



## Planning Department

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

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[www.gibsons.ca](http://www.gibsons.ca)

# ZONING AMENDMENT APPLICATION

Please read the Zoning Amendment 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 applications as fees may change, or consult the Rates, Fees and Charges Bylaw.

### 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)		
	Text	
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 [REDACTED]

Address [REDACTED]

City [REDACTED]

State/Province

Postal/Zip [REDACTED]

Telephone

Fax

Cell

Email [REDACTED]

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, and one set of high resolution digital copies (in PDF format) that must include the following:

Completed application form signed by registered owner 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. The Town can obtain this for a fee;

Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development in metric size;

Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern. Where a Development Variance Permit is requested, justification for the variance is to be provided;

Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, and one set of high resolution digital copies (in PDF format) including;

- Dimensions of the property, existing and proposed roads;
- Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
- The location of any watercourses, steep banks or slopes; and,
- Any easements or statutory Rights-of-Way.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information in a separate document (PDF or Microsoft Word format preferred).

**SECTION 5: PLAN DESIGNATION OR ZONE CHANGES**

**Zoning Designation change requested.**

Existing Land Use:  
Lot 22: Comprehensive Development Area 1 (CDA-1)  
Lot 23: Downtown Commercial Zone 5 (C-5) (owned by the Town of Gibsons)

Proposed:  
Lot 22-A (Dr. Inglis House / Stonehurst): Comprehensive Development Area 1 (CDA-1)  
Lot 22-B (Residential and Public Parking): New Comprehensive Development Zone  
Lot 23 (Inglis Park - owned by the Town of Gibsons): Parks, Recreation, and Open Space (PRO)

**Concurrent Applications (if applicable). e.g. Official Community Plan Amendment, Development Permit, Development Variance Permit, Subdivision.**

Development Applications for Amendments to the OCP (Smart Plan / Harbour Plan) and Amendments to the Zoning are concurrent with Development Permits for Form and Character, for Preservation of Stonehurst, and Inglis Park Residences. (A development Permit has been Issued for the Aquifer.)

**SECTION 6: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY.**

**SECTION 7: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES.**

**SECTION 8: DESCRIBE THE CURRENT USES OF THE LAND AND BUILDINGS ON ADJACENT PROPERTIES. YOU MAY BE REQUIRED TO SUBMIT A SITE PLAN SHOWING EXISTING FEATURES OF ADJACENT PROPERTIES.**

**SECTION 9: DESCRIBE THE REASONS IN SUPPORT OF THE BYLAW AMENDMENT. ATTACH ADDITIONAL COMMENTS ON A SEPARATE PAGE. SUBMIT ANY TECHNICAL REPORTS, STUDIES OR APPRAISALS OF THE PROPERTY AND COMMENT ON ANY COMMUNITY CONSULTATION YOU HAVE UNDERTAKEN.**

The proposed plan for Lots 22 and 23 incorporate Smart Growth Policies such as:

- creating a range of housing opportunities and choices,
- creating walkable neighbourhoods,
- fostering distinctive, attractive places with a strong sense of pace,
- providing a variety of transportation choices,
- strengthening and directing development to existing communities,
- taking advantage of compact building design,
- and making efficient use of existing infrastructure.

In addition, the proposed development for Lots 22 and 23 also provide:

- heritage protection,
- and improvements for the pedestrian environment of Gibsons Way, School Road, and Inglis Park.

**SECTION 10: 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), 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 included the correct fee (contact the Town of Gibsons Planning Department or consult the Rates, Fees and Charges Bylaw for correct fees).

A Form P, if the proposed development will be Phased. If not Phased, mark 'N/A'.

**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 Rates, Fees and Charges Bylaw.

**SECTION 11: 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