

How to Amend the Official Community Plan (OCP)



Why is the OCP important?

The RM of Sherwood has designated land in their Official Community Plan (OCP) to accommodate several decades of development. The RM does this so they can manage infrastructure and community services in a responsible way. Sometimes an opportunity arises for land that is not yet designated for development. The property owner has the right to apply to have Council review the proposal and consider amending the community plan.

What must I do to apply to amend the OCP?

The RM of Sherwood requires the following information in order to consider a request **to change a map** contained within the OCP:

1. Completed OCP amendment application (be as specific as possible), and attach:
 - a. The legal description of the property, including evidence of current legal ownership and a letter of authorization from the property owner to make the application;
 - b. A brief ***Letter of Intent***, describing what you are trying to do; and,
 - c. An application fee.

2. A ***Concept Plan*** must be provided if First Reading is approved and prior to the Public Hearing that describes:
 - a. The location of the property, including the overall geographic and topographic context, major community characteristics, and nearby landmarks.
 - b. You must make the case that there is demand in the market for more land designated for the desired general land use category.
 - c. The overall vision for the proposed development, including the development theme and key site features.
 - d. The proposed development concept.
 - e. An explanation of how the property will be serviced with water, sewer, land drainage, and transportation access and connecting networks.
 - f. Generally, how the development will be implemented and over what timeframe.

The RM of Sherwood requires the following information in order to consider a request **to change a policy (text)** contained in the OCP:

1. Completed OCP amendment application (be as specific as possible)
 - a. If the policy applies to a specific parcel(s) of land, then the legal description of the property, including evidence of current legal ownership is required.
 - b. A brief ***Letter of Intent***, describing what you are trying to do and why; and,
 - c. An application Fee.

2. A study, report, site plan or other documentation that defends the request for a policy change to the community plan may be required with the application prior to the First Reading going to Council. In some cases, if the policy is specific to a certain property(ies), a ***Concept Plan*** may also be required for OCP policy changes. Further report or studies may be required prior to Public Hearing.

How much will this cost me?

In addition to the application fee, you will be responsible for other costs, including:

- The cost of advertising a public hearing is required, if Council decides to give your application First Reading, can be about \$2,000 - \$5,000. As per the Planning Fees Bylaw, the cost of the advertising will be billed to the applicant upon receipt of the invoice.
- Other agencies may require scientific and/or engineering studies to be completed, i.e. a hydrogeological engineering study may be required by Water Security Agency to secure groundwater allocation for certain developments.
- The Concept Plan costs vary depending upon the complexity of your project and the engineering firm you use.
- Depending on the studies required, the RM Engineer may also need to review the Concept Plan which fees will also be billed to the applicant as per the Planning Fees Bylaw.

How long will this process take?

Amending an OCP can take some time. First you need to complete your due diligence in order to present a complete application to the municipality.

Second, Council must give First Reading to a bylaw before your proposed OCP amendment can be advertised. Then it has to be advertised at least a month before a public hearing to consider the matter. Prior to the Public Hearing is when the Concept Plan must be submitted to the RM. This can

take months, depending upon the complexity of your project. Once that has been completed, the RM must give First Reading to the Concept Plan so that it can also be circulated to stakeholders and affected parties.

Once the public hearing is completed, Council can give the bylaw Second and Third Reading and then the documentation is sent to the provincial Ministry for final review and approval. This can take a few months.

OCP changes in the *Joint Planning Area* are also subject to discussions with the City of Regina. This can add a couple of additional months to the process prior to scheduling of a public hearing.