

# HERITAGE ALTERATION PERMIT APPLICATION GUIDE



**TOWN OF GIBSONS**  
[www.gibsons.ca](http://www.gibsons.ca)  
April 2019

This brochure provides an overview of the steps involved in the Heritage Alteration 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 proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

### **WHAT IS A HERITAGE ALTERATION PERMIT?**

Heritage Alterations Permits are required for the two properties identified in the **Heritage Designation Bylaw No. 582**. These properties consist of the Women's Institute Hall (Gibsons Heritage Playhouse) and Gibsons Elementary School (School District Resource Centre).

These properties have distinct heritage characters that are identified in the **Official Community Plan**. It is important to protect the significance of the building's character and retaining the scale, spatial relationship, plantings and green spaces and, where possible, the fabric and line of the existing building.

### **WHEN DO YOU NEED A HERITAGE ALTERATION PERMIT?**

You will need a Heritage Alteration Permit when you wish to change the exterior of a property on the Heritage Register. Where buildings, sites, plantings, or structures of historic significance are located on land to be redeveloped, the preservation of such sites, buildings or structures shall be considered as part of the development approval process.

### **APPLICATION FEE**

The fee for a Heritage Alteration Permit is \$100.00

### **STEPS TO HERITAGE ALTERATION 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 Heritage Alteration 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.

For major projects requiring a Development Permit for form and character, applicants are also encouraged to present their proposal to a Town Committee to gain feedback prior to completing plans to be submitted to staff as a formal application. Applicants are advised to consult with the Ministry of Transportation and Infrastructure early in the process for major alterations in close proximity to Highway 101.

### **STEP 2 – SUBMISSION OF APPLICATION**

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;
- Certificate of Title. Must be dated within 30 days of application. The Town can obtain this for a fee;
- Proposal Summary: Written summary of how the proposed alterations conform to the applicable Development Permit Area Guidelines listed in the OCP, and heritage character. The proposal summary should also describe the proposal's consistency with the heritage character and how the proposal is environmentally, socially, and economically sustainable; and,
- Historic Photography or other documentation demonstrating the historic character and features of the property.

### **STEP 3 – APPLICATION REVIEW**

Before review begins, applications are checked for completeness and will be returned without review if any required items are missing.

A Heritage Alteration Permit without a variance will be reviewed by staff and the Heritage Advisory Commission. A detailed staff report is then prepared that summarizes the proposal and includes:

- Staff comments;
- Consistency with the Town's Official Community Plan and sustainability criteria; and,
- Recommendation to the Committee and, if successful, a recommendation to Council.

A Heritage Alteration Permit with a variance requires a Development Variance Permit Application to be completed and the process followed.

### **STEP 4 – COMMITTEE MEETING**

Committee-of-the-Whole meetings are held the afternoon of the first and third Tuesday of the month. A staff report is prepared that outlines the proposal and provides comment on the suitability of the alteration according to Zoning Bylaw requirements, the Development Permit Area Guidelines listed in the OCP, and the environmental, social, and economic sustainability of the proposed alteration. A copy of staff's report is available to the applicant the day before the Committee meeting. The Committee receives the staff report and makes a recommendation to Council to support or reject the proposed Heritage Alteration Permit, or

to return it to the applicant for revisions. It is highly recommended that the applicant(s) attend the Committee Meeting in order to answer any questions that the Committee members may have regarding the proposal.

### **STEP 5 – PUBLIC INFORMATION MEETING**

The Committee may require applicants to hold a public information meeting to notify occupants of surrounding properties of the proposed development (see Planning Policy 3.6 – Public Notification for Development Applications). This public information meeting must be held prior to the application being considered by Council.

### **STEP 6 – COUNCIL MEETING**

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

At the Council meeting, Council will authorize issuance of the Heritage Alteration Permit, reject it, or require amendments to be made. Issuance of a Development Variance Permit may be required prior to issuance of the Heritage Alteration Permit. 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.

### **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.

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.
- Install a fire sprinkler system at time of Building Permit as per Building and Plumbing Bylaw (No. 822, 1996).
- 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

Gibsons and District Volunteer Fire Department: 604-886-7777

Ministry of Transportation and Infrastructure: 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](http://www.gibsons.ca)

**HERITAGE ALTERATION PERMIT APPLICATION FORM**

Please read the Heritage Alteration 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, plans and supporting material to the Town of Gibsons Planning Department.

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

First Owner Information	Second Owner Information
Name	Name
Address	Address
City	City
Province/State	Province/State
Postal/Zip	Postal/Zip
Telephone/Fax	Telephone/Fax
Email	Email

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

Name

Address

City

State/Province

Postal/Zip

Telephone

Fax

Cell

Email

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 (<http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html>) or the Information and Privacy Commissioner at 1.800.663.7867 ([www.oipc.bc.ca](http://www.oipc.bc.ca))

**SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST**

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, three reduced (letter size, 8.5" x 11") sets of drawings, and one set of high resolution digital copies (in PDF format) that must include the following:

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;

Certificate of Title. Must be dated within 30 days of application. The Town can obtain this for a fee;

Proposal Summary: Written summary of how the proposed alterations conform to the applicable Development Permit Area Guidelines listed in the OCP, and heritage character. The proposal summary should also describe the proposal's consistency with the heritage character and how the proposal is environmentally, socially, and economically sustainable; and,

Historic Photography or other documentation demonstrating the historic character and features of the property.

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

## SECTION 6: DESCRIBE THE PROJECT AND OUTLINE YOUR REQUEST



## SECTION 7: APPLICATION COMPLETION

(initial or check each of the following)

I have completed all sections of this application form.

I have included recent Certificate of Title (not more than 30 days old), or will obtain from the Town for a fee.

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 described and illustrated the proposed changes and provided relevant background material and historic photographs.

**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), the Zoning Bylaw, and the Development Application Procedures 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 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 the Planner on the site visit.

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