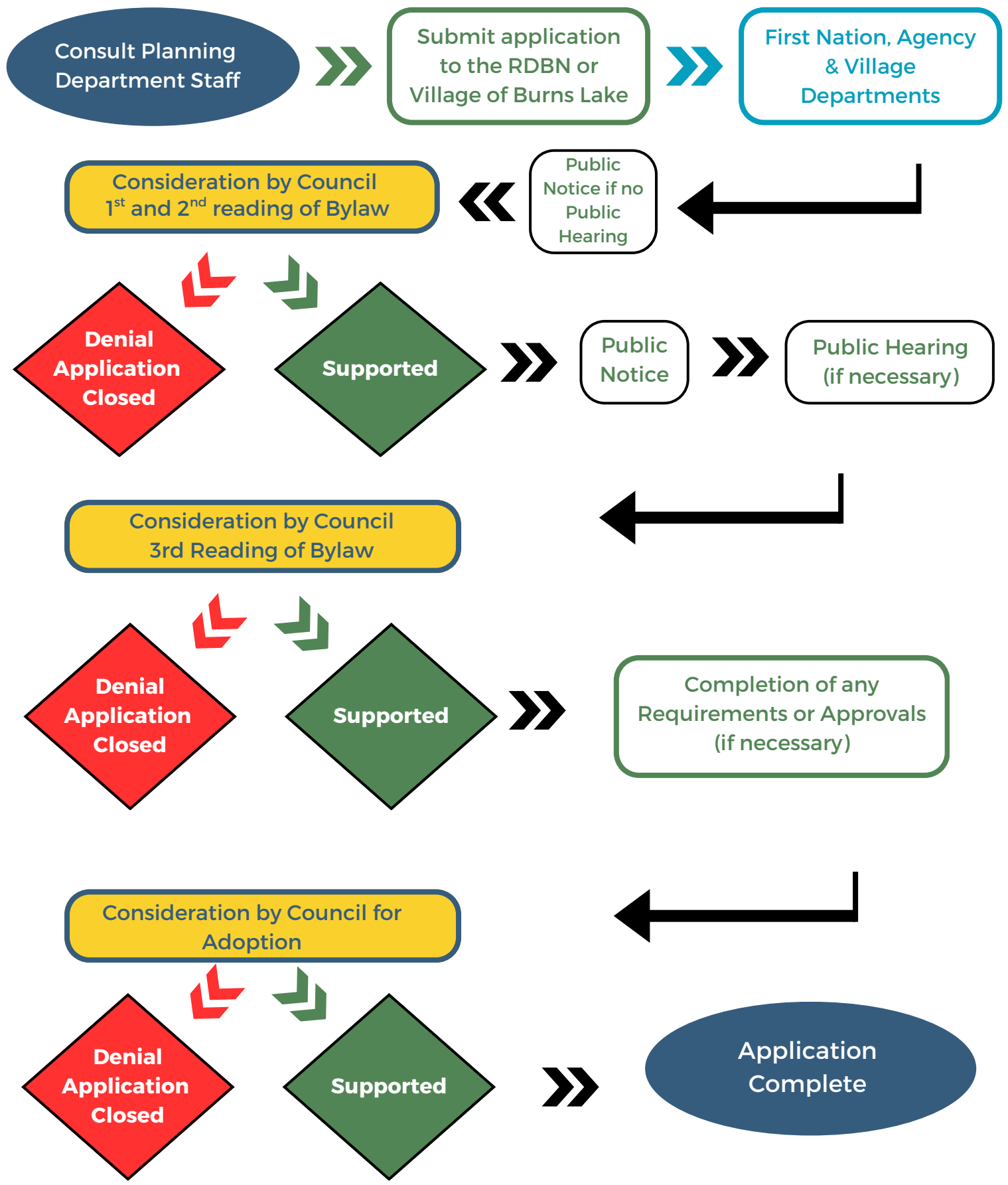
Fee Schedule

Schedule F of the Village of Burns Lake Fees and Chargers Bylaw No. 1098, 2025

Official Community Plan Amendment	\$1000*
Zoning Bylaw or Land Use Contract Amendment	\$1000*
Combined OCP/Zoning Bylaw or Land Use Contract Amendment	\$1500*

*For application to legalize an existing bylaw contravention the fee is increased by an additional 50%(see Section 5.8 of the Village of Burns Lake Development Procedures Bylaw No. 994, 2019)

The Approval Process





Community Plan and Zoning Amendments

A Guide to the Public Hearing Process

What is a Public Hearing

A public hearing is a formal meeting of Council that provides the public with an opportunity to offer input on certain proposed bylaws, including amendments to the Official Community Plan (OCP) and Zoning Bylaw. Public hearings are held in accordance with the Local Government Act and the Village's applicable bylaws.

The purpose of a public hearing is to ensure transparency and to allow Council to hear the views of persons who believe their interests may be affected by a proposed bylaw.

When is a Public Hearing Required?

A public hearing is generally required before Council may adopt:

- An Official Community Plan amendment bylaw;
- or
- A Zoning Bylaw amendment bylaw.

How is the Public Hearing Notified?

Where a public hearing is required, notice is provided in accordance with the Village's Public Notice Bylaw and includes:

- The date, time, and location of the public hearing;
- A summary of the proposed bylaw;
- Instructions for submitting written comments; and
- Information on where the bylaw and related materials may be reviewed.

Who May Participate?

Public hearings are open to everyone. Any person who believes their interests may be affected by the proposed bylaw may speak at the public hearing or submit written comments before the close of the public hearing.

Written submissions form part of the public record and are provided to Council.

Notice may be given through a combination of methods, which may include newspaper advertising, posting on the Village website and other official communication channels, mail or delivery to nearby property owners and occupants where required, and posting of a notice sign on the subject property where applicable.

Copies of the bylaw and associated background documents are made available at the Village of Burns Lake office, website and at the public hearing.

What Happens at a Public Hearing?

Public hearings are chaired by the Mayor or a designated Council member. Village staff will attend to present an overview of the proposed bylaw and to record submissions.

The Chair explains the purpose and procedures of the public hearing, invites speakers to address Council, and ensures all participants are given a reasonable opportunity to be heard.

Speakers are asked to state their name and, where relevant, their relationship to the subject property. The applicant has the same standing as any other member of the public.

A public hearing is not a forum for debate. Council members do not engage in discussion or make decisions during the hearing.





Community Plan and Zoning Amendments

Sign Requirements

The posting of a sign on a subject property is required for Rezoning and OCP Amendment, and Temporary Use Permit applications.

Signs can be obtained from the Village of Burns Lake office (15-3rd Ave, Burns Lake).

The applicant shall post the sign at least 10 days before the public hearing or Council meeting and maintain the sign on the parcel that is the subject of the application.

Location

The sign shall be located within 3 meters of a property line abutting a public road in a location facing and clearly visible from the road.

If such a placement of the sign is not feasible, the sign shall be located on the nearest abutting road or in a location approved by municipal staff.

The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway, or driveway.

Installation

The sign shall be installed in a safe, sturdy manner and be capable of withstanding typical wind and other weather conditions.

Prior to the public hearing or Council meeting, the applicant shall provide the Village with a letter signed by the applicant stating that the sign has been posted in accordance to the bylaw and a photograph of the posted sign.

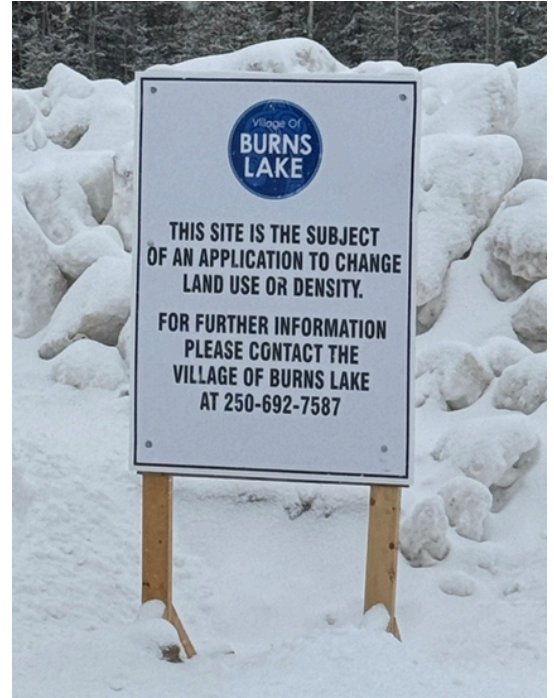
Removal

The sign shall be removed within 3 days of the conclusion of the related public hearing or Council meeting and returned to the Village office.

Additional Information

Where a sign is removed, destroyed, or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is subject to the relevant application and public hearing shall not be impacted.

Please feel free to contact the municipal office if you have questions or require further information on required signage.





Application Form

Official Community Plan (OCP) / Zoning Bylaw Amendment

The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services. Applicants are advised to consult with RDBN Planning Staff before submitting an application. Applications can be submitted in person at the RDBN office (37 3rd Ave, Burns Lake) or emailed to planning@burnslake.ca.

1 APPLICANT

Property Owner(s): _____

Name(s): _____

Company Name: _____

Mailing Address: _____

Phone (Home): _____

Phone (Cell): _____

Email: _____

2 PROPERTY OWNER

Applicant/Agent (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3.)

Name:

Company Name: _____

Mailing Address: _____

Phone(Home): _____

Phone(Cell): _____

Email: _____





3 AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property. ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as the agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) _____ to act as Applicant, and as our _____ to act as Applicant, and as our agent in regard to this application.

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

4 PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property): _____

Civic Address(House #. Street Name): _____

Parcel Identifier (PID): _____

Property Size(s): _____

(Hectares/Acres)



Community Plan and Zoning Amendment

Existing Land Use:

(Describe all current uses that occur on the land under application, including a list of buildings and the use of each building.)

5 REQUESTED AMENDMENT

Existing Zoning:_____

Proposed Zoning Amendment:_____

Existing OCP Designation:_____

Proposed OCP Amendment:_____

Reason for Application:

(Describe the reason for the application. If the application is to allow a proposed new land use or development, describe that use and / or development. Also discuss why you consider the proposed use and / or development to be appropriate for the land under application. Attach separate pages to the application, or a letter as necessary.)

6 APPLICATION FEES

Applications are reviewed by the RDBN. After review the RDBN will provide applicants with a payment form showing the amount to be paid to the Village of Burns Lake.

When payment form is provided by the RDBN fees can be paid in the following ways:

- Cheques payable to the Village of Burns Lake
- Debit card or cash payments can be made at the Village office, 15-3rd Ave Burns Lake
- Online banking bill payment at RBC , CIBC or BVCU
- Credit card through option pay

The following fees are required: Check the box that applies to your application

<input type="checkbox"/>	Official Community Plan (OCP) Amendment	\$1000
<input type="checkbox"/>	Zoning Bylaw Amendment	\$1000
<input type="checkbox"/>	Combined OCP and Zoning Bylaw Amendment	\$1500

Please note that the fee for application to legalize an existing bylaw contravention is increased by an additional 50%

7 SIGN NOTIFICATION REQUIREMENTS

Applications require that a sign be posted on the property to advise the community of the application. The sign can be provided by the property owner, or it can be borrowed from the Village of Burns Lake office (15-3rd Ave, Burns Lake).



INDUSTRIAL OR COMMERCIAL PURPOSE OR ACTIVITIES

Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulations? (SCHEDULE 2 included in application package). If yes, complete the Site Disclosure Statement located on the following provincial site and attach to application.

(www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms)

YES NO

DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize RDBN staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

Owner Name (print)	Signature	Date
Owner Name (print)	Signature	Date
Owner Name (print)	Signature	Date

***To ensure your application is complete and that all items have been included with your application, see page 3 of the Official Community Plan & Zoning Amendment brochure for the application checklist.**