

## DEVELOPMENT PERMIT APPLICATION GUIDE

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 base fee (includes first dwelling unit), plus:

- \$100 per dwelling unit to a maximum of \$10,000
- \$500 per permit for commercial, industrial or other non-residential site area to a maximum of \$10,000

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 (i.e. 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 (1) set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF 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. 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.

### **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, Infrastructure Services Department and Building Official.

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

- Gibsons and District Volunteer Fire Department
- Ministry of Transportation and Infrastructure
- Federal Department of Fisheries and Oceans
- RCMP
- School District #46
- Vancouver Coastal Health

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 – 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 meetings. Applications are sent to Committee meetings first. This is where the Director of Planning describes the project to Council, and enables Council to have a discussion about the project.

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 5 – 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 (i.e. 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 \(Bylaw No.1218, 2016\)](#).

## CONTACTS

Town of Gibsons Planning Department: 604-886-2274

Town of Gibsons Infrastructure Services Department: 604-886-2274

Town of Gibsons Building Department: 604-886-2274

Fire Department: 604-885-8670

Ministry of Transportation: 604-740-8985

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:

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