



Approving Officer

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

www.gibsons.ca

SUBDIVISION PRELIMINARY APPLICATION

Please read the *Subdivision Application Guide* before filling out this application form. If you have any questions or require assistance in filling out this form contact the Approving Officer. 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' Approving Officer and make your fee payable to the Town of Gibsons. Contact the Approving Officer or consult the *Development Procedures and Fees Bylaw* for the current fee(s) prior to submitting your applications.

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel	<input type="text"/>	Plan	<input type="text"/>	Block	<input type="text"/>
District Lot/Section	<input type="text"/>	Range	<input type="text"/>		
Other Description	<input type="text"/>				
Street Address	<input type="text"/>				
Jurisdiction and Folio Number (From Property Assessment/Tax Notice)	<input type="text"/>				
Parcel Identifier (PID) (From State of Title Certificate)	<input type="text"/>				

SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information	Second Owner Information
Name <input type="text"/>	Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
City <input type="text"/>	City <input type="text"/>
Province/State <input type="text"/>	Province/State <input type="text"/>
Postal/Zip <input type="text"/>	Postal/Zip <input type="text"/>
Telephone/Fax <input type="text"/>	Telephone/Fax <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)*

Name	<input type="text"/>					
Address	<input type="text"/>					
City	<input type="text"/>	State/Province	<input type="text"/>	Postal/Zip	<input type="text"/>	
Telephone	<input type="text"/>	Cell	<input type="text"/>	Fax	<input type="text"/>	
Email	<input type="text"/>					

*Note authorization in Section 6

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

Please indicate below the type of Subdivision you are applying for and review the submission requirements (see page 4 for detailed descriptions of each submission requirement).

Conventional Subdivision (creation of new lots)

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary

Lot Boundary Adjustment (no net increase in number of lots)

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary

Strata - Phased

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary
5. Completed Form 'P'

Strata – Bare Land

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary

Strata – Title Conversion

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary
5. N/A
6. Declaration/Certificates

Air Space Parcel

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary

Land Lease in Excess of Three Years

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans
4. Proposal Summary

Petition to Cancel a Plan (including Road Closure)

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans

Road Dedication

1. Fee(s)
2. Certificate of Title
3. Subdivision Plans

Details of Submission Requirements:

1. Fee(s)

- Consult the Development Procedures and Fees Bylaw for a list of applicable fees and charges associated with your Subdivision

2. Certificate of Title

- Obtained from the B.C. Land Title Office or the Local Government Agent.
- Must be dated within 30 days of application.

3. Subdivision Plans

- Drawings to scale of the proposed subdivision. (One set of fully dimensioned metric plans required) one set of reduced drawings required (maximum size 11" x 17") plus one set of high resolution digital copies in PDF format including;
 - Gross site area and dimensions for all proposed lots, with orientation indicated by a North arrow;
 - Location of existing and proposed roads, lanes, walkways, including internal access routes for bare land strata plans;
 - All bodies of water and drainage courses;
 - Topographical information;
 - contour lines at one-metre intervals for areas of the parcel with slopes equal to or greater than 10%;
 - contour lines at two meter intervals for areas of the parcel with slopes less than 10%;
 - Surrounding properties with their land use;
 - Jurisdictional boundaries;
 - Preliminary engineering plans for water, sanitary, and storm sewer services;
 - Location and dimensions (including setbacks from proposed lot lines) of existing buildings on the site and notes to indicate which structures are to remain;
 - Location and purpose of proposed easements, statutory rights-of-ways, and covenants on the proposed lot(s);
 - Adjacent roads and access to lands beyond the subdivision; and
 - A sketch plan showing the possible future subdivision of adjacent land(s) where it is reasonable to expect further subdivision of adjacent properties.

4. Proposal Summary

- Outline the nature of the proposed development, how the development fits within the neighbourhood, the design character of the housing, neighbourhood, or commercial use proposed, and indicate clearly any proposed variance and the bylaw provision that is required to be varied.

5. Form P Declaration and Schedule of Unit Entitlement

- Two copies of a signed Form P (one copy to be retained by the Municipality)
- Mylar and paper copies required by the Provincial Land Titles Office

6. Declaration/Certificates (Strata Conversions only)

- A notarized declaration stating that each person occupying the building has been given notice of the intent to convert the building to strata lots; and,
- For buildings over 5 years old, a certificate from a qualified engineer or architect regarding the condition of the building(s).

SECTION 5: SUBDIVISION TYPE AND DESCRIPTION

If the space provided below is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, or a separate PDF document.

Describe the features and intent of the proposed subdivision in the space provided below.

SECTION 6: 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 any Town staff assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a 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 staff on the site visit.

Owner/Agent is responsible for and agrees to:

- All aspects of work and safety conformance and bylaws;
- Obtain electrical Permit and all necessary inspections;
- All wiring to be underground and otherwise concealed; and,
- Removal of all unauthorized signs.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date

SECTION 7: APPLICATION COMPLETION

(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form
- I have included detailed 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 the title
- All owners listed on the title have signed the application
- I have verified as to whether my property falls within a Development Permit Area.
- I have included the correct fee (contact the Town of Gibsons Approving Officer or visit [Development Procedures and Fees Bylaw](#) for correct fees)

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), [Subdivision and Development Servicing and Stormwater Management Bylaw No. 1175, 2012](#) and the “Development Procedures and Fees Bylaw.”.