

# DEVELOPMENT PERMIT NUMBERS 1, 2 AND 9 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 Development Permit regulates development in hazardous or environmentally sensitive areas. 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 16.2 of the Official Community Plan \(OCP\)](#).

A Development Permit for Development Permit Areas, 1, 2 and 9 is approved and issued by the Director of Planning or the Director of Engineering once 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 protect development from hazardous conditions;
- To protect the natural environment, its ecosystems and biological diversity;
- To protect the Gibsons Aquifer.

Maps showing the location of all Development Permit areas in Gibsons are contained within [Section 14.0 of the OCP](#). 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 Geotechnical Hazards or Environmentally Sensitive 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:

### *DPA No. 1 Geotechnical*

- \$300.00 fee

### *DPA No 2 Environmental*

- \$300.00 fee

### *DPA No 9 Gibsons Aquifer*

- \$600.00 fee, plus \$300 if a drilling program is required.

### *If work has commenced without an authorized permit*

- \$1000.00 per application

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 each Development Permit Area (DPA) within which the subject property is contained.

Applicants are advised to consult 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 should submit a Site Profile directly 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 16.2, 16.3 or 16.10) 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 one set 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 development plans to indicate slopes, streams, watercourses, top of ravine or slope banks, vegetation, rock outcroppings or other natural features; and,
  - An assessment report by a qualified professional regarding the proposed development.
- A completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable.
- Landscaping Plan and Estimate, if applicable.

### **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.

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

- Fire Department;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Federal Department of Fisheries and Oceans.

Upon receipt of all staff and referral comments, staff will analyze the application for consistency with the Town's Official Community Plan and, if approved, issue the Development Permit, or ask for additional information.

### **STEP 4 – 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?**

Most applications will require a security deposit for the value of the proposed landscaping works.

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.

## 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 1, 2 AND 9 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 apply to your proposed development (see Appendices in the Official Community Plan for maps):

- No. 1 Geotechnical Hazard Areas
  
- No. 2 Environmentally Sensitive Areas
  
- No. 9 Gibsons Aquifer

### SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 1

If you are applying for a Development Permit within DPA No. 1 for Geotechnical Hazard Areas (See Official Community Plan, Section 14.2, page 100), 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
- The location of all streams, watercourses, top of ravine or sloped banks, vegetation, rock outcroppings or other natural features
- Contour Plan from a topographic survey
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Geotechnical assessment prepared by a Geotechnical or Structural Engineer or Qualified Environmental Professional (QEP) certifying the safe use of the land including recommendations and mitigation measures (See Section 16.2, page 94 of the Official Community Plan for requirements).



## **SECTION 4B: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 2**

If you are applying for a Development Permit within an Environmentally Sensitive Area designated under DPA No. 2 (see Official Community Plan Section 16.3, page 100), 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
- Location of all wetlands, drainage areas, and ponds on the property
- Contour Plan from a topographic survey
- Height of existing and proposed building or building additions
- Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- Setbacks of all existing and proposed septic tanks and fields, as well as wells on the property, from natural boundaries of the sea, wetlands and watercourses and any wells that are on or within 50 metres of the property
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Environmental assessment report carried out by a Qualified Environmental Professional (QEP)

## **SECTION 4C: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 9**

If you are applying for a Development Permit within DPA No. 9 for Gibsons Aquifer (See Official Community Plan, Section 16.10, page 142), 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
- Definition of study area, provision of the cross-section of the aquifer and overlying geological layers
- Dimensions and/or floor areas (each floor) of all existing and any proposed buildings on the property
- The location of all wells on or within 300m of the subject property should be identified
- Contour Plan from a topographic survey
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- An assessment/report carried out by a Qualified Professional, which addresses the guidelines in Section 16.10 of the Official Community Plan.

## **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 relevant 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