

FORM AND CHARACTER DEVELOPMENT PERMIT NUMBERS 3-8 APPLICATION GUIDE



May, 2015

This brochure provides an overview of the steps involved in the Development Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their specific development proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

WHAT IS A DEVELOPMENT PERMIT?

A Form and Character Development Permit regulates the look and feel of multifamily, commercial and intensive residential development. A Development Permit is required before any changes can be made to properties that are within Development Permit Areas (including the removal of trees and vegetation). Development Permits help to ensure that growth and development is consistent with the Town's goals and objectives.

Specific areas of Gibsons have been designated as Development Permit Areas and each of these areas has a set of development guidelines which outline the Town's development objectives for that area. The guidelines for each Development Permit Area are outlined in [Section 16 of the Official Community Plan \(OCP\)](#).

A Development Permit for a proposed project is approved and issued by Council when they are satisfied that the project meets the guidelines and conditions for the Development Permit Area. Once approved, the conditions of the Development Permit are binding on both the Town and existing and future owners of the property. Development Permits are registered at the Land Titles Office, appear on the title of the property and are kept on record at Municipal Hall. A Development Permit is not a Building Permit and you still need to apply for a Building Permit after the Development Permit has been issued.

WHEN DO YOU NEED A DEVELOPMENT PERMIT?

The Local Government Act enables Municipalities to designate Development Permit Areas (DPAs) for the following purposes:

- To achieve objectives for the form and character of commercial, industrial or multi-family development;
- To achieve objectives for the form and character of intensive residential development; and,
- To revitalize specific commercial areas.

Maps showing the location of all Development Permit areas in Gibsons are contained within [Section 14.0 of the OCP](#). All commercial, industrial and multi-family properties in the Town of Gibsons require a Development Permit prior to development. Some minor developments are exempted as outlined in Section 16.1 of the Official Community Plan Guidelines. Development Permits are required prior to subdivision approval, land clearing, disturbance of soil, or building permit approval in Development Permit Areas.

APPLICATION FEE

At the time of submitting the application, you are required to pay the application fee, which is based on the size and scale of the project. This fee is non-refundable and is intended to recover a portion of the costs of processing the application. Current fees are:

Form and Character

\$500 basic fee, plus:

- \$100 per dwelling unit to a maximum of \$5,000
- \$1/ m² of commercial, industrial or other non-residential site area to a maximum of \$5,000

Fees are subject to change: please check with the Planning Department to confirm the correct amount.

STEPS TO DEVELOPMENT PERMIT ISSUANCE

STEP 1 – PRE-APPLICATION MEETING

Before submitting an application, you are advised to meet with the Planning Department to review your proposed plans to:

- Review the zoning of the property and the requirements for land use, building setbacks, parking, and landscaping requirements;
- Determine whether any other development applications need to be completed concurrently with the Development Permit application (ie. Rezoning, OCP Amendment, Development Variance Permit, or another type of Development Permit); and,
- Review the Official Community Plan to ensure your proposal meets with the guidelines of the one Development Permit Area (DPA) within which the subject property is contained.
- Consider the servicing requirements, development cost charges and other costs that may be required for your proposal.

Applicants are advised to consult with the Department of Fisheries and Oceans early in the process for development along the marine shore, and with the Ministry of Transportation and Infrastructure early in the process for development in close proximity to highway 101. If the site has been used for an Industrial or Commercial activities listed in [Schedule 2 of the Environmental Act](#), the property owner must submit a Site Profile to the Ministry of Environment.

STEP 2 – SUBMISSION OF APPLICATION

Please note that during a pre-application meeting, staff will be able to advise applicants of the material needed. Some of the materials specified above may not be applicable for all application submissions.

Once you have refined your project proposal, submit a completed application that includes:

- A completed application form signed by registered owner(s) of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title - must be dated within 30 days of application;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development in metric scale;
- Three (3) sets of fully dimensioned metric plans prepared by a B.C. Land Surveyor (with 11" x 17" reduced copy) if applicable. Must include:
 - Gross site area, dimensions, and proposed use of all lots;
 - All existing structures on the property and distances from existing or proposed lot lines;
 - Location of roads, lanes, walkways, and park dedications;
 - Location and purpose of existing easements, rights-of-way or covenants on the property; and,
 - Contour Plan from a topographic survey.
- Proposal Summary: Written summary of how the proposed development conforms to each of the applicable Development Permit Area Guidelines listed in the OCP. In the proposal summary, use the headings under the "Guidelines" section of the applicable Development Permit Area in the OCP (Sections 14.2 to 14.7) as headings in your summary to ensure that you are stating how the proposal meets each guideline, or where it is not possible to meet a guideline explain why it is not possible. The proposal summary should also describe how the proposal is environmentally, socially, and economically sustainable;
- Development Permit Details: One set of fully dimensioned plans required, plus three (3) sets of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or Jpeg format) including:
 - Scaled building sections and elevations, access, and parking details;
 - Scaled building design and siting plans to specify building materials and exterior finish;
 - Preliminary engineering plans for water, sanitary and storm sewer services;
 - Plans prepared by a Landscape Architect showing existing vegetation and proposed landscaping to the standard of the [Town's Landscape Policy](#). A cost estimate for the proposed landscaping must be submitted along with the landscape plan; and,
 - A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data.
- A completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable; and,

STEP 3 – APPLICATION REVIEW

Before review begins, applications are checked for completeness and will be returned without review if any required items are missing. Completed applications are referred to the Planning Department, Engineering Department and Building Inspector. In addition, all Development Permit applications will be referred to the Advisory Planning Commission.

One or more of the following agencies may also be involved in the review process:

- Fire Department;
- Ministry of Transportation and Infrastructure;
- Federal Department of Fisheries and Oceans;
- RCMP;
- School District #46; and,
- Utilities such as BC Hydro, FortisBC, Cable and Telus.

Upon receipt of all staff and referral comments, a detailed staff report is prepared. The Planning Department report summarizes the proposal, includes staff comments, analyzes the proposal for consistency with the Town's Official Community Plan and sustainability criteria, and makes a recommendation to Council.

STEP 4 – ADVISORY PLANNING COMMISSION MEETING

The volunteer Advisory Planning Commission reviews form and character Development Permit applications and provides advice to Council. Town staff will arrange for your application to be forwarded to one of the monthly meetings and applicants are invited to attend and answer any questions. The recommendations from the Advisory Planning Commission are included in the staff report for Council's consideration.

STEP 5 – COUNCIL MEETING

Committee of the Whole and Council meetings are held the first and third Tuesdays of every month.

The Mayor and four Councillors are present at the Committee of the Whole meetings. Applications are sent to Committee of the Whole meetings first. This is where the Director of Planning describes the project to Council, and enables Council to have a discussion about the project and the APC's recommendations.

The application is then taken to Council where Council will authorize issuance of the Development Permit, reject it, or require amendments to be made. Issuance of concurrent development applications may be required prior to issuance of the Development Permit (i.e. A Development Variance Permit required for siting of the development proposed in the Development Permit application would have to be issued before the Development Permit could be issued). It is highly recommended that the applicant(s) attend the Council Meeting in order to answer any questions that the Council members may have regarding the proposal.

STEP 6 – REGISTRATION AT LAND TITLES OFFICE

Once approved, Development Permits are registered by the Town at the Land Titles Office, which means that the Development Permit is registered on the title of the property. Applicants will receive a copy of the Permit in the mail.

WHAT'S NEXT?

Apply for a [Building Permit](#). At the time of the Building Permit application, you may need to hire consultants, such as an independent civil engineering firm to design the on-site servicing when it is not in place and assist with the application requirements.

Most applications for commercial, industrial, or multi-family development require a security deposit for the value of the proposed landscaping works.

At the time of the Building Permit application you will need to:

- Review the required engineering services for the property. It is the applicants' responsibility to provide all necessary off-site servicing upgrades (ie. roads, water, sewer, drainage, street lighting, curb, gutter and sidewalk) to the [Subdivision and Development Servicing and Stormwater Management Bylaw No. 1175, 2012](#) standards. When off-site servicing is required, the applicant will be required to enter into a Servicing Agreement with the Town.
- Hire a consultant, such as an independent civil engineering firm, to design the off-site servicing and assist with the Servicing Agreement requirements.
- Pay [Development Cost Charges \(Bylaw No. 670, 1993\)](#).

CONTACTS

Town of Gibsons Planning Department: 604-886-2274
Town of Gibsons Engineering Department: 604-886-2274
Town of Gibsons Building Department: 604-886-2274
Fire Chief: 604-886-7777
Ministry of Transportation: 604-740-8985
Department of Fisheries and Oceans (Riparian): 604-666-3363
Department of Fisheries and Oceans (Marine Shore): 604-666-6140

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons
474 South Fletcher Road, Box 340
Gibsons, B.C. V0N 1V0



Planning Department
 474 South Fletcher Road | Box 340, Gibsons, BC V0N 1V0
 Phone: 604-886-2274 | Fax: 604-886-9735 www.gibsons.ca

DEVELOPMENT PERMIT AREA NUMBERS 3-8 APPLICATION FORM

Please read the attached Development Permit Application Guide before filling out this application form. If you have any questions or require assistance in filling out this form, contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your application as fees may change annually, or consult the Development Procedures and Fees Bylaw.

- I am applying for a new Development Permit
- I am applying for a new Development Permit and a Development Variance Permit
- I am applying for an amendment to an existing Development Permit

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel _____ Plan _____ Block _____

District Lot/Section _____ Range _____

Other Description Street Address _____

Jurisdiction and Folio Number (From Property Assessment/Tax Notice) _____

Parcel Identifier (PID) (From State of Title Certificate) _____

SECTION 2: APPLICANT/AGENT INFORMATION

Name _____

Name _____

Address _____

Address _____

City _____

City _____

Province/State _____

Province/State _____

Postal/Zip _____

Postal/Zip _____

Telephone _____

Telephone _____

Fax _____

Fax _____

Email _____

Email _____

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA). If you require further information regarding the FOIPPA please contact the FOI Coordinator at 604-886-2274 or the Information and Privacy Commissioner at 1-800-663-7867.

SECTION 3: PROPERTY OWNER INFORMATION

Name _____

Street Address _____

City _____ State/Province _____ Postal/Zip _____

Telephone _____ Fax _____ Cell _____

Email _____

SECTION 4: PLANS AND SUPPORTING MATERIAL CHECKLIST

All applicants must provide one full scale (not less than 1:100 metric) detailed site plan, three reduced (letter sized, 8.5" x 11") sets of the drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format). Detailed requirements and supporting materials required vary by Development Permit Area (DPA). If you are unsure which DPA applies to your application, please contact Planning staff.

Tick the Development Permit Area(s) that your property is within (see Appendices in the Official Community Plan for maps):

- No. 3 Upper Gibsons Commercial Area
- No. 4 Multi-family Land Uses
- No. 5 Gibsons Landing
- No. 6 Service Commercial/ Light Industrial
- No. 7 Live/ work
- No. 8 Intensive Residential

SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR FORM AND CHARACTER DPAS

If you are applying for a Development Permit within DPAs No. 3, 4, 5, 6, 7 and 8 which establish form and character guidelines and promote commercial revitalization, please submit the following plans and materials (check each box to indicate the requested document is enclosed):

A detailed site plan including:

- Existing and proposed uses on parcel
- Dimensions and/or floor areas (each floor) of all existing and any proposed buildings on the property
- Parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- Location of roads, lanes, walkways, and park dedications
- Height of existing and proposed buildings/additions
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property
- Exterior lighting location and design
- Location of all Municipal services (storm, water, sewer etc.) on and off site

Supporting materials required:

- Scaled building sections and elevations
- Floor plans indicating uses and functions within building(s)
- Access, and parking layout details
- Scaled building design and siting plans to specify building materials, exterior finish, colour scheme and other architectural details
- Preliminary engineering plans for water, sanitary and storm sewer services
- Plans prepared by a Landscape Architect showing existing vegetation and proposed landscaping to the standard of the Town's Landscape Policy

Supporting materials:

- A project summary sheet outlining gross site area, net density, number of dwelling units, site coverage, heights, setbacks and other relevant data.

ADDITIONAL INFORMATION

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF Document.

SECTION 5: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURE(S) ON THE PROPERTY

SECTION 6: DESCRIBE THE PROPOSED DEVELOPMENT

SECTION 7: APPLICATION COMPLETION

Initial or check each of the following:

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 4 of this application form
- I have included the additional documentation and reports required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee

Please Note: Your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the Official Community Plan (Bylaw 985 and associated amendments), and the Development Procedures and Fees Bylaw.

SECTION 8: OWNER'S CONSENT AND AUTHORIZATION

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 2 of this application to represent this application:

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date